

**Administrative Order No. 237**  
**Executive Working Group**  
**Status Report of Recommendations**

The Executive Working Group on Recruitment and Retention sent out a list of action items in the November 2007 report to the Governor. These items and their current status are listed below.

<b>Action Items - Near Term</b>		
<b>Action Item</b>	<b>Status</b>	<b>Details</b>
<b>Labor Contracts: PSEA, AVTECTA, IBU, MM&amp;P and MEBA, ASEA-GGU, APEA-SU, APEA-CEA</b>	<b>Completed</b>	Salary adjustments resulting from HB 417 and labor negotiations have had a cumulative impact of \$150 million over three years (FY08-\$56.4 million, FY09-\$50.6 million, FY10-\$46.0 million).
<b>ASEA-GGU, APEA-SU, APEA-CEA</b>	<b>In Progress</b>	Contracts expire 6/30/2010
<b>LTC, TEAME, ACOA</b>	<b>In Progress</b>	Contracts expired 6/30/2009
<b>Longevity Step Repeal and replacement with fair alternative</b>	<b>Completed</b>	HB 417 repealed longevity steps and implemented pay increments for non-covered employees. PSEA negotiated similar provisions and Letters of Agreement were signed with GGU, CEA and SU effective January 1, 2009. Cost to implement estimated at \$2.3 million in FY09 and \$1.5 million in FY10.
<b>Flexibility for Deputy Commissioner Pay</b>	<b>Completed</b>	HB 417 provides for appointment within range 28.
<b>Deputy Director Pay Increase</b>	<b>Completed</b>	Division Operations Manager, range 24 Deputy Director, range 25 (partially exempt only)
<b>Training/Certification/Education Survey Status</b>	<b>No Action</b>	Will be put into New Work Plan
<b>HR Integration Study</b>	<b>Completed</b>	Recommendations are under consideration.
<b>Streamline Intern Process</b>	<b>Completed</b>	Levels were consolidated and flex staffing was implemented. Intern openings are now advertised through Workplace Alaska. This allows all interested parties to view/post internships in one central location.
<b>Market-Based Pay</b>	<b>Discontinued</b>	To provide a more holistic approach a salary survey was completed December 2009.
<b>Healthy Living Habits</b>	<b>In Progress</b>	HealthTracks, wellness program for AlaskaCare employee health plan, was implemented January 1, 2009. Sponsored a State Employee health fair, Friday, March 17, 2009. Conducted "Take the Stairs" campaign during fall 2009. HIP subcommittee is discussing and considering "Be the Biggest Loser" and "Know Your Numbers" campaign for 2010.

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<b>Action Items - Within Two Years</b>		
<b>Action Item</b>	<b>Status</b>	<b>Details</b>
<b>Geographic Differential Study</b>	<b>Completed</b>	The Study was completed April, 2009. The budget impact will be presented to the Legislature.
<b>Tuition Reimbursement &amp; Student Loan Forgiveness</b>	<b>In Progress</b>	Many departments currently reimburse employees for tuition for job-related classes. Departments will be advised of available options. Review of Student Loan Forgiveness will be put into New Work Plan.
<b>Knowledge Transfer Plans</b>	<b>In Progress</b>	DOPLR has a presentation available to assist agencies in the development of these plans.
<b>Flexible Work Schedules (Alternate Workweeks)</b>	<b>In Progress</b>	The number of agreements Statewide has increased from 1,508 in 2007 to 1,955 in 2010. Effort is continuing to inform departments of available options.
<b>Revamp Classification Process and Review of Resources</b>	<b>In Progress</b>	Classification studies are being limited to those in class series which have experienced significant change in duties. A parallel process to address salaries will be explored in conjunction with comprehensive salary survey.
<b>Classification System Review</b>	<b>In Progress</b>	When appropriate, job classifications are being consolidated and single position job classifications are being eliminated.

<b>Action Items-Within Three Years</b>		
<b>Action Item</b>	<b>Status</b>	<b>Details</b>
<b>Salary Survey</b>	<b>Completed</b>	Survey was completed December 2009.
<b>Workplace Alaska Portal Replacement</b>	<b>In Progress</b>	Development of system requirements underway.
<b>Legislation for 40 hour Workweek</b>	<b>No Action</b>	Consideration will be given to implement for select groups of employees.

<b>Ongoing Efforts</b>		
<b>Action Item</b>	<b>Status</b>	<b>Details</b>
<b>Less Restrictive Minimum Qualifications</b>	<b>In Progress</b>	121 job class specifications involving over 3,586 State jobs have been reviewed and updated to ensure MQs reflect current job requirements.
<b>Broader Use of Flexibly Classed Positions</b>	<b>Completed</b>	The use of flexibly classed positions has been broadened for use within any series so long as the work exists at the requested levels.
<b>Administrative Clerk Study</b>	<b>Completed</b>	This comprehensive study of 1,150 clerical positions was completed on June 30, 2009.
<b>Revamp Employee Evaluation Process</b>	<b>Completed</b>	The evaluation process was streamlined to ensure that employees are evaluated in a meaningful and timely manner.