



# HR 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 [holly.cox@alaska.gov](mailto:holly.cox@alaska.gov).

## Recruitment System Replacement Project

By Sharon Dick

The Division of Personnel and Labor Relations is excited to announce improvements are on the horizon for the State of Alaska's recruitment system. Workplace Alaska has given us the ability to have an on-line recruiting system which has been a great tool for hiring managers and applicants. However, Workplace Alaska is currently a "home" built product, built on Lotus Notes. Lotus Notes is outdated technology and we are struggling to maintain a user friendly, responsive environment.

The most practical solution for the State of Alaska was to purchase a Software-as-a-Service recruitment system to meet our recruitment needs. This means we are purchasing a service from a company and they own and maintain the software.

CGI, in partnership with NEOGOV, was the successful contractor at the conclusion of our procurement process. NEOGOV is well known in the Human Resource industry and is considered an industry leader in HR systems with a focus on public sector products.

The product we will be using is called Insight and it is considered a comprehensive automated applicant tracking solution. Insight has been successfully implemented in more than 900 public sector agencies with over 90,000 users in 43 different states. The system is well established and has a proven track record for system configuration, training and post implementation support.

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# Workplace Alaska

State of Alaska Online Recruitment System

Alaska...Great Land,  
Great People,  
Great Jobs!

The Insight system is web hosted and provides a user friendly, intuitive interface as well as on-line help, and training tutorials. We anticipate some increased functionality. It is important to note that we are purchasing an “off the shelf” system. Since we are not creating or customizing a system we may need to modify some of our current processes. However, we do not anticipate this will result in major changes to the way we currently do business.

We plan to continue the use of Workplace Alaska as the name of the state’s recruitment system as this brand is an important part of our recruitment efforts. Following implementation, the current recruitment system will remain available for a limited duration to allow hiring managers the ability to access and copy information from job requests as needed. Long-term, this “old” recruitment data will be retained in ALDER.

We just had our first meeting with the contractor and expect implementation within 90 to 120 days. We will be working closely with HR staff in your agencies as we progress and we will keep you informed of our progress along the way as well. Watch for a FAQ to be posted soon on the Division of Personnel and Labor Relations/ Recruitment Services web page as well as the hiring manager home page on Workplace Alaska.

For more information on this project go to <http://doa.alaska.gov/dop/recruitment/neogov/>.

## Alaska.gov/ADA Redesign

By Jason Burke

As you may know the State ADA Coordinator’s Office recently moved to the Department of Administration, which provided a great opportunity to redesign the ADA website by topic and functional area. The new site equips employees with tools and standards to address disability issues proactively.

The website now allows users to navigate by functional area to find tools, resources, and information. The “My Role Is” tab links to resources for Members of the Public, Employees, Supervisors, ADA Coordinators, Administrators, and professionals in Human Resources, Facilities, Procurement, and Web, IT, and Communications. The program will continue to develop this “shell” to suit the needs of various groups.

The website still helps users find information by topic. The “Resources” tab includes topics such as Effective Communication,

Facilities Access, Accommodation Resources, and Electronic and Information Technology. All employees will benefit from the resources provided in these pages.

The new site also makes it easier for users to find tools and request help with disability issues. There is a “request access or accommodation” tab throughout the site. There are also quick links throughout the site to tools and information.

Agencies are encouraged to review the ADA website regularly for guidance, and to sign up for relevant News and Information (<http://doa.alaska.gov/ada/news.html>).

We welcome any feedback to make Alaska.gov/ADA more useful for your workplace and the services you provide.

Special thanks to Holly Cox for her excellent work!



# Mandatory Leave

By Teri Hill

This is the time of year employees may receive notice that they have not met their mandatory leave requirements. Mandatory Leave is the required usage of personal or annual leave each leave year. A leave year is December 16th of a year through December 15th of the following year. Mandatory personal or annual leave usage requirements are established in Alaska Statute 39.20.225(c) and the Personnel Rule 2 AAC 08.060 as well as collective bargaining agreements.

The mandatory leave requirements apply to all leave eligible employees who have been employed for the entire leave year. For part-time employees, the mandatory leave requirement is prorated based on the regularly scheduled hours in a workweek. Employees who experienced a bargaining unit change are subject to the statute or the collective bargaining agreement they are covered by on December 15th of each year. Seasonal employees and employees hired after the leave year begins are exempt from the provision for that year.

Employees are expected to know the rules applicable to them and are responsible for ensuring they take time off to satisfy the mandatory leave requirement each leave year. By November 16th of each year, Payroll Services notifies employees who have not yet met the mandatory leave requirement. The notification includes the amount of personal or

annual leave needed to satisfy the requirement and the consequences for not satisfying the requirement. This is the one and only notice provided. Supervisors should assist employees in meeting this requirement by scheduling leave as appropriate. If a mutually acceptable schedule cannot be determined, management may establish a leave schedule and require employees to adhere to it.

The statute and collective bargaining agreements describe the consequences of not meeting the mandatory leave requirement. Depending on applicable statutory or contractual provisions, the remaining leave hours are either deducted from an employee's leave account with no compensation or are paid out and charged to the division's budget. The statute and some collective bargaining agreements allow for an exception. To be eligible for an exception, a justification memo explaining the legitimate business reason leave was not granted must be initiated by the employee's supervisor. The memo must be approved by the Division Director and Commissioner of the employing agency. With the final payroll of the leave year, employees who have not met the requirement or have not submitted an exception approval to Payroll Services by close of business on December 15th will have adjustments made in accordance with statute or the applicable collective bargaining agreement.

For more information on Mandatory Leave:

The rules for employees covered by statute can be found at <http://www.legis.state.ak.us/basis/folio.asp>.

Those employees who are covered by a collective bargaining agreement can find their contract at <http://doa.alaska.gov/dop/LaborRelations/unionContracts/>.

Questions regarding mandatory leave may be directed to Payroll Services, <http://doa.alaska.gov/dop/fileadmin/ServiceCenter/PayrollContactList.pdf>.

## Position Description Request Turnaround Time

By Classification

Classification has recently filled three vacancies and we are currently in the process of training new classifiers. We are also experiencing an increased workload volume. Because of this, advertised Client Service Standard timelines could be delayed by approximately 1-2 weeks. We appreciate your patience and understanding and hope to be back to processing position description (PD) requests within our specific target processing time soon.

## Study of Classification and Pay Plans

By Pam Day

The Division of Personnel and Labor Relations (DOPLR) has contracted The Segal Company, Inc. to conduct a comprehensive study of our current Classification and Pay Plans.

The specific scope of the RFP is to examine the State's Classification and Pay Plans to:

1. Identify strengths and weaknesses of current plans
2. Identify strategic goals of the Classification and pay plans
3. Develop a business case analysis for changes or

alternatives to current plans that address effectiveness in meeting strategic goals, effect on administrative processes, and implementation and ongoing maintenance costs; and

4. Recommend one or more job evaluation methods and pay plan structures that will meet the State's strategic goals.
5. Prepare a RFP to procure the services and/or goods needed to successfully complete the project to implement the approved changes to the Classification and Pay Plans.

During the week of October 29, 2012, the consultant was in Juneau and Anchorage conducting initial stakeholder meetings with a representative of the Governor's Office and each of the executive heads or their designees(s) of the 14 Executive Branch agencies to gather their input, concerns and issues regarding the State's Classification and Pay Plans. Stakeholder comments and suggestions are a very important part of this process.

Updates will be provided as the project progresses.

## Meet Your HR Staff

### Name:

Keith Murry

### Position:

Human Resource Specialist III in the Division of Personnel and Labor Relations Classification Section

### How long have you worked for the Division?

I've been working in Classification since October of 1999.

### What do you currently do for the Division?

I supervise the Class Studies team. We conduct the classification studies that examine large groups of positions and revise or create job classes.

### What is your favorite part of your job?

My favorite part of classification is the chance to learn about all the things done by other state employees, while the team I work with makes my current position the best job I've had.

### How long have you worked for the State?

I started as a clerk in the Division of Personnel in January of 1995, and in 1997 went to the Department of Administration's Human Resources Section to do payroll.

### Have you lived anywhere else besides Alaska, if so where?

I was raised in a military family that moved quite a bit, but settled north of Pt. Ludlow, WA. I've served with the U.S. Coast Guard in Port Angeles, WA and with the U.S. Marines in Camp Pendleton, CA, after which I returned to western Washington, before moving to Alaska.

### Do you have any hobbies, activities or things that you like to do?

I enjoy playing golf, trying obscure cocktail recipes, and listening to Irish music, but not all at the same time.

## Class Study Update

### Active Studies

Public Health Specialist  
 Veterans' Affairs Administrator  
 Mechanic, Automotive (w/ ARFF)  
 Executive & Assistant Director,  
 APOC  
 Correspondence Secretary I-III  
 (API)  
 Radio Dispatchers  
 Ferry Terminal Assistants  
 Hydrologists  
 IT Section, DAS, Law  
 State Leasing & Facilities Manager  
 Radiological Health Specialists  
 Chemists

### Recently Completed Studies

Retirement & Benefits Mgr  
 Chief Financial Officer, Retirement  
 & Benefits  
 Administrative Law Judges

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

## Recruiting While PDs are in Classification

By Kathy Peterson

This serves to confirm our current practice and to clarify the procedure when a department concurrently submits a vacant PD to the DOPLR Classification Section for review and a request to post the job announcement for the vacancy to their department HR recruitment contact.

A hiring manager may post a job announcement on Workplace Alaska (WPA) when the PD is concurrently submitted to the Classification Section for review. The hiring manager must notify their recruitment contact that the PD is in classification for review and provide the type of request such as, update, reclassification up/

down, reclassification to a different job class, bargaining unit change, establish flexible staffing, etc. This practice excludes positions recruited through the Labor, Trades & Crafts (LTC) hiring hall. Recruitment staff will not approve any requests for hire approval until the PD has been finalized by the Classification Section. If for any reason the PD review process changes the title, range, bargaining unit, location, or alters the job responsibilities of the position, etc. advertised in the job announcement for the vacancy, the recruitment will be closed as "no hire made" and a NEW recruitment and selection process will need to be initiated.

## Photos: Staff at Work



Elroy Ainsley staffs the State's EEO outreach booth at this year's Alaska Federation of Natives convention at the Dena'ina Convention Center in Anchorage.  
 (October 19, 2012)



Kate Isley, Human Resource Specialist with the Department of Health & Social Services, and Loni Antrim, Administrative Assistant with the Alaska Military Youth Academy, Department of Military & Veteran Affairs at the DOPLR recruitment booth at the Veterans Job Fair in Anchorage.  
 (November 9, 2012)