

HR Update

FY 05, Issue 6

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HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve HR Update or topics you think should be addressed, please contact (Mila_Cosgrove@admin.state.ak.us) or (Amanda_Holland@admin.state.ak.us).

Contact Information

DOP Contact List: Go online to the DOP website to get the latest DOP contact list. Access the list through "HR Contacts" under Quick Links on the DOP home page or go to <http://dop.state.ak.us/index.php?id=85>

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email employeeccallcenter@admin.state.ak.us.

Quick Links

DOP Home Page:
<http://dop.state.ak.us/>

PD Tracker
<http://dop.state.ak.us/pd/>

Employee Call Center
<http://dop.state.ak.us/index.php?id=5>

TrainAlaska
<http://dop.state.ak.us/trainalaska/>

DOP Newsletters
<http://dop.state.ak.us/index.php?id=144>

Rater's Guide
http://dop.state.ak.us/index.php?id=158&no_cache=1

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Checking Minimum Qualifications

Checking minimum qualifications of applicants is an important function for hiring managers. Are the class specifications clear? If not, who can clarify those for you? Here are some tips on checking minimum qualifications:

- Read the Class Specifications so that you are familiar with the examples of work for the classification
- Review the minimum qualification section including the substitution.
- Review the Job Request Summary from the applicant to ensure they have identified how they meet MQs in their cover letter/summary
- Read the applicant's profile to ensure the supporting information is clearly defined.

What do you do if you still cannot tell if the applicant meets MQs? The recruitment staff that supports your department will gladly review any of your finalists to determine if they meet MQs. The benefits of screening applicants correctly are:

- a. If an applicant is interviewed and then chosen for a position to which they do not meet MQs, the recruitment staff will be unable to ap-

- prove the hire.
 - b. Applicants who are offered an interview have an expectation of being chosen. When they are told after the interview that they are rejected for not meeting MQs, they are confused and will most likely appeal the decision.
 - c. All departments need to be consistent in determining if an applicant meets MQs. Allowing someone to interview in one department but not in another for the same job class only brings unnecessary appeals and challenges to the hiring process.
- Make your life easier; be sure that the finalists in your applicant pools truly meet the minimum qualifications and the selection criteria for your vacancy. If they do not meet both, they cannot be hired. The recruitment staff will assist in determining if the MQs are met.

Flexible Staffing Memo Clarification

In response to feedback received following the last edition of HR Update we would like to make the following clarifications.

In the Flexible staffing memo, the procedures mention managers preparing a PD for each level. Some responders read this to mean a PD is created

for each individual level that the position will move through in the flex process, e.g. one PD for HRA I; one PD for HRA II. This is incorrect; one PD is created wherein the duties at each level is represented with 100% duties, e.g. HRA I 100%; HRA II 100%; and so on, all in one PD. You need only submit one PD with all levels represented.

Nonpermanent Positions from A to Z

On occasion the need exists to hire an individual to perform work of a temporary nature. A nonpermanent position may be established to meet this need. A nonpermanent position may be established for several reasons:

- to fill in for a permanent employee during a period of leave;
- to perform the work of a vacant position during recruitment;
- to perform a temporary work assignment or project;
- to reduce a backlog, or
- to perform the work of a newly authorized permanent position while the position is being created and the permanent recruitment is underway.

A nonpermanent appointment differs from an emergency appointment in that an emergency appointment is limited to 30 calendar days and may

be authorized only under conditions necessitating immediate action to provide for work that must be continued in the public interest. If time allows for the establishment of a nonpermanent position, an emergency does not exist and an emergency appointment cannot be made.

Establishing Nonpermanent Positions

Establish a nonpermanent position by completing the Nonpermanent position request form available on the Division of Personnel web site at: <http://dop.state.ak.us>, under Quick Links, HR Forms:

1. Complete the position status information at the top of the form.
 2. Select the reason for the request.
 3. Determine the expected duration of the position.
 4. Describe the reason for the request and the essential duties to be performed. Provide sufficient information to determine the proper job class.
 5. Provide the name, title and phone number of hiring manager.
 6. Sign and date.
- ☐ When the request is complete and approved by the proper division authority, forward the request to the department's Administrative Services Director (ASD) for review and signature as the certifying officer.
 - ☐ The ASD's signature certifies that sufficient budget authority exists to establish the requested position. The ASD's office will provide the necessary funding source information and forward the original request to the Division of Personnel, Classification Section (Mail Stop 0201) for review.
 - ☐ The Classification Section will review the request, determine the proper job class, assign a position control number (PCN), establish the position in AK-PAY, and notify the hiring manager and the ASD of the final classification action via e-mail. The message will include the PCN, the job class, the position type, the effective date, and the expiration date. The e-mail message will direct the hiring manager to either Technical Services or Employee Services to initiate the recruitment process.
 - ☐ Short-term nonpermanent positions are

typically established for the maximum period allowed by the collective bargaining agreements. Short-term positions in the General Government Unit may be established for up to 120 days. Short-term positions in the Supervisory and Confidential Units may be established for up to 90 days. If the work is expected to exceed 90 or 120 days (depending upon the labor agreement) a long-term position must be requested. *Short-term nonpermanent positions will not normally be extended.*

Hiring Nonpermanent Employees

After a nonpermanent position is authorized and established in AKPAY, the supervisor may initiate action to make an appointment. The type of nonpermanent position determines the appropriate recruitment process. Nonpermanent employees must meet the minimum qualifications of the approved job class.

Long-term nonpermanent positions are typically filled through recruitment on Workplace Alaska. Complete a Workplace Alaska job request and work with Employee Services to initiate recruitment and ensure a legal hire. Long-term positions may also be filled by a former employee eligible for rehire in the job class.

Nonpermanent positions in the Labor, Trades & Crafts Unit are filled by referral from the union hiring hall. Contact Technical Services to initiate the job referral and ensure a legal hire.

Short-term nonpermanent positions may be filled through Job Service Referrals, Workplace Alaska, rehire, other approved methods or if you have known of a qualified and available candidate they can be appointed to the position. Contact the Technical Services Section to initiate the recruitment and ensure a legal hire.

Applicants cannot be offered a position until hire approval is received from the Division of Personnel.

Appointing Nonpermanent Employees

When the hire is approved and the job offer accepted, submit the completed hiring packet to Technical Services (Payroll). The packet can be accessed on the Division of

Personnel web site at: <http://dop.state.ak.us>, under Quick Links, HR Forms, Employee Packets.

Technical Services staff will review the hiring packet forms to ensure the employee and supervisor completed them correctly and process the action. The employee will be "appointed" in the payroll system and can then be paid. Timesheets received each pay period will be reviewed and processed by Technical Services to ensure accurate and timely processing during the period of employment.

When a Nonpermanent Position Expires

- ☐ On or about the 15th of each month the Classification Section provides each department with a list of nonpermanent positions that will expire the following month.
- ☐ Technical Services contacts the supervisor concerning the pending separation and provides the necessary forms to complete the action. Upon receipt of the final paperwork Technical Services processes the separation action and final pay for the employee.
- ☐ Incumbents may not work beyond the last day for which the nonpermanent position is authorized.
- ☐ Short-term nonpermanent positions are typically established for the maximum period allowed by the labor agreements: they will not typically be extended beyond the contractual limit.
- ☐ Long-Term nonpermanent positions may be extended at the request of the department's Administrative Services Director. Requests to extend these nonpermanent positions must be submitted to the Classification Section at least one week prior to the expiration date. Requests to extend a nonpermanent position must include: 1) the PCN, 2) the class title, 3) the reasons the position cannot end on the established end date, and 4) the proposed new end date.

For your convenience a copy of the this article had been attached for quick reference.