

BY REPRESENTATIVES CASHEL,
KENDALL, REED, PRATT, ERWIN,
SANDERS

1 IN THE HOUSE

2 HOUSE BILL NO. 71

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 FIRST SESSION - SECOND LEGISLATURE

5 A BILL

6 For an Act entitled: "An Act relating to the personnel
7 division of the Department of Admin-
8 istration, amending Sections 7 and 3,
9 Ch. 64, SLA 1959 and Sections 7,9,10,12,
10 13, and 15, Ch. 144, SLA 1960; and pro-
11 viding for an effective date.

12 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

13 Section 1. The first paragraph of Section 7, Ch. 64, SLA
14 1959, is amended to read as follows:

15 Section 7. Office of the Governor. The Office of the
16 Governor shall include the Secretary of State, the Budget
17 Officer, The Personnel Director, and such staff as the Governor
18 finds necessary to administer properly the executive powers of
19 the State. The Secretary of State is hereby vested with the
20 duties, powers, and responsibilities involved in administering
21 state election laws, appointing all notaries public, and serving
22 as custodian of the State Seal. The functions and authority
23 heretofore performed and exercised by the Canvassing Board are
24 hereby transferred to the Office of the Secretary of State.

25 Section 2. The second paragraph of Section 8, Ch. 64, SLA
26 1959, is amended to read as follows:

27 The Department of Administration is hereby vested with the
28 duties, powers, and responsibilities involved in the prepara-
29 tion and execution of the executive budget, including a system

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1 of periodic allotments for the regulation of expenditures and
2 making of surveys and studies for the purpose of improving
3 administrative procedures, methods, and organization; in the
4 keeping of general accounts; in the approval of vouchers and
5 disbursement of funds for all purposes; in the operation of
6 centralized purchasing and supply services, including the
7 operation of such storerooms and warehouses as may be necessary;
8 the allotment of space in the state buildings to the various
9 departments according to their needs and the space available;
10 the supervision of telephone, mailing, messenger, duplicating,
11 and other like services adaptable to centralized management; in
12 the administration of a public employees' retirement system and
13 a teachers' retirement system. [AND IN THE ADMINISTRATION OF A
14 STATEWIDE PERSONNEL PROGRAM, INCLUDING SUCH CENTRAL PERSONNEL
15 SERVICES AS RECRUITMENT, EXAMINATION, POSITION CLASSIFICATION,
16 AND PAY ADMINISTRATION.]

17 Section 3. Section 7, Ch. 144, SLA 1960, is amended to
18 read as follows:

19 Sec. 7. Extension of Partially Exempt and Classified
20 Services. After June 30, 1961, the personnel board, [UPON
21 WRITTEN RECOMMENDATION OF THE COMMISSIONER OF ADMINISTRATION] as
22 directed by the Governor, may extend the partially exempt ser-
23 vice to include any position in the classified service on the
24 effective date of this Act, which, in the judgment of the board:

25 (1) Involves principal responsibility for the
26 determination of policy; or

27 (2) Involves principal responsibility for the way in
28 which policies are carried out or;

29 (3) Involves responsibilities and duties of a type

1 not susceptible to the ordinary recruiting and examine pro-
2 cedures.

3 No positions may be included in the partially exempt
4 service pursuant to the provisions of this section if the
5 inclusion is inconsistent with federal requirements for state
6 agencies supported in whole or in part by federal funds

7 After June 30, 1961, the personnel board, UPON WRITTEN
8 RECOMMENDATION OF THE COMMISSIONER OF ADMINISTRATION, as
9 directed by the Governor, may extend the classified service to
10 include any position in the partially exempt service on the
11 effective date of this Act.

12 Section 4. Section 9 of Ch. 144, SLA 1960, is amended
13 to read as follows:

14 Section 9. Organization for Personnel Administration:
15 Division Board. There is established within the DEPARTMENT
16 OF ADMINISTRATION Governor's Office a division of personnel.
17 There is established within the division of personnel a per-
18 sonnel board.

19 Section 5. Section 10 of Ch. 144, SLA 1960, is amended
20 to read as follows:

21 Sec. 10. Director of Personnel: Appointment: Qualifi-
22 cations. The head of the division of personnel is the director
23 of personnel appointed by the COMMISSIONER OF ADMINISTRATION
24 Governor and responsible to the COMMISSIONER OF ADMINISTRATION
25 Governor for the execution of the duties and responsibilities
26 imposed by this Act and the rules adopted pursuant to this Act.
27 The Director of personnel must have had at least three years
28 of practical working experience in the field of personnel
29 admilstration. This position shall be within the unclassified

1 service.

2 Section 6. Sub-section a. Section 12, Ch. 144, SLA 1960,
3 is amended to read as follows:

4 Sec. 12. Preparation: Adoption: Amendment. a. The
5 director of personnel shall prepare AND SUBMIT TO THE COM-
6 MISSIONER OF ADMINISTRATION WITHIN 60 DAYS AFTER THE EFFECTIVE
7 DATE OF THIS ACT, PROPOSES personnel rules for all positions
8 and employees subject to this Act. The Governor may at any
9 time request the director of personnel to adopt new personnel
10 rules or to revise or repeal existing personnel rules. The
11 adoption of new personnel rules or the revision or repeal of
12 existing personnel rules shall not take effect until thirty
13 days after notice of adoption, revision or repeal is made by
14 posting in public buildings throughout the State.

15 Section 7. Sub-sections b,c, and d of Section 12, Ch. 144,
16 LSA 1960, are hereby repealed.

17 THE COMMISSIONER OF ADMINISTRATION SHALL REVIEW
18 THE RULES AND SUBMIT THEM TO THE PERSONNEL BOARD WITHIN 70 DAYS
19 AFTER THE EFFECTIVE DATE OF THIS ACT.]

20 AT THE TIME HE SUBMITS THE INITIAL RULES TO THE
21 PERSONNEL BOARD, THE COMMISSIONER OF ADMINISTRATION SHALL, BY
22 POSTING IN PUBLIC BUILDINGS THROUGHOUT THE STATE, GIVE NOTICE
23 THAT THE PERSONNEL BOARD HAS THE RULES UNDER CONSIDERATION.
24 THE INITIAL RULES, OR ANY PART OF THE RULES WILL HAVE THE FORCE
25 AND EFFECT OF LAW SIXTY DAYS AFTER THEY HAVE BEEN SUBMITTED TO
26 THE PERSONNEL BOARD IF NOT DISAPPROVED BY THE PERSONNEL BOARD.
27 THE PERSONNEL BOARD, IF REQUESTED MAY HOLD PUBLIC HEARINGS ON
28 THE INITIAL RULES.]

29 AMENDMENTS TO THE RULES SHALL BE PREPARED,

1 SUBMITTED AND PUBLICIZED IN THE SAME MANNER AS THE INITIAL
2 RULES, AND WILL HAVE THE FORCE AND EFFECT OF LAW 30 DAYS AFTER
3 THEY HAVE BEEN SUBMITTED TO THE PERSONNEL BOARD, IF NOT DIS-
4 APPROVED BY THE PERSONNEL BOARD. THE PERSONNEL BOARD, IF
5 REQUESTED, MAY HOLD PUBLIC HEARINGS ON AMENDMENTS TO THE RULES.]

6 Section 8. Sub-section (1), of Section 13, Ch. 144, SLA
7 1960, is amended to read as follows:

8 (1) For the preparation, maintenance, and revision
9 by the director of personnel [, SUBJECT TO APPROVAL BY THE COM-
10 MISSIONER OF ADMINISTRATION AND THE PERSONNEL BOARD] of a
11 position classification plan for all positions in the classified
12 and partially exempt services. In the position classification
13 plan all positions will be grouped together into classes on
14 the basis of duties and responsibilities. The position
15 classification plan will include for each class of position an
16 appropriate title, a description of the duties and responsibil-
17 ities, training and experience qualifications, and other neces-
18 sary position specifications.

19 Section 9. Sub-section (2), of Section 13, Ch. 144, SLA
20 1960, is amended to read as follows:

21 (2) For the preparation, maintenance, revision, and
22 administration by the director of personnel [, SUBJECT TO APPROVAL
23 BY THE COMMISSIONER OF ADMINISTRATION,] of a pay plan for all
24 positions in the classified and partially exempt services.
25 The pay plan shall be prepared after consultation with the
26 appointing authorities of their designees, and with represent-
27 tatives of interested employee groups. The pay plan shall be
28 based upon the position classification plan, shall provide for
29 fair and reasonable compensation for services rendered and shall

1 be based on the principle of like pay for like work. The pay
2 plan may provide for uniform starting pay, increments, and area
3 and time differentials. The pay plan prepared pursuant to this
4 section is subject to approval by the legislature in regular or
5 special session. Amendments to the pay plan are also subject
6 to approval by the legislature. After the pay plan is put into
7 effect, no salary or wage payment may be made to any state
8 employee covered by the pay plan unless the payment is in
9 accordance with this Act and the rules adopted pursuant to this
10 Act.

11 Section 10. Sub-section (1) of Section 15, Ch. 144, SLA
12 1960 is hereby repealed.

13 APPROVE OR DISAPPROVE THE ORIGINAL RULES OR ANY
14 PART OF THEM WITHIN 60 DAYS OF THEIR SUBMISSION TO THE BOARD
15 AND APPROVE OR DISAPPROVE ANY AMENDMENT TO THE RULES WITHIN
16 30 DAYS OF THEIR SUBMISSION TO THE BOARD. IN CARRYING OUT THIS
17 DUTY, THE BOARD, IF REQUESTED, MAY HOLD SUCH PUBLIC HEARINGS
18 AS IT MAY DEEM NECESSARY.]

19 Section 11. Sub-section (2) of Section 15, Ch. 144, SLA
20 1960, is amended to read as follows:

21 (2) Consider and act UPON RECOMMENDATIONS] as
22 directed by the Governor, for the extension of the partially
23 exempt service and the classified service as provided in
24 Section 7 of this Act.

25 Section 12. Effective Date of Act. This Act takes
26 effect on the day after its passage and approval on or the day
27 it becomes law without such approval.
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