

# JARR Update

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### HR UPDATE

#### LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact [franklin.hurt@alaska.gov](mailto:franklin.hurt@alaska.gov).

## **Training & Development Schedule and Classrooms Changes** By Pat Dill

As you may know, Training & Development normally schedules classes from September through May of each training year. During the summer months, Training & Development staff are busy with strategic planning, course development, special team building sessions and instructor development. However, this year in addition to the usual workload, Training & Development and our adjunct instructor staff are continuing to offer open enrollment

classes from June through November 2011. Training & Development will also continue to offer the Workplace Alaska for Hiring Managers Self-Pace course throughout 2011 and 2012.

The primary reason for the course scheduling changes is that Training & Development instructors and others will be directly involved with training a majority of Executive Branch employees in the use of the Alaska Statewide System for Employee Time (ASSET) program beginning in November 2011 and continuing into 2012 as implementation of ASSET occurs statewide. The ASSET program is a statewide browser-based time and attendance collection system that will eliminate the need for paper-based processes.

Training & Development will not be scheduling open enrollment classes from December 2011 through the Spring 2012 or longer depending upon implementation schedule. However, please reference our Training & Development webpage and TrainAlaska training schedule for the latest update as we may be able to schedule open enrollment or special session classes dependent on workload and instructor availability.

To view Training & Development open enrollment schedule; course description; and enroll in classes, please go to the T&D webpage at: <https://aws.state.ak.us/TrainAlaska/TrainingSchedule.aspx>.

If you have questions or need assistance please contact Training & Development at:

[doa.dop.doptraining@alaska.gov](mailto:doa.dop.doptraining@alaska.gov) or call 375.7720 in Anchorage and 465.4430 in Juneau.

### **Division of Personnel & Labor Relations (DOPLR) Large Training Room - Juneau:**

The DOPLR large training room located on the 10<sup>th</sup> floor of the State Office Building has been renovated based on student feedback to make it more student- positive and student- focused. These renovations include a new paint job, carpet cleaning, ventilation repairs and a room reconfiguration. The DOPLR large training room's primary use is to meet DOPLR Training & Development student training needs but the room can be reserved by other state agencies for their training needs, meetings, and presentations. Room reservations can be made by contacting DOPLR staff:

- Alicia Holladay – DOPL&R Juneau at 465.3567
- Helen Warman – DOPL&R Juneau at 465.4430
- Patricia Dill – DOPL&R Anchorage at 375.7720

Please don't forget to utilize the training room checklist before, during and following your training event to help you and the participants make the best use of the training room and appropriately prepare the training room for the users that follow you.

## Employee Movement Reports Available By Connie Preecs

The Employee Movement report is now available on the Division of Personnel and Labor Relation's publications page at <http://doa.alaska.gov/dop/resources/publications/>. It is located under State of Alaska Employee Movement Reports. The reports are displayed from fiscal year 2005 through 2010. Each fiscal year is divided into two sections: Incoming and Outgoing.

The Alaska Data Enterprise Reporting (ALDER) system was used to compile the information using a type of reporting called Change Views. This method follows PCNs of permanent employees. When the PCN changes, ALDER collects the information before and after the change. The data looks at percentages by organizational unit. This data is rolled up to divisions, then departments and finally by the full Executive Branch less the Office of the Governor.

Incoming looks at the "before" data to show how an employee moves into a position. The Incoming reports break down this data into eight categories:

- Hire Rate: the percentage of employees who have moved into permanent positions. This is a compilation of all the categories except Transfer in Organizational Unit, and in the case of the Department of Public Safety the data does not include Transfer in Organizational Unit or Transfer in Department. This exception for Public Safety is also true for the Executive Branch Hire Rate.
- Appointment
- Appointment – Rehire
- Promotion from Outside Department

- Promotion in Department
- Transfer in Department
- Transfer in Organizational Unit
- Other Appointment
- Transfer from Another Dept or Branch

Outgoing looks at the "after" data and is broken down by six categories:

- Turnover Rate: the percentage of employees who have moved out of permanent positions. This is a compilation of all the categories except Transfer in Organizational Unit, and in the case of the Department of Public Safety the data does not include Transfer in Organizational Unit or Transfer in Department. This exception for Public Safety is also true for the Executive Branch Turnover Rate.
- Promotion in Department
- Transfer in Department
- Transfer in Organizational Unit
- Other Employee Movement
- Separations

Definitions for the Incoming and Outgoing categories are also available on the DOPLR Publications webpage.

## Classification Class Study Update

### Active Studies:

- Equal Employment Opportunity Officer
- Cartographer I-IV (GIS)
- Biologists (Fishery, Habitat, Wildlife, and F&G Regional Supervisor)
- Juvenile Justice Officer I -III
- Juvenile Justice Unit Supervisor
- Juvenile Justice Superintendent I-II
- Administrator, Violent Crimes Compensation Board
- Executive Director, Health Care Commission
- Medical Records Administrator
- Environmental Laboratory Scientist (Chemist and Microbiologist)
- State Medical Examiner's Office

### Recently Completed Studies:

- Occupational Safety & Health Analyst – effective 4/1/11



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