



HR UPDATE

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Upcoming Training and Development Course Offerings

By David Hayes

The Division of Personnel & Labor Relations (DOPLR) Training and Development (T&D) program is proud to announce our 2012 – 2013 open enrollment course schedule. This year, open enrollment course delivery classes are scheduled in TrainAlaska from August 2012 through March 2013 to make way for the new learning management system which will replace TrainAlaska during the first quarter of 2013. Once this new system is live, courses occurring after March 2013 will be open for enrollment in the new system. Your TrainAlaska transcript will be migrated to the new system, and you will also receive training on the new system in advance of implementation.

The 2012 - 2013 class schedules for the AKPAY Basics and AKPAY Timekeepers courses are published on this website as well. DOPLR Training & Development will continue to offer the Workplace Alaska for Hiring Managers Self-Paced course throughout the year.

The new learning management system is part of the Integrated

Resource Information System (IRIS) Project. General information about IRIS can be found here: <http://doa.alaska.gov/dof/iris/index.html>.

The T&D staff provides professional supervisory, management, leadership, Equal Employment Opportunity compliance, and interpersonal skills training development and delivery. In addition to the standard open enrollment (scheduled) classes listed below Training and Development is available for special sessions (request) and customized sessions. The T&D staff is also available for training and performance development consultation. If you have any questions please contact our team today at 907.375.7700 or at <http://doa.alaska.gov/dop/TrainingDevelopment/contactUs/>.

If you have never taken the opportunity to attend these State of Alaska specific courses this is a great opportunity to beat the rush and get the dates you want now.

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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 holly.cox@alaska.gov.

From hiring to performance evaluations, performance coaching, interpersonal skills and much more, our courses are designed to not only help sharpen your current skills, but also create new skill sets and improved performance.

Respectful Workplace - ARWP

This half-day course is designed to provide employees with knowledge of their rights and responsibilities under key state and federal Equal Employment Opportunity laws. Employees also learn to recognize inappropriate behavior including sexual harassment and have knowledge of their choices in dealing with disrespectful behavior.

Academy For Supervisors - AFSU

This **five-day course** is designed for newly-appointed supervisors and more experienced supervisors when their knowledge and skill development needs can be met by AFSU course learning objectives. Supervisors will learn the basic knowledge and skills necessary for the lawful, ethical, and effective supervision of State of Alaska employees.

Change Management for Supervisors - CMGT

This one-day course is designed to teach supervisors basic concepts, knowledge and skills that will enable them to manage the process and people elements of successful change implementation.

Ethics for State of Alaska Executive Branch Employees (ETHE)

This half-day Ethics for State of Alaska Executive Branch employees course is designed to teach employees knowledge of the ethical expectations and responsibilities applicable for all State of Alaska Executive Branch employees.

Interpersonal Skills - INSK

This half-day course is designed to provide employees with knowledge of their rights and responsibilities under key state and federal Equal Employment Opportunity laws. Employees also learn to recognize inappropriate behavior including sexual harassment and have knowledge of their choices in dealing with disrespectful behavior.

Performance Appraisal: The Basics - PATB

This one-day course is designed to teach supervisors and managers knowledge of the tasks, supporting skills, statewide policy and procedures, and basic concepts associated with the employee appraisal (evaluation) process.

Performance Coaching - PECO

This one-day course is designed to teach supervisors and managers basic knowledge and skills that will enable them to manage a continuous performance improvement environment.

Service Excellence - SRVE

The purpose of this one-day course is to teach basic and intermediate client and customer service knowledge and skills to enable State of Alaska employees to provide outstanding service.

The Disciplinary Process - DISP

This one-day course is designed to teach supervisors and managers basic knowledge of the State of Alaska disciplinary process.

The Three-Dimensional Interview

This one day course is designed to teach participants concepts, knowledge and skills necessary to conduct a structured interview using behavior based interviewing techniques. The course focuses on hiring the job candidate who is the best fit in terms of capability (job skills and knowledge), commitment (motivation and attitude) and chemistry (alignment of values and work styles).

Valuing Diversity - VDIV

This one-day course is designed to teach the basic concepts and knowledge necessary to understand diversity issues and build awareness of the value of diversity in the workplace.

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Workplace Alaska for Hiring Managers - WPAK

A Self Learning Course

You will receive a Self-Learning Guide to learn the basic knowledge and essential information needed to comply with legally defensible hiring practices. The Self-Learning Guide also contains a Job Aid to guide you in learning to use the Workplace Alaska on-line recruitment system.

Class descriptions and additional class schedule information can be located found online at <https://aws.state.ak.us/TrainAlaska/TrainingSchedule.aspx>.

We look forward to seeing you in class!

ASSET Cancellation

By Raquel Ibias

As announced July 24, 2012, the state's contract with TimeLink for the automated time and attendance system, known as ASSET, has been canceled. Despite the decision, the state continues to be committed to automating its payroll processes in order to provide greater efficiency for employees, supervisors, and Payroll staff and increase consistency in the application of contractual and statutory requirements in those processes. A significant amount of work was accomplished which can be leveraged for use now and for the future time and attendance system. In order to maximize the value of project deliverables, we are currently documenting and streamlining the information for use in payroll processing training and as reference materials.

Some of the benefits realized from the ASSET project include:

1. A comprehensive repository of our business rules by bargaining

- group that will be used for both reference and training
2. Documentation of differences in business rules between collective bargaining contracts (e.g., flex time agreements)
3. Enhancements to AKPAY such as:
 - a. a reports-to structure
 - b. a pre-hire process
 - c. cleanup of inactive/residual leave balances
4. Labor contract language / practice clarification and process improvements such as standardization of Alternate Work Week agreements

Although the direction for automating the state's time and leave reporting has not yet been determined, these achievements will position us well for that future automation. If you have any questions, please contact Bill Diebels at 465-5600 or bill.diebels@alaska.gov.

Alaska Administrative Manual (AAM) Revisions

By Pam Day

The Division of Personnel has updated the Classification and Pay (130 series) section of the Administrative Manual, effective July 1, 2012.

The following sections have been revised:

AAM 130.010 - Classification and Pay Plans. Edited description of pay

plan to remove reference to one of the plan's goals.

AAM 130.020 - Market Based Pay Adjustments. Repealed.

AAM 130.270 - Flexibly Staffed Positions. Added language to clarify the purpose of flexible staffing. Added section to provide guidance on when flexible staffing

is appropriate and for establishing flexible staffing of filled positions. Edited sections to clarify meaning.

AAM 130.300 - Reallocation Action of a Filled Position. Edited to clarify the requirement to provide a compelling business reason for all requests.

What's Classification Up To Now?

By Keith Murry

A Request For Proposals was published on July 11, 2012, titled "Classification and Pay Plans Revision." So what are we up to?

In FY12 the Department of Administration received an appropriation to pay for a contractor to assist in converting our classification method of job evaluation into a quantitative job evaluation system, such as a point factor method. An RFP for such a contractor was published in December 2011.

Before that RFP resulted in a contract we decided to alter course

a bit. Since the Classification Plan and the Pay Plans are so thoroughly integrated, the State is better served by examining them together. We requested and received authorization to split the project into two stages.

In the first stage we will hire a contractor to conduct a neutral review of the State's existing Classification and Pay Plans, develop a business case for altering or replacing them, and recommend alterations or a new job evaluation method and pay structure. Once a final direction has been decided the contractor will assist us in crafting

an RFP for the second stage, which will be hiring a new contractor to implement the changes to the Classification and Pay Plans.

The RFP published July 11, 2012, is the procurement part of the first stage. Proposals are due on August 8, 2012, and we plan to issue the contract on September 4th. Once the contractor begins work they will meet with representatives of the Governor's Office and each Executive Branch agency to get their input on concerns and issues of the Classification and Pay Plans. Those meetings will be scheduled after the contract is signed.

Class Studies Update

Active Studies

IT Section, DAS, Law

Correspondence Secretary I-III (API)

Radio Dispatchers

Ferry Terminal Assistants

Radiological Health Specialists

Hydrologists

Administrative Law Judges

Chemists

Retirement & Benefits Manager

Recently Completed Studies

Agricultural Inspector

Fishery / Wildlife / Habitat Biologists

Protective Svcs Spec I-IV & Mgr I-II (Social Work-Lic & Unlic)

For the most up to date information on Class Studies visit the Classification website at <http://doa.alaska.gov/dop/classification/classStudies/>