

HCR

57



I. REQUEST  
 Bill/Resolution No. SCR 49 HCR 57  
 Title Prepare & Distribute Personnel Procedure Manuals  
 Requested by Senator Mulcahy Date \_\_\_\_\_

II. FISCAL DETAIL  
 Agency Affected Administration  
 Program Category Affected General Government  
 BRU, Program, or Subprogram(s) Affected Personnel  
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 79	FY 80	FY 81	FY 82	FY 83	FY 84
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL		-0-	-0-	-0-	-0-	-0-

FUNDING (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME						
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)  
 Written procedures required of the Division of Personnel pursuant to the State Personnel Act currently exist and would only require minor modification to incorporate instructions issued by the Division of Budget and Management pursuant to the Executive Budget Act.

IV. DATE 3/18/80 PREPARED BY Judy Cron Dahl  
 AGENCY Administration  
 PHONE 465-2277  
 Original: Legislative Finance  
 cc: Budget and Management  
 Prime Sponsor (First Legislator Named) Senator Ray  
 Office of the Governor  
 33-001 (Rev. 12/78) Keith Specking  
 Rod Mourant



JUNEAU, ALASKA

# Alaska State Legislature

BLUE RIBBON COMMISSION ON THE  
STATE PERSONNEL ACT  
Pouch AG/Mail Stop 0123  
Juneau, Alaska 99811  
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Senator Bill Ray  
Chairman

TO: Senator Bill Ray, Chairman

FROM: Teresa B. Cramer, Administrative Assistant *TBC*

DATE: February 27, 1980

RE: House Concurrent Resolution 57

Relating to the preparation and distribution by the Division of Budget and Management, Office of the Governor, of a personnel procedures manual.

House Concurrent Resolution 57 implements Recommendation 9 of the Blue Ribbon Commission's Report to the Alaska Legislature by requesting that the Division of Budget and Management prepare and distribute a procedures manual for use in the classification and re-classification process.

Before a new position can be filled, the Division of Budget and Management must authorize the expenditure of funds for the salary and the Division of Personnel in the Department of Administration must classify it. The department in which the position occurs is responsible for preparing the documents to support these activities. There are no written guides for the departmental personnel to use in that preparation. This Concurrent Resolution asks the Division of Budget and Management to prepare a procedures manual for the use of the departments in this process.

There are some areas in the establishment of a new position or the reclassification of an existing position over which both the Division of Personnel and the Division of Budget and Management appear to have jurisdiction. This overlap can lead to confusion for the departmental staff responsible for preparation of the documents. The confusion can lead to delays in establishing the position and therefore to delays in implementing new programs. Where time is of the essence, these delays can frustrate the purpose of legislatively enacted programs.

Therefore the commission recommends that the legislature request the Division of Budget and Management to prepare and distribute a procedures manual to assist the departmental personnel officers and program managers in the steps necessary to establish a new position or to reclassify an existing position. The manual should identify which agency to consult when questions arise.

TBC:sp