

# HR Update

HR ... Solutions for Success.

FY 12- Issue 05 June 15, 2012

State of Alaska  
Division of Personnel and Labor  
Relations

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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 [rick.morrison@alaska.gov](mailto:rick.morrison@alaska.gov).



"Let Us Serve You"

Nicki Neal, the Director of Personnel & Labor Relations, served staff pancakes during employee appreciation breakfasts in Juneau and Anchorage in May 2012. Neal thanked staff for their individual and team efforts.

## HR Services Now In Your Department

by Nancy Sutch

Prior to 2003, the State of Alaska had a decentralized Human Resource (HR) structure. Policy and procedures for HR services were developed and administered by the Department of Administration, Division of Personnel and Labor Relations (DOPLR) but the implementation of those HR services and day-to-day operations were delivered by the Personnel Office located in each department and reported up through that departments' chain of command.

In 2003, the decision was made to centralize all HR Operations in order bring consistency in the application of HR policies and practices within the executive branch, increase operational efficiency and reduce administration costs. HR staff was then grouped into program areas (position classification, employee services, etc.). Technical and management services were further divided into five service center groups; Public Protection (Departments of Public Safety, Corrections and Military and Veterans' Affairs), Resource (Departments of Fish and Game, Natural Resources and Environmental Conservation), Health and Social Services, Transportation and Public Facilities and the General Agencies (Departments of Law, Education, Commerce, Community and Economic Development, Revenue, Administration, and Labor).

Department of Administration Commissioner, Becky Hultberg, discussed the existing structure with Commissioners in each department. She heard a consistent message; that there was not a strong connection to the agencies and their strategic business needs, and that HR staff didn't know enough about the agencies they served and their unique issues.

The Commissioner believed that best practices would have a presence in the agency so that unique agency requirements could be identified and solutions developed and provided to meet them. It was then decided that certain HR functions would be decentralized and returned to each agency. The functions that would provide the best connection to the agency were employee services, providing assistance to both supervisors and employees in areas such as performance issues, complaint and grievance handling, evaluation assistance, other areas of employment law, and recruitment services which provide assistance to hiring managers in the recruitment and selection process. For consistency purposes other functions would remain in DOPLR. Those areas are Classification, Payroll, Labor Relations, Training and Development and EEO.

Beginning in November 2011, the Division began a pilot program to return certain HR functions to the Department of Labor. Employee services and recruitment services staff were moved into the Labor

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Building in Juneau.

Following in the next phase at the end of February, these same functions were returned to the Departments of Fish and Game, Public Safety and Natural Resources. The following phases in April transitioned staff to the remaining departments except the Department of Law. Because that position is vacant, DOPLR is providing HR support until the position is filled.

In order to maintain consistency

in administering statewide policies and procedures, bargaining contract interpretations as well as recruitment processes, DOPLR has begun monthly videoconference meetings for HR and Recruitment Leads in each agency. Other methods for disseminating information across the agencies are being developed, such as some intranet tools that will be available to the HR leads. Most, but not all agencies have both an HR Lead and a recruitment technician. If you haven't done so already you should stop by and

introduce yourself to the HR Lead in your agency. They are there to help you.

## Agency HR Functions

### Recruitment

- job postings
- LTC referrals
- minimum qualification determinations
- hire approvals
- advance step placements
- residency determinations
- conviction nexus determinations

| Who are the HR Leads?                                                                                                    |                                    |                                                                            |          |                                           |                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department                                                                                                               | Lead                               | Email                                                                      | Phone    | Fax                                       | Address                                                                                                                                               |
| Administration                                                                                                           | Peggy Hart                         | <a href="mailto:peggy.hart@alaska.gov">peggy.hart@alaska.gov</a>           | 465-4781 | 465-6914                                  | Mail: PO Box 110208<br>Juneau, Alaska 99811-0208<br>Physical: 10th Floor, State Office Building                                                       |
| Commerce, Community and Economic Development                                                                             | Julie Yancey                       | <a href="mailto:julie.yancey@alaska.gov">julie.yancey@alaska.gov</a>       | 465-2234 | 465-2563                                  | Mail: PO Box 110803<br>Juneau, AK 99811-0803<br>Physical: 9th Floor State Office Building                                                             |
| Corrections                                                                                                              | Dana Phillips                      | <a href="mailto:dana.phillips@alaska.gov">dana.phillips@alaska.gov</a>     | 269-6651 | 269-8910                                  | Mail: 550 W 7th Ave STE 1660, Anchorage, AK 99501 (Until further notice)<br>Physical: 3601 C St. STE 1250, Anchorage, AK 99503 (Until further notice) |
| Education and Early Development                                                                                          | Bob Jo Grimes                      | <a href="mailto:bobjo.grimes@alaska.gov">bobjo.grimes@alaska.gov</a>       | 465-5536 | 465-3452                                  | Mail: PO Box 110500<br>Juneau, AK 99811-0500<br>Physical: 801 W. 10th Street, Suite 200<br>2nd Floor Goldbelt Building                                |
| Environmental Conservation                                                                                               | Rachel Atkinson                    | <a href="mailto:rachel.atkinson@alaska.gov">rachel.atkinson@alaska.gov</a> | 465-6171 | 465-6905                                  | PO Box 111800<br>Juneau, Alaska 99811-1800                                                                                                            |
| Fish and Game                                                                                                            | Stacie Bentley                     | <a href="mailto:stacie.bentley@alaska.gov">stacie.bentley@alaska.gov</a>   | 465-2463 | 465-2772                                  | PO Box 115526<br>Juneau, AK 99811                                                                                                                     |
| Health and Social Services                                                                                               | Dallas Hargrave                    | <a href="mailto:dallas.hargrave@alaska.gov">dallas.hargrave@alaska.gov</a> | 465-3962 | 465-2076 (Juneau)<br>269-6672 (Anchorage) | PO Box 110650<br>Juneau, Alaska 99811                                                                                                                 |
| Labor and Workforce Development                                                                                          | Gerald Pierce                      | <a href="mailto:gerald.pierce@alaska.gov">gerald.pierce@alaska.gov</a>     | 465-2507 | 465-6886                                  | 1111 W 8th St Ste 306<br>Juneau, AK 99801-1802                                                                                                        |
| Law                                                                                                                      | Sharon Dick (until further notice) | <a href="mailto:sharon.dick@alaska.gov">sharon.dick@alaska.gov</a>         | 465-2498 | 465-3415                                  | PO Box 110201<br>Juneau, AK 99811-0201                                                                                                                |
| Military and Veterans Affairs                                                                                            | Ouida Morrison                     | <a href="mailto:ouida.morrison@alaska.gov">ouida.morrison@alaska.gov</a>   | 269-8669 | 269-8910                                  | PO Box 110201<br>Juneau, AK 99811-0201                                                                                                                |
| Natural Resources                                                                                                        | Pam Keane                          | <a href="mailto:pam.keane@alaska.gov">pam.keane@alaska.gov</a>             | 269-8667 | 269-8917                                  | PO Box 110201<br>Juneau, AK 99811-0201                                                                                                                |
| Public Safety                                                                                                            | Jennifer Smith                     | <a href="mailto:jennifer.smith2@alaska.gov">jennifer.smith2@alaska.gov</a> | 269-0286 | 269-4543                                  | 5700 E. Tudor Rd.<br>Anchorage, AK 99507                                                                                                              |
| Revenue                                                                                                                  | Shannon Ely                        | <a href="mailto:shannon.ely@alaska.gov">shannon.ely@alaska.gov</a>         | 465-5438 | 465-2014                                  | Mail: PO Box 110410<br>Juneau, Alaska 99811-0410<br>Physical: 11th Floor, State Office Building                                                       |
| Transportation and Public Facilities                                                                                     | Sherilyn Knight                    | <a href="mailto:sherilyn.knight@alaska.gov">sherilyn.knight@alaska.gov</a> | 465-8977 | 465-4732                                  | 3132 Channel Drive, Room 205<br>Juneau, Alaska 99801                                                                                                  |
| All Payroll issues should continue to go to your current payroll contact. The Payroll Services Manager is Maritt Miller. |                                    |                                                                            |          |                                           |                                                                                                                                                       |
| Payroll Services                                                                                                         | Maritt Miller                      | <a href="mailto:maritt.miller@alaska.gov">maritt.miller@alaska.gov</a>     | 465-4426 | 465-4825                                  | PO Box 110201 Juneau, AK 99811-0201                                                                                                                   |

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- CDL background checks and pre-employment drug testing

## Performance/Behavior Management/ Employee Misconduct

- department review and certification of performance evaluations
- consultation on addressing performance deficiencies, poor attendance, conflicts, etc.
- investigations, predetermination meetings, etc.
- determination of level of discipline in consultation with Labor Relations
- completion of Employment Eligibility Checklists

## Grievance/Complaint Response

(excluding pay related grievances)

- respondent at Human Resource Manager step for applicable bargaining units
- performance evaluation investigations
- performance incentive appeal investigations

## Employment Law

- ADA accommodations (it is recommended that the lead HR staff member be designated as the department ADA Coordinator for Title I)
- discrimination complaint investigation
- development of department investigative memoranda/ position statements in response to formal complaints of discrimination
- liaison to the EEO Program under AS 39.28.060

## Letters of Agreement (template LOAs as currently delegated to HRMS)

- standard reduced workweeks
- leave donations in excess of contractual limit
- waivers of dispatch requirements for LTC appointments
- extension of probationary periods beyond contractual limits
- compensatory time agreements
- exchange of holiday observance days
- travel arrangements where the contractual requirements for travel

expense reimbursement and per diem are not met

## Layoff

- identification of employees in organizational unit
- initial point calculations
- initial preparation of layoff order
- preparation of layoff notices

## OPD Updates

- OPD updates for flexibly staffed positions (vacant and filled)
- establishment/reclassification of exempt positions
- position status changes
- location changes
- organizational routing code changes

## AKPAY Actions

- pre-appointments
- evaluation due dates (when pay is not due)

## Training

- serve as an adjunct instructor for DOPLR courses in which certified.

## Other

- extensions of the delegated authority to act in a higher range
- CDL random drug testing
- attendance at UI Hearings

## Strategic Workforce Planning Training by Connie Preecs

The Performance Institute recently provided Strategic Workforce Planning training to supervisors and human resource staff. Human Resource staff received two days of training which included topics such as developing a workforce plan, defining competencies and assessing the gap. Training was also provided to supervisors in Juneau, Anchorage and Fairbanks with the goal of supervisors gaining a general understanding of the process and the importance of engaging in workforce

planning. Agency human resource staff are available to answer questions and provide guidance on the workforce planning process. This training was made possible through training funds provided through the Supervisory and Confidential Unit collective bargaining agreements.

## Non-Perm Extensions

This is a reminder to all agencies to refer to the non-perm report provided by Classification each month identifying non-permanent positions that are due to expire so that extension requests can be submitted in a timely manner. With the end of the fiscal year approaching, Classification is already experiencing a very high volume of non-permanent extension requests. You do not need to wait until the current expiration date to submit an extension request; they may be submitted at any time with OMB approval.

## Class Studies Update

### Active Studies

Administrative Law Judges  
Radiological Health Specialists  
Correspondence Secretary I-III (API)  
Radio Dispatchers  
Ferry Terminal Assistants  
Hydrologists  
Chemists  
Agricultural Inspectors  
Retirement & Benefits Spec and Mgr  
Social Work - Licensed and Unlicensed  
Biologists  
AMHS Port Engineers

### Recently Completed Studies

Deputy Fire Marshal I-II (effective 6/1/12)  
Retirement & Benefits Technician I-III (effective 3/1/12)  
Environmental Laboratory Scientist (effective 3/1/12)

CLASS STUDIES UPDATES CAN NOW BE FOUND ON CLASSIFICATION'S NEW WEBSITE AT [HTTP://DOA.ALASKA.GOV/DOP/CLASSIFICATION/CLASSSTUDIES/](http://DOA.ALASKA.GOV/DOP/CLASSIFICATION/CLASSSTUDIES/)

## **2012 Denali Peak Awards**

The winners and honorable mentions for the 2012 Governor's Denali Peak Performance Awards were honored at a ceremony in Anchorage on May 11th. Below are the winners and honorable mentions listed by category.

### **Co-Worker Recognition Award**

Rory Redick, *Department of Transportation and Public Facilities*

Honorable mentions:

Trent Hubbard, *Department of Natural Resources*

Kynda Nokelby, *Department of Labor and Workforce Development*

Glen Hamburg, *Department of Commerce, Community, and Economic Development*

### **Customer Service Excellence - Individual**

Will Belknap, *Office of the Governor*

Honorable mentions:

Roman Schara, *Department of Military and Veterans Affairs*

Scott Carrlee, *Department of Education and Early Development*

Tami Munson, *Department of Natural Resources*

### **Customer Service Excellence - Team**

Alaska State Library Talking Book Center, *Department of Education and Early Development*

Honorable mentions:

Commercial Vehicle Customer Service Center, *Department of Transportation and Public Facilities*

Critical Incident Stress Management

Team, *Department of Corrections*

Hunter Information and Training Program, *Department of Fish and Game*

### **Exceptional Performance - Individual**

Kent Thomas, *Department of Environmental Conservation*

Honorable mentions:

Garret Brown, *Department of Transportation and Public Facilities*

Andrea Tesch, *Department of Fish and Game*

Janel Wright, *Department of Labor and Workforce Development*

### **Exceptional Performance - Team**

Eagle River Job Center, *Department of Labor and Workforce Development*

Honorable mentions:

Nome Winter Fuel Delivery Team, *Department of Environmental Conservation*

Staff Development and Training Team, *Department of Health and Social Services*

Crooked Creek Disaster Housing Team, *Department of Military and Veterans Affairs*

### **Leadership Award**

Leon Shaul, *Department of Fish and Game*

Honorable mentions:

Jeff Johnson, *Department of Natural Resources*

Russell ("Russ") Blocker, *Department of Health and Social Services*

Bob Rose, *Department of Health and Social Services*

### **Crisis Responder - Individual**

Shane Stephenson, *Department of Public Safety*

Jusdi McDonald, *Department of Natural Resources*

Pamela Harper, *Department of Administration*

Renee Gayhart, *Department of Health and Social Services*

### **Crisis Responder - Team**

Captain and Crew of the M/V Malaspina, *Department of Transportation and Public Facilities*

Honorable mentions:

Montana Creek Camp, *Department of Transportation and Public Facilities/ Department of Public Safety*

Adak Airport Crew, *Department of Transportation and Public Facilities*

Anchorage Field Probation/Parole Office, *Department of Corrections*

Congratulations to all of this year's winners, honorable mentions, and nominees!



Nancy Dahlstrom, Anchorage Office Director for the Office of the Governor presents the Crisis Responder-Team award to representatives for the crew of the M/V Malaspina.



Nancy Dahlstrom presents the Leadership Award to Leon Shaul, Department of Fish and Game.