

*HR... Solutions for Success*



# HR UPDATE

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## Class Titles and Working Titles

### By Classification

When Classification Services establishes a job class or changes a class title, we strive to choose the best descriptive title for the work that distinguishes the class. Our goal is a title that concisely and accurately conveys the kind and level of work performed, is as brief as possible, is gender neutral, and is easily recognized and understood by potential applicants. The assigned class title becomes the official title for every position allocated to the class (per 2 AAC 07.015).

The class titles and the class definitions provide a dictionary of jobs covered by the Classification Plan. Consistent application of the title and its definition helps ensure understanding when communicating with other agencies or branches about positions.

Some job classes cover a spectrum of work in which individual positions focus on a particular role or specialty. In such cases using a working title can better communicate a specific position's duties and responsibilities within the work unit, to individuals working with the employee, and to potential applicants for a vacancy. (For example: Accounts Payable Technician for an Accounting Technician I position or Classification Analyst for a Human Resources Consultant I.)

The State's policy is that the official

class title must be used in all formal documentation for positions and their incumbents (such as Personnel Action Requests, Performance Evaluations, budget documents, staffing charts, etc.). Working titles may be used in internal management documents, when signing internal and external communications, and similar usages. In some instances both the official title and working title may be used (for example: job postings on Workplace Alaska, staffing charts, etc.). A department may choose to restrict the use of working titles by its employees.

Lately we have noted positions using working titles that claimed levels of authority that were not delegated and using official class titles when the position was not allocated to the class. To prevent miscommunication of duties and responsibilities we have established conventions for selecting working titles. The protocols are available here.

<https://intranet.soa.alaska.gov/admin/dop/documents/Classification/WorkingTitlesProtocols.pdf>

If you have questions about your department's policy on working titles, selecting a working title, or official class titles, please contact your agency's HR Lead, Recruitment Services, or Classification Services.

••••• **CLASS STUDY UPDATE:** •••••  
 • For the latest Class Study •  
 • information go to <http://doa.alaska.gov/dop/classification/classStudies/> •  
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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](mailto:holly.cox@alaska.gov).

# Leadership Challenge - New Training & Development Course

By Training & Development

What is a leader, what do leaders do? Better still what they do when they are at their best and when they inspire and motivate people to achieve extraordinary results?

These are questions Jim Kouzes and Barry Posner the authors of "The Leadership Challenge" have been asking people for over 20 years.

From the empirical research data, they identified the behaviors that leaders use when they are leading at their best. The behaviors leaders use when they get extraordinary results from their people.

Their research formed the basis for "The Five Practices and Ten Commandments" of exemplary research. These behaviors have consistently across multiple organizations in multiple organizations been the behaviors inspiring, influential exemplary leaders use when they lead.

Jim and Barry believe leaders are made, leadership is work, leadership involves practicing skills that can be learned and the best leaders are the best learners. Leaders are not born, they are made and anyone can be a leader.

Based on these concepts Division of Personal and Labor Relations, Training & Development (T&D) team has designed a leadership course based on Kouzes and Posners' leadership challenge.

This course is a two day workshop involving examination, learning and practice of all the skills exemplary leaders consistently used to get those extraordinary results.

The challenge is for you to challenge yourself. Would you like to do better

than you currently do? Would you like to have people that are empowered, proud, inspired and work to get those extraordinary results?

If you are already performing at your best, the challenge is for you to examine if you could do better and to what standard are you measuring yourself against?

T&D encourages all aspiring and current leaders to challenge themselves and attend this course. There is no State policy and procedure in this course, it is purely about you, leadership, what do you do well, and how could you and your team do better?

The course is open to all State Employees. This is the current list of proposed classes. They are not currently all loaded in to LearnAlaska, but they will be in the coming month.

Location	Date
Juneau	October 2, 3
Anchorage	October 29, 30
Soldotna	November 6, 7
Fairbanks	December 10, 11
Juneau	December 17, 18
Anchorage	December 23, 24
Bethel	January 14, 15
Anchorage	January 21, 22
Anchorage	February 9, 10
Anchorage	March 5, 6
Anchorage	April 2, 3
Juneau	April 15, 16
Fairbanks	May 20, 21
Anchorage	May 28, 29

# Health Insurance Marketplace Notice

A new notice has been added to the HR forms page to inform departing employees that the Health Insurance Marketplace ("Marketplace") is another option besides COBRA. The notice describes several items employees may want to consider when making a decision to choose COBRA or a Marketplace plan.


The notice is called "Separating Employee Health Insurance Notice" and has been added to the separation, layoff, and seasonal leave sections at:

<http://doa.alaska.gov/dop/resources/employeePackets/>

and to the main forms list at:

<http://doa.alaska.gov/dop/resources/hrforms/>

Please ensure departing employees are aware this notice has been added to the human resource forms web pages



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**DEPARTING EMPLOYEE NOTICE  
HEALTH INSURANCE MARKETPLACE COVERAGE**

For Departing Employees Considering COBRA

For employees departing state service and considering continuing health insurance under COBRA, this notice is designed to inform you of your potential health insurance options from the Health Insurance Marketplace ("Marketplace").

The Marketplace offers "one-stop shopping" to find and compare private health insurance options. In the Marketplace, you could be eligible for a new kind of tax credit that lowers your monthly premiums and cost sharing reductions (amounts that lower your out-of-pocket costs for deductibles, coinsurance, and copayments) right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Through the Marketplace you'll also learn if you qualify for free or low-cost coverage from Medicaid or the Children's Health Insurance Program (CHIP). You can access the Marketplace for your state at [www.HealthCare.gov](http://www.HealthCare.gov).

The Marketplace has an annual Open Enrollment which ended for most people on March 31, 2014. However, if you have experienced a recent "qualifying event" (such as moving to a new state, certain changes in your income, and changes in your family size), you may be eligible for a Special Open Enrollment and can enroll in a Marketplace plan within 60 days of the qualifying event. If interested or would like to know whether you have experienced a qualifying event, call the Marketplace Call Center at 1-800-318-2596. After you've been approved for a Special Enrollment Period, you can apply for and enroll in a Marketplace plan either online or by phone.

When considering if a Marketplace plan would be better than COBRA, you may want to think about:

- \*Premiums:** Premiums in the Marketplace will vary based upon income level, desired deductible and co-insurance. Please review carefully because premiums are just a part of the overall cost of healthcare.
- \*Deductibles:** Plans under the Marketplace will impose a new deductible. If you have already paid a portion of your annual deductible, it will be forfeited if you switch plans.