State of Alaska
Department of Administration

Division of Personnel and Labor Relations Update

Presentation to House Administration Finance Subcommittee

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February 4, 2020

Division of Personnel and Labor Relations (DOPLR):

Championing Improvement in the State's Performance and Results

DOA Goals	DOA Objectives
Provide Excellent Products and Services	Recruit, develop, retain, and deploy right talent
	Improve quality, efficiency, and timeliness of DOA products and services
	Increase stakeholder awareness of and satisfaction with DOA products and services
Promote SOA Efficiency and Cost Savings	Gain efficiencies for the State through new or improved programs or processes
	Implement processes and programs to achieve cost savings
	Improve timeliness, quality, and results of SOA agencies
Pursue Innovations and Initiatives	Offer proactive contributions to the SOA
	Develop and implement innovations to advance the mission of DOA or other SOA departments and agencies
	Increase SOA IT proficiency, tools, and capacity

Recruit, Develop, Retain, and Deploy Right Talent

Implementing Initiatives on February 1

- New Job Bulletin Format

- Removed Cover Letter Requirement for Ranges 13 and Below

- New, Flexible Minimum Qualifications

- Pilot Project of Accepting Resumes in Lieu of the State Application Form

Improve Quality, Efficiency, and Timeliness of Products and Services

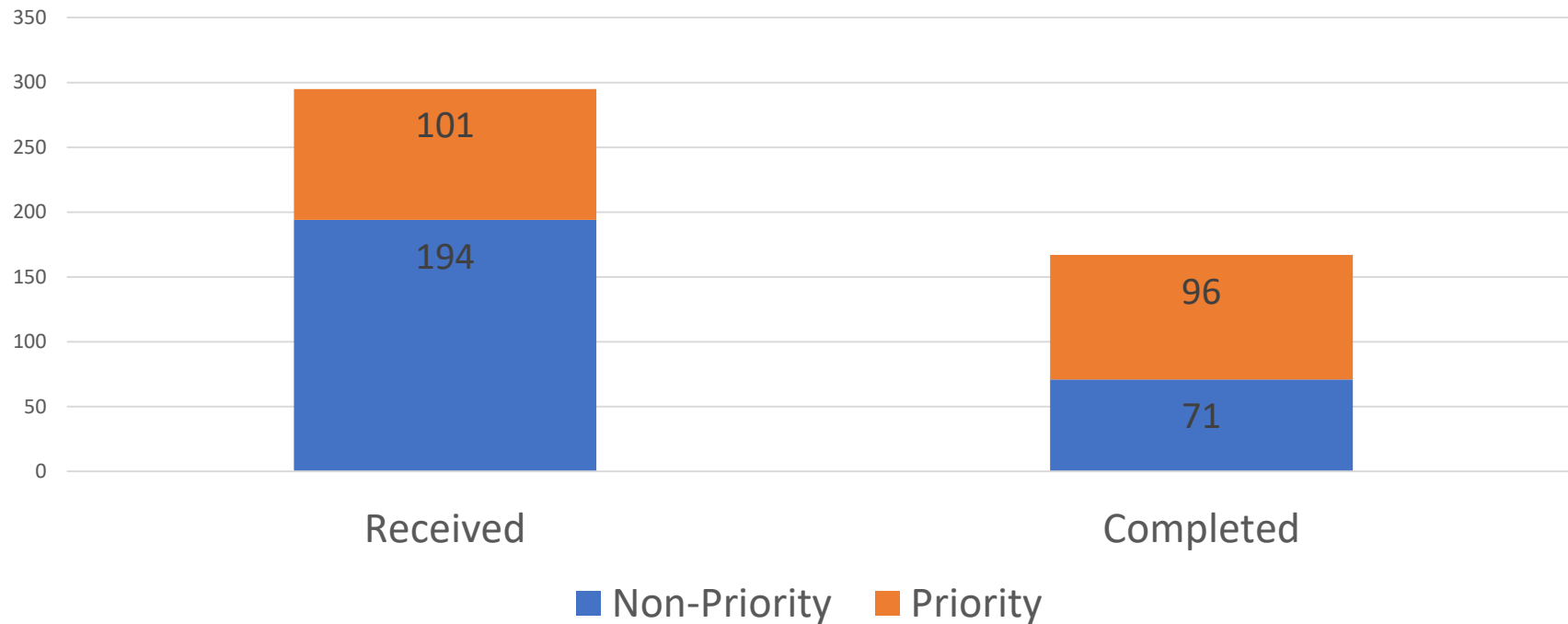Create 2 PCNs in the Classification Section

- Commissioner Survey Feedback

- Process "Priority One" Classification Requests

- Streamline Efficiencies within State Departments

Improve Quality, Efficiency, and Timeliness of Products and Services

Position Allocation Workload

Monthly Average

Gain Efficiencies for the State

Automated Onboarding System

- Current Process: Employees Complete Onboarding Paperwork Manually
  - Minimum of 11 forms are required with a potential of about 16 forms needed for full time positions (exempt, probationary, and permanent)

- Delete 6 PCNs as a Result of Expected Efficiencies from Consolidation

Improve Timeliness, Quality, and Results of Agencies

Automated Performance Evaluation System

- Current Process: Employees and Supervisors Complete Performance Reviews in Hard Copy

- Centralized Electronic System for Processing Evaluations

- Best Practice for Achieving Results

Offer Proactive Contributions to the SOA

Biweekly Pay

- Current Practice: 3 pay cycles for Executive branch employees (biweekly, semi-monthly)

- All Collective Bargaining Agreements (CBAs) Contain a Clause: Move to Biweekly Pay System As Soon As Feasible

- Transitioned 3 Collective Bargaining Units in December 2019

- 3,118 Employees Are on the Biweekly System, and 16,006 Still Remain to Be Transitioned

- Goal Is to Transition Remaining Employees in June 2020

Increase SOA IT Proficiency, Tools, and Capacity

Electronic Timekeeping

- Current practice: Most departments and Agencies Require Hard Copy Timesheets

- Electronic Timekeeping Will Improve Efficiency

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