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STATE OF ALASKA  
THE LEGISLATURE

LEGISLATIVE AFFAIRS AGENCY  
LEGISLATIVE REFERENCE LIBRARY

POUCH Y - STATE CAPITOL  
JUNEAU, ALASKA 99811  
907-465-3800

May, 1988

Copies of minutes listed below were originally included in this file. The minutes are available on the STAIRS database CMPR. In order to save space copies of minutes have not been left in the files.

Mary Van Nimwegen

*House State Affrs:*

*February 29, 1988*

*April 22, 1988*

*May 3, 1988*



Official Business

# Alaska State Legislature

## House

Pouch V  
State Capitol  
Juneau, Alaska 99811

### M E M O R A N D U M

TO: David Otto, Director  
Division of Personnel

FROM: Representative Fran Ulmer, Chair  
House State Affairs Committee  
Representative Adelheid Herrmann

DATE: April 4, 1988

RE: Hiring State Employees  
Committee Substitute for HB 326(SA)

---

You have testified that the Division would be considering certain changes to the Division's procedures for hiring state employees. These are:

1. Supervisory training which includes cultural awareness and interviewing skills;
2. Requiring state agencies to send a "courtesy" letter when an applicant is not hired;
3. Allowing individuals to apply for a position when it becomes vacant - instituting vacancy-based recruitment for permanent full-time positions;
4. Giving credit for rural work experience - awarding point credits for rural work experience; and
5. Increasing the number of candidates that can be considered for a position.

We feel the above are needed improvements and would encourage you to begin assessing the advantages and disadvantages to the present system. We also encourage you to implement these changes on a trial basis to determine their utility, and report back to us by January 1, 1989 the progress you have made.

Sincerely,

Representative Fran Ulmer

Representative Adelheid Herrmann

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# Alaska State Legislature

## House

Official Business

COMMITTEE ON STATE AFFAIRS

Pouch V  
State Capitol  
Juneau, Alaska 99811

May 4, 1988

Mervin Peters  
P.O. Box 021141  
Juneau, AK 99802


Dear Mervin:

Thank you for your testimony on House Bill 326. Because Commissioner Andrews and David Otto were not present during that part of the meeting, I sent them copies of the tapes and asked them to respond to your testimony. Enclosed is Commissioner Andrews' response.

If implemented, I believe their proposals will alleviate some of the problems of hiring procedures in rural areas; however, they don't address the concerns you expressed in terms of minority hire in the capital city. Because of this, I have asked the Legislative Budget and Audit Committee to conduct a performance audit to determine whether departmental, inter-departmental and courtesy registers unfairly favor those currently employed by the state, and to report their findings and recommendations by January 1, 1989.

Thank you, again, for your testimony. I'm hoping that the information gathered over the interim will provide the basis for some positive change in the next session.

Sincerely,

  
Fran Ulmer, Chair  
Committee on State Affairs



# Alaska State Legislature

## House

Official Business

COMMITTEE ON STATE AFFAIRS

Pouch V  
State Capitol  
Juneau, Alaska 99811

May 4, 1988

Nicole Harrison  
P.O. Box 297  
Douglas, AK 99824

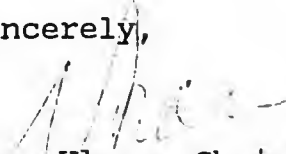
Dear Nicole:

Thank you for your testimony on House Bill 326. Because Commissioner Andrews and David Otto were not present during that part of the meeting, I sent them copies of the tapes and asked them to respond to your testimony. Enclosed is Commissioner Andrews' response.

If implemented, I believe their proposals will alleviate some of the problems of hiring procedures in rural areas; however, they don't address the concerns you expressed in terms of minority hire in the capital city. Because of this, I have asked the Legislative Budget and Audit Committee to conduct a performance audit to determine whether departmental, inter-departmental and courtesy registers unfairly favor those currently employed by the state, and to report their findings and recommendations by January 1, 1989.

Thank you, again, for your testimony. I'm hoping that the information gathered over the interim will provide the basis for some positive change in the next session.

Sincerely,

  
Fran Ulmer, Chair  
Committee on State Affairs



# Alaska State Legislature

## House

Official Business

COMMITTEE ON STATE AFFAIRS

Pouch V  
State Capitol  
Juneau, Alaska 99811

M E M O R A N D U M

TO: Representative Adelheid Herrmann  
FROM: Representative Fran Ulmer, Chair  
Committee on State Affairs  
RE: House Bill 326  
DATE: May 4, 1988

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Because Commissioner Andrews and David Otto were not present during much of the testimony on House Bill 326, I sent them copies of the tapes and asked them to respond, particularly to the testimony of Nicole Harrison and Mervin Peters. Enclosed is Commissioner Andrews' response.

If implemented, I believe their proposals will alleviate some of the problems of hiring procedures in rural areas; however, they don't address the concerns expressed regarding minority hire in the urban areas. I have asked the Legislative Budget and Audit Committee to conduct a performance audit to determine:

1. how effective the Rural Vacancy Based Recruitment Program has been in promoting local hire; and
2. whether departmental, interdepartmental and courtesy registers unfairly favor those currently employed by the state.

This request asks for the findings and recommendations by January 1, 1989. I'm hoping that the information gathered over the interim will provide the basis for some positive change in the next session.



Official Business

# Alaska State Legislature

## House

Pouch V  
State Capitol  
Juneau, Alaska 99811

COMMITTEE ON STATE AFFAIRS

April 26, 1988

John Andrews, Commissioner  
Department of Administration  
P.O. Box C  
Juneau, AK 99811

Dear Commissioner Andrews:

Last Friday, April 22, the House State Affairs Committee held a hearing on HB 326, abolishing the current state register system. I was disappointed that you were not in attendance for this hearing. Unfortunately, Dave Otto, Director of the Division of Personnel, was also unable to stay to hear all the public testimony on this bill.

Enclosed are copies of the minutes and tapes of that hearing. I would appreciate it if you and Mr. Otto would take the time to listen to these tapes, with particular attention to the testimony of Nicole Harrison and Mervin Peters. They have spoken of problems with the current system which are of particular concern to committee members.

I intend to adopt a committee substitute for HB 326 as soon as possible and would appreciate a prompt response. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Fran Ulmer".

Fran Ulmer

# STATE OF ALASKA

## DEPARTMENT OF ADMINISTRATION

OFFICE OF THE COMMISSIONER

STEVE COWPER, GOVERNOR

P.O. BOX C  
JUNEAU, ALASKA 99811-0200  
PHONE: (907) 465-2200

May 2, 1988

The Honorable Fran Ulmer  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811-3100

*Fran*  
Dear Representative Ulmer:

Thank you for providing me with a copy of the tapes of your April 22 hearing on HB 326 and for allowing me to respond to the testimony presented. Both Dave Otto and myself have carefully reviewed the testimony on the tapes and have discussed the content of the testimony.

I appreciate the concerns expressed by Mr. Peters and Nicole Harrison which relate to past problems with the State's personnel system. In recent weeks Director Otto and I have spent a significant amount of time discussing these very concerns with the Governor's office, cabinet members, members of the public, and State managers from all departments. As a result of this effort, we have begun to formulate definite plans to make positive changes to the personnel system. Here is what we have determined so far:

First, Vacancy-Based Recruitment will become the preferred method of recruiting for permanent full-time State jobs. This concept, simply put, means that when a vacancy occurs the State will advertise the opening. The advertisements will concentrate on the area where the vacancy is located. Applicants will then be assured that they are applying for a job rather than a place on the register. This concept cannot be implemented for all State jobs immediately because statewide implementation would put an impossible burden on our current ability to examine and process applications. We will, however, soon be implementing the system for all vacancies which occur in rural areas of the state.

Second, we are exploring ways of awarding rating point credits for rural work experience to applicants applying for jobs in rural areas. We believe that this approach is sound

May 2, 1988

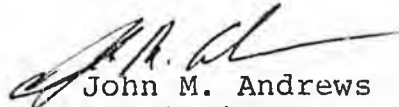
since applicants with rural work experience are more likely to stay in rural jobs, will be more likely to be accepted by the local community, and will communicate more effectively with the people in the community that the job was created to serve.

Third, we will increase the number of candidates that the hiring manager can consider when selecting a candidate from an eligible list. Currently the manager can choose from the top five ranks of eligibles but each rank consists of a score that is often carried out to two decimal points. These top ranks will be more broadly defined to reflect meaningful differentiations and to ensure that more qualified applicants can be considered.

Fourth, increased training will be provided for, and required of, State managers--including equal employment opportunity training and courses on how to work an eligible list.

I believe that the decisions outlined above provide a good start toward meeting the programmatic concerns expressed by those who appeared before your committee. Please be assured that we will continue to explore new ways of fulfilling the State's statutory responsibilities, while at the same time simplifying and rationalizing the hiring process.

Sincerely,



John M. Andrews  
Commissioner

JMA/KR/mms  
15/4D1/0428-09  
cc: Division of Personnel  
Department of Administration



# Alaska State Legislature

## House

COMMITTEE ON STATE AFFAIRS

Official Business

April 14, 1988

P.O. BOX V  
State Capitol  
Juneau, Alaska 99811

Cherie Shelley  
340 North Franklin  
Juneau, AK 99801

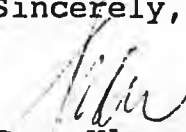
Dear Cherie:

House Bill 326, abolishing the state register system, was originally heard in House State Affairs Committee on February 29. Unfortunately, because of extensive teleconference testimony on that day, we were not able to hear from all the local people who were present. We originally rescheduled this bill for Monday, April 11, but postponed it on request of Representative Herrmann, prime sponsor. Representative Herrmann has now requested that we hear additional testimony on House Bill 326 on Friday, April 22.

As before, our hearing on April 22 will begin at 3:00 p.m. and be in Room 102 of the Capitol. Since you were not able to testify at the original hearing on House Bill 326, I am especially hoping you will be available to testify next Friday. I look forward to seeing you at this hearing.

Thank you for your interest in this important issue.

Sincerely,

  
Fran Ulmer, Chair  
Committee on State Affairs

P.S.

Do you have time to call to me before the meeting please.



Official Business

# Alaska State Legislature

## House

COMMITTEE ON STATE AFFAIRS

April 14, 1988

P.O. BOX V  
State Capitol  
Juneau, Alaska 99811

Rosalie Walker  
7677 North Douglas  
Juneau, AK 99801

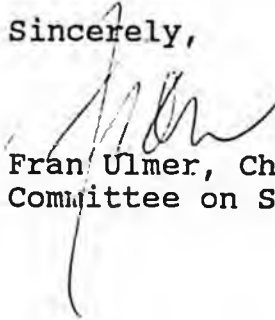
Dear Rosalie:

House Bill 326, abolishing the state register system, was originally heard in House State Affairs Committee on February 29. Unfortunately, because of extensive teleconference testimony on that day, we were not able to hear from all the local people who were present. We originally rescheduled this bill for Monday, April 11, but postponed it on request of Representative Herrmann, prime sponsor. Representative Herrmann has now requested that we hear additional testimony on House Bill 326 on Friday, April 22.

As before, our hearing on April 22 will begin at 3:00 p.m. and be in Room 102 of the Capitol. I look forward to seeing you at this hearing.

Thank you for your interest in this important issue.

Sincerely,

  
Fran Ulmer, Chair  
Committee on State Affairs

6. Nicole Harrison  
P.O. Box 297  
Douglas, AK 99824

5. Mervin Peters  
P.O. Box 021141  
Juneau, AK 99802  
789-2224

3. Rosalie Walker  
7677 North Douglas  
Juneau, AK 99801

1. Jim Johnson  
APEA  
340 North Franklin  
Juneau, AK 99801  
586-2334  
Did not previously testify

2. Cherie Shelley  
340 North Franklin  
Juneau, AK 99801  
586-2334  
Did not previously testify

4. Ron Williams  
8131 Dogwood Lane  
Juneau, AK 99801  
789-0207  
Did not previously testify

03:08

09:08 Y.F. SRO

P. 02

Tanana Chiefs Conference, Inc.

201 First Ave.  
Fairbanks, Alaska 99701  
(907) 452-1111

*Lina Fairbanks*

PUBLIC OPINION MESSAGE

DEAR: REPRESENTATIVE ULMER

NAME: NORMA JOHNSON  
TITLE: COMMON SENSE FOR ALASKA  
ADDRESS: PO BOX 202087  
CITY: ANCHORAGE ZIP: 99520  
PHONE: 276-7648  
BILL NO:  
SUBJECT: ATTN: JUDY CRONDAHL  
MESSAGE: REGARDING HB 326. WHEN IS IT SCHEDULED FOR ITS SECOND HEARING? PLEASE  
SEND ME A COPY OF THE MINUTES FROM THE LAST HEARING ON HB 326.

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# **CORRECTION**

**THIS DOCUMENT  
HAS BEEN REPHOTOGRAPHED  
TO ASSURE LEGIBILITY**

PUBLIC OPINION MESSAGE

DEAR: REPRESENTATIVE ULMER

NAME: NORMA JOHNSON  
TITLE: COMMON SENSE FOR ALASKA  
ADDRESS: PO BOX 202087  
CITY: ANCHORAGE  
PHONE: 276-7648

ZIP: 99520

BILL NO:

SUBJECT: ATTN: JUDY CRONDAHL

MESSAGE: REGARDING HB 326. WHEN IS IT SCHEDULED FOR ITS SECOND HEARING? PLEASE  
SEND ME A COPY OF THE MINUTES FROM THE LAST HEARING ON HB 326.

POMID: 03101644  
DATE: 03/16/88  
TIME: 10:16:44  
LIONAME: ANCHORAGE LIO

~~X~~

*Tunana Chiefs Conference, Inc.*

201 First Ave.  
Fairbanks, Alaska 99701  
(907) 452-8251

*Lina  
Fairbanks*

DATE: February 26 1988  
TO: Senator John Binkley  
FROM: Susan Peter, Subregional/Health Director  
SUBJECT: HB 326

RE HB 326- Experience as a former State Employee for 17 plus years has proven to me that the present system of hiring by the State does not work. It is a slow process to fill a vacancy in the village and too often local people are not notified of openings, only out of town people are notified. Even if there are local qualified people available supervisors are not allowed to hire locally under the present system. They are given a list of people on a register which they must choose from. I am in favor of abolishing the present system.

# City of Sand Point

P.O. Box 249  
Sand Point, Alaska 99661  
(907) 383-2696

March 1, 1988

Honorable Fran Ulmer, Chairperson  
House State Affairs Committee  
P.O. Box V  
Juneau, Alaska 99811

Dear Representative Ulmer:

I would like to offer the following written testimony in support of HB 326:

I believe I understand the rationale behind the register system. It was designed to hire the most qualified State employee from a large number of applicants in the most impartial way possible. However, the system does not work for positions in rural Alaska. I think that Mayor Brown of Cold Bay made a very good case for the abolishment of the register system. It is an impossible system regarding local hiring for seasonal positions.

The register system is also subject to abuse. I have seen supervisors inform people of the pending availability of positions. These people were then urged to get their applications in by certain time before the register was called for. In many instances, no names would be on the register if it was closed. This would allow the supervisor to call for another register which would contain the name of the informed individual.

I thank you for the opportunity to present my written comments in support of HB 326.

Sincerely,



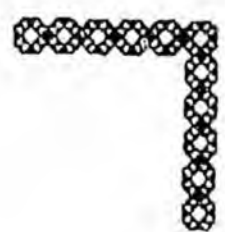
Robert S. Juettner  
City Administrator

cc: Rep. Adelheid Herrmann

FEB 26 1988

*Tanana Chiefs Conference, Inc.*

201 First Ave.  
Fairbanks, Alaska 99701  
(907) 452-8251



February 26, 1988

TO: Representative Kay Wallis

FROM: Susan Peter, Subregional/Health Director  
Yukon Flats Subrcgional Office

SUBJECT: HB 326

\* \* \* \* \*

RE: HB 326, experience as a former State Employce for 17 plus years has proven to me that the present system is not working. It is a slow process to fill a village vacancy and too often only out of towners are notified of job openings. Even if we have qualified local workers supervisors are not allowed to hire locally. I am in favor of abolishing the presnt system so that local people can be hired in vacancics of State Jobs.

S/KLW

# TOGIAK CITY COUNCIL

P.O. Box 99  
Togiak, Alaska 99678  
(907) 493-5820

February 29, 1988

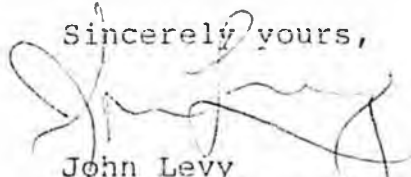
Representative Fran Ulner, Chairperson  
State of Affairs Committee  
Pouch V  
Juneau, Alaska 99801

Dear Representative Ulner:

The City of Togiak is in support of HB 326 "An Act abolishing the current register system; and relating to a system for hiring State employees."

We favor any legislation which improves employment opportunities of local residents. Thank you for this opportunity to comment.

Sincerely yours,



John Levy  
City Administrator

cc: Rep. Herrmann

St. Paul

St. George

# Aleutian/Pribilof Islands Association, Inc.

1689 "C" Street  
Anchorage, Alaska 99501-5197  
Phone (907) 276-2700

Nelson Lagoon  
False Pass  
Sand Point  
Bikofski  
Ring Cove

Akutan

Unalaska

Nikolski



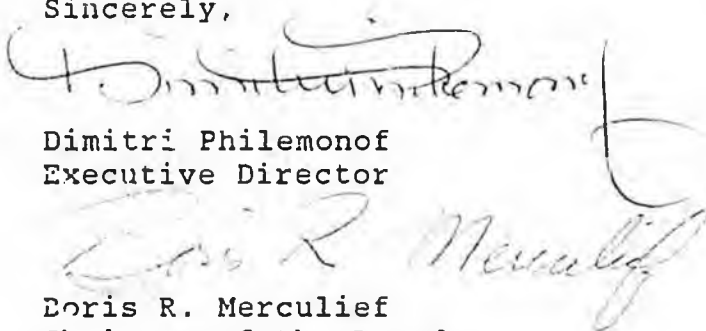
March 1, 1988

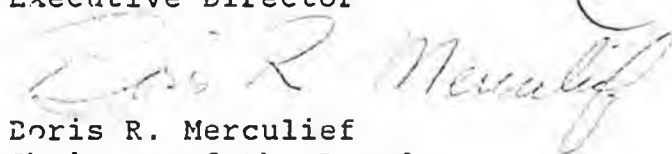
Representative Fran Ulmer  
Chairman of State Affairs  
Pouch V  
Juneau, AK 99811

Dear Representative Ulmer:

The Aleutian/Pribilof Islands Association supports House Bill 326 which would abolish the State register system. Employment issues continue to be a major concern in the communities of our Region, and it has been very difficult for rural residents to obtain State employment under the present system. Rural residents are particularly handicapped by the obstacles associated with isolation and distance from the State's administrative offices. These problems effectively restrict rural residents' access to the system.

Sincerely,

  
Dimitri Philemonof  
Executive Director

  
Doris R. Mercurief  
Chairman of the Board

3. Josephine H. Angaiak  
DFYS Social Services  
Box 328  
Bethel, AK  
543-3141  
Supports HB 326
9. Ken Burton  
P.O. Box 7593  
Ketchikan, AK 99901  
225-4550  
Supports HB 326
15. Gene Furman  
Common Sense for Alaska  
Anchorage, AK  
276-7648  
Supports HB 326
17. Nicole Harrison  
P.O. Box 297  
Douglas, AK 99824  
Supports HB 326
8. Steve Hoffman  
Local Ketchikan APEA  
P.O. Box 7593  
Ketchikan, AK 99901  
225-4550  
Opposed to HB 326
14. Hedy Lestenkof  
1089 C Street  
Anchorage, AK 99503  
276-2700  
Supports HB 326
2. Mr. Myron P. Naneng  
AVCF and Calista Corporation  
Box 219  
Bethel, AK  
543-3521  
Supports HB 326
22. Sandra Pearson  
Naknek, AK  
Supports HB 326
11. Creighton Brown  
Mayor  
City of Cold Bay  
Cold Bay, AK  
Supports HB 326
6. Suzy Erlich  
Maniilaq Manpower  
P.O. Box 725  
Kotzebue, AK  
442-3860  
Supports HB 326
10. Nancy Gross  
City Manager  
City of Unalaska  
Unalaska, AK  
Supports HB 326
1. Rep. Adelheid Herrmann  
P.O. Box V  
Juneau, AK 99811  
(907) 465-4942  
Prime Sponsor of HB 326
19. Jim Johnson  
APEA  
340 North Franklin  
Juneau, AK 99801  
586-2334
13. Melanie Ludvig  
Sand Point, AK  
Supports HB 326
12. Paul Owen  
Galena, AK  
Supports HB 326
21. Mervin Peters  
P.O. Box 021141  
Juneau, AK 99802  
789-2224  
Supports HB 326

18. Cherie Shelley  
340 North Franklin  
Juneau, AK 99801  
586-2334
7. Dennis J. Tiepelman  
Assistant to Mayor  
City of Kotzebue  
Box 1110  
Kotzebue, AK  
442-2500  
Supports HB 326
4. Orie Williams  
Tanana Chiefs Conference  
201 First Avenue  
Fairbanks, AK 99701  
452-8251  
Supports HB 326
5. Morris Thompson  
President  
Doyon, Ltd.  
201 First Avenue  
Fairbanks, AK 99701  
452-8251  
Supports HB 236
16. Rosalie Walker  
7677 North Douglas  
Juneau, AK 99801  
Supports HB 326
20. Ron Williams  
8131 Dogwood Lane  
Juneau, AK 99801  
789-0207

5-1164B  
Cramer  
5/3/88

Original sponsors: Herrmann, Wallis,  
Adams, et al.

1 IN THE HOUSE

BY THE STATE AFFAIRS COMMITTEE

2 CS FOR HOUSE BILL NO. 326 (State Affairs)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 FIFTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the hiring of state employees."

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

8 \* Section 1. FINDINGS. The legislature finds that

9 (1) it is important to the economies of local communities to  
10 enhance employment of local residents;

11 (2) the system of registers used in the hiring of state employ-  
12 ees is a hindrance to local hire;

13 (3) to ensure increased hiring of local residents, the state  
14 needs to implement a more comprehensible and accessible system;

15 (4) increased hiring of local residents will also improve state  
16 resident hire;

17 (5) the present register system for evaluating applicants for  
18 state employment and referring qualified applicants is inadequate to bring  
19 rural residents into the selection zone used to hire for state jobs;

20 (6) the criteria used to evaluate applicants for state employ-  
21 ment should be closely based on the skills and abilities actually needed to  
22 perform each job;

23 (7) in some instances, the present register system places too  
24 much emphasis on and gives too much credit for educational degrees and  
25 other achievements that are not related to the skills actually required to  
26 perform the job;

27 (8) requirements that are not job-related sometimes eliminate  
28 rural people from consideration for jobs that they are qualified to per-  
29 form;

1 (9) when the standards used to evaluate applicants are not the  
2 most appropriate criteria for identifying the most qualified applicants,  
3 the most qualified applicant may not even be considered for the position;

4 (10) all qualified applicants who are interested in being con-  
5 sidered for a vacancy should be interviewed or otherwise considered before  
6 the position is filled;

7 (11) local applicants for a vacancy should be considered for the  
8 position before applicants from elsewhere are considered.

9 \* Sec. 2. AS 39.25.150(5) is amended to read:

10 (5) the procedure for certifying eligible candidates; the  
11 rule adopted under this paragraph must [MAY] include procedures pro-  
12 viding a preference for certifying local residents when appropriate;

13 \* Sec. 3. AS 39.25.150(9) is amended to read:

14 (9) provisional appointment without competitive examination  
15 when appropriate [ELIGIBLE LISTS ARE NOT AVAILABLE];

16 \* Sec. 4. The division of personnel in the Department of Administration  
17 shall by January 1, 1989, after extensive state-wide hearings, report to  
18 the legislature concerning an improved personnel system for evaluating  
19 applicants and referring eligible applicants to job vacancies. The improv-  
20 ed system should offer Alaskans more equitable opportunities for considera-  
21 tion for employment and provide local residents with a greater and more  
22 equitable opportunity to find employment with the state in positions locat-  
23 ed in their place of residence.

HOUSE STATE AFFAIRS COMMITTEE

NEXT COMMITTEE: FINANCE

BILL: HB 326

CURRENT VERSION:

SCHEDULED: MAY 4, 1988

SPONSOR: HERRMANN

PHONE NO: 4942

CONTACT FILE: \I.LSA\HB326.DBF

BILL SUBJECT: ABOLISHING THE CURRENT STATE REGISTER SYSTEM; AND RELATING TO A SYSTEM FOR HIRING STATE EMPLOYEES

SPONSOR BACKUP: IN FILES

AFFECTED AGENCIES:

<u>DEPARTMENT</u>	<u>CONTACT/PHONE</u>	<u>COMMENT</u>
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ADMIN	PUSHPENDER DHILLON/2200	
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ADDITIONAL NOTIFICATIONS

NORMA JOHNSON/COMMON SENSE FOR ALASKA/276-7648

SANDRA BORBRIDGE/REP. WALLIS/3732

FISCAL NOTES

<u>AGENCY</u>	<u>REQUESTED</u>	<u>DATED</u>	<u>FY 88 AMT</u>	<u>FY 89 AMT</u>
ADMINISTRATION		2/29/88	-0-	115.900

ACTION

<u>DATE</u>	<u>COMMENT</u>
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2/29/88	TELECONFERENCE HEARING - HELD FOR FURTHER RECONSIDERATION
---------	---

4/11/88	POSTPONED AT REQUEST OF SPONSOR
---------	---------------------------------

4/22/88	HEARING: ULMER ASKS FOR CS TO BE DRAFTED
---------	--

5/4/88	
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FISCAL NOTE

REQUEST:

Revision Date: \_\_\_\_\_ Agency Affected: Department of Administration  
 Title: An act abolishing the current BRU: Division of Personnel  
State register system; and relating  
to a system for hiring state employees.  
 Sponsor: Herrmann, Wallis, Adams, Hoffman, Components: Centralized Administrative  
Taylor and Shultz Services  
 Requestor: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 88	FY 89	FY 90	FY 91	FY 92	FY 93
PERSONAL SERVICES	0	70.0	0	0	0	0
TRAVEL	0	45.9	0	0	0	0
CONTRACTUAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	115.9	0	0	0	0

CAPITAL	0	0	0	0	0	0
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REVENUE						
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FUNDING: (Thousands of Dollars)

GENERAL FUND	0	115.9	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	115.9	0	0	0	0

POSITIONS:	0	0	0	0	0	0
FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

See the attached Analysis.

Prepared By: Diane DeSimone, Director Phone: 465-4430  
 Division: Personnel Date: February 24, 1988

Approved by Commissioner: John M. Andrews Date: 2/29/88  
 Agency: Department of Administration

Distribution (by preparer):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

## FISCAL NOTE ANALYSIS

For HB 326

### SUMMARY/EXPLANATION OF INTENT:

This fiscal note assumes that the Director, Personnel Analyst and Personnel Manager will travel to 21 locations throughout the state to hold hearings on this proposed legislation. Each trip is scheduled to take three days of planning, preparation, travel and hearing time.

The sum of \$45,941.00 for travel includes air fare and per diem for travel to the 21 job service locations throughout the state. The hearing locations and travel and per diem costs are shown on page 2 of this analysis.

In addition, the Personal Service increase of \$70.0 reflects a reduced vacancy factor for the Division of Personnel during FY 89. The vacancy factor reduction from 6.9 to 2.9 will enable the division to keep middle level manager positions filled during the entire year. Currently, a Personnel Manager and Personnel Analyst III are working part-time. These positions will be changed to full-time during the period that the Director, the Personnel Analyst and Manager are occupied with the public hearings.

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TRAVEL AND PER DIEM COST

<u>City</u>	<u>Round Trip Cost</u>	(Per day) <u>Per Diem</u>
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Nome	682.00	90.00
Petersburg	156.00	80.00
Homer	494.32	80.00
Kenai	442.30	80.00
Seward	470.00	80.00
Sitka	130.00	80.00
Tok	508.00 out of (F)	80.00
Unalaska	1,068.00	85.00
Valdez	504.18	80.00
Subtotal	*\$10,312.80	**\$1,667.00
	x 3	x 9
Total	\$30,938.40	\$15,003.00

Total Both Columns \$45,941.40

\* Subtotal indicates round trip ticket for one to all locations.

\*\* This subtotal indicates the total cost of one day per diem for one person at each of the locations listed.

A = Anchorage  
F = Fairbanks

February 5, 1988

The Honorable Adelheid Herrmann  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811-3100

Dear Representative Herrmann:

I am writing in response to your January 26, 1988, letter requesting information about our current recruitment, examining and register systems. I appreciate this opportunity to provide you with additional information about our practices before the hearing on House Bill 326.

I will respond to your letter as specifically and completely as possible by first restating your questions and after each question providing my response.

Question #1: What changes have been made to the State register system to streamline the system and update the application process?

Answer: Over the past twelve months, the Division of Personnel has reviewed job classes for the purpose of tailoring its recruitment efforts to the specific needs of each job class. As a result of this effort, we have been able to identify five basic categories of jobs or job classes for recruitment purposes. These categories are vacancy-based classes, office skills, seasonal, continuous, and needs-based classes. As a consequence of this categorization, we have been able to design recruitment efforts which streamline the recruitment and selection process.

Perhaps the most significant change resulting from the above categorizations was the development of a recruitment effort for positions with actual vacancies. This process is called VACANCY BASED RECRUITMENT. The cornerstones of this program are threefold. First, recruitment efforts are based on the fact that a vacancy actually exists. Second, recruitment efforts are targeted at the local area where the vacancy exists. Third, recruitment information is transmitted electronically.

Prior to the implementation of vacancy-based recruitment, a manager in a local area who needed to fill a permanent position could request an eligible list from either the departmental personnel officer or the Division of Personnel. The eligible list issued could include candidates who had been on the list for up to two years and who may not be interested in a vacancy in the area where the vacancy exists. The problems with this approach were obvious. The manager would spend a great deal of time attempting to contact candidates who were no longer interested in the position and the eligible list provided would not include the names of local qualified residents who would have applied for

the vacancy if they had known of its existence. Vacancy-based recruitment is designed to remedy these concerns.

Vacancy-based recruitment has many facets but basically it works as follows: A manager in a local area who has a vacancy can request the Division of Personnel to conduct vacancy-based recruitment. Currently the division will, within 24 hours of receiving the request, have recruitment bulletins announcing the vacancy, transmitted electronically, to the area where the vacancy exists. The bulletins will be sent to the Division of Personnel offices, Department of Labor Job Service Centers, and Legislative Information offices. These vacancies are also advertised on radio, television and newspapers in the area where the vacancies exist. Letters announcing the vacancy are sent to area legislators.

Candidates are given two weeks to apply. As long as the application is placed in the mail within the two-week period it will be considered timely. If the vacant position is one which requires a written test, the Division of Personnel will arrange to have the test administered in the area where the candidate resides. If the candidate qualifies, he/she will be placed on the list in time to be considered for the vacancy.

The Division of Personnel has conducted vacancy campaigns for over 20 job classes since November 1, 1987. We wish to do more but, to be quite frank, a sudden expansion of this effort would require some additional staff. To date, we have been able to keep up with requests using existing staff and, given our current workload level, will continue to do so. Included among the job vacancies for which such recruitment is being conducted or has been completed are Local Government Specialist I, II and III, Planner III, and Probation Officer II in Bethel, Program Service Aide and Correction Officer II in Seward, Radio Dispatcher in Tok, Probation Officer II in Ketchikan, Program Service Aide in Kotzebue, and Administrative Officer II in Nome. Vacancy-based recruitment is now available for use for 144 different job classes. Whether or not vacancy-based recruitment will be used for additional job classes depends upon the status of current eligible lists, the nature of specific vacancies and the degree of examining difficulty associated with the class. Finally, vacancy-based recruitment may add an additional three weeks to the selection process. The vacancy-based recruitment is initiated at the request of managers who learn of vacancies before the vacancy exists and do not have a need to fill the position immediately.

A second effort undertaken by the Division of Personnel to streamline the application process is the development of a single test and application for 35 office skills job classes in the State of Alaska system. A candidate can submit a single application, take an Office Skills Test, and be considered for placement on an eligible list for 35 separate job classes. The classes include: Accounting Clerk, Administrative Support Technician, Documents Processor, Motor Vehicle Representative, Secretary and Teletype Operator. These tests are given at least every month on a walk-in-basis in twelve rural communities (see page 21 of the enclosed "How to Apply Booklet").

We give this test on an as-needed basis throughout rural Alaska, and will also arrange special testing sessions at the request of the hiring manager.

In an effort to further simplify the application process, the division has allowed applicants to submit a single application to be considered for all levels in most class series. For example, only a single application is needed to apply for Fish and Game Technician I-V.

Seasonal jobs are jobs in positions which are permanent and established to meet recurring seasonal needs of less than twelve months duration. These positions have required special recruitment efforts including extensive recruitment efforts during the off season to ensure that eligible lists are current for hiring managers when the need for seasonal labor arises. An example of a position which requires such recruitment is a Fish and Game Technician. Recruitment for these positions took place in October of 1987 for vacancies expected to occur in spring of 1988.

As of January 1988, the State has 344 job classes which are open to all state residents. Of these, 264 classes are open continuously. The job classes included those which have a significant number of vacancies or turnover and relatively low number of eligible candidates on the existing register. An example, in this category is Public Health Nurse. The open recruitment periods are for 30 to 60 days and are extensively advertised. The advertisement efforts are explained in our answer to question #5. A recruitment schedule announcing openings for January through June is enclosed with this letter under the title "Additional Information."

As of January 1988, the State of Alaska had 1,003 job classes. A total of 659 job classes were determined to be in the "needs-based category. These classes have a large number of eligible applicants who are already on the register and/or a small number of vacancies which occur each year. In many cases, employees on layoff have applied for these jobs, and must, by contract be given absolute preference in hiring. An example of a job in this category, is Administrative Assistant.

A less recent development in Personnel is a change in the law and division policy which allows managers in local areas to consider all local residents first for nonpermanent and short-term seasonal positions. If a manager has a nonpermanent or short-term seasonal position opening, the manager may request an eligible list. If there are no available local candidates which appear on the list, the manager can request the local job service office to refer a qualified local candidate to fill the vacancy.

A continuing effort to streamline the recruitment process is the delegation of the recruitment, scoring, and certification process to the operating departments. Many departments now have delegated authority for their specialized jobs. For example, the Department of Natural Resources examines and scores applications for Natural Resources Technicians, Officers and Managers.

Question #2: In your opinion, what changes can be made to improve the system now?

Answer: I believe that, within available resources the system can be improved in two ways.

An obtainable method of improving the system is to adjust the minimum qualifications required to be considered for a job. This change is on the verge of implementation. The classification study which was funded by the legislature in 1983, and which will be implemented if the legislature passes Senate Bill 254, adds the following phrase to the minimum qualifications for job classes in State service: "Other combinations of training and experience will be evaluated on an individual basis for comparability." This phrase will allow classification specialists to consider relevant experience, not specifically mentioned in the minimum qualifications when rating applicants. This study also resulted in the reduction of the total number of job classes in the State system from approximately 1,003 to 850 classes.

Finally, my office intends, within available resources, to review the way scores are assigned to individual applicants. I thoroughly agree that both minimum qualifications and relative scores must be based on the needs of the job.

Question #3: What are the problems and weaknesses in the system that still need to be worked out?

Answer: To a great extent, my answer to this question has been addressed with my answers to questions #1 and #2. The problems with Alaska's system are not unique to Alaska. All large organizations and specifically merit-based government systems face similar challenges. The labor intensive nature of qualifying applicants is time-consuming and expensive. Additionally, the system must be continually subject to fine tuning to attempt to insure that the requirements used to qualify applicants are based on the requirements of the job without constructing needless barriers to job classes for the State's applicants.

Question #4: How have you changed the system to hire rural residents for local jobs and to encourage employers to hire locally, rather than going on a statewide register?

Answer: See the answer to question #1 relating to local hire and vacancy-based recruitment.

Question #5: How have you changed the system to more effectively meet the needs of rural residents?

Answer: See discussion of vacancy-based recruitment, nonpermanent hire, and Office Skills Test in answer to question #1. In addition, the division has greatly increased its efforts to educate the Alaskan public on how to apply for a job with the State and to notify all residents of Alaska of open recruitment periods. The effort includes:

1. A monthly mailing to 29 radio stations in rural and outlying areas of a five-minute program, 30-second spots and 30-second hard copy spots announcing classes which are open for recruitment. In addition, printed information of a similar nature is now sent to local newspapers. Finally, 30-second spots are sent to the Learn Alaska Network and cable television outlets.

2. All Department of Labor offices are provided open recruitment information, State of Alaska job applications and a booklet prepared by the Division of Personnel explaining how to apply for State jobs. (A copy of the booklet is enclosed.)
3. Whenever possible, we have attempted to have radio stations in rural Alaska translate our material into local native languages. This has occurred in the past with KYUK-Bethel, KDLG-Dillingham, KNOM and KICY-Nome and KOTZ-Kotzebue.
4. For a number of job classes, the ability to communicate in the local native language of the area is not only considered but highly desirable. This is true for Local Government Specialist, Community Development Specialist, Paralegal, Assistant Eligibility Technician, Fish and Game Technician, Subsistence Resource Specialist and Fish and Game Regional Regulatory Program Assistant.

Question #6: I would also like to see examples of forms used by the department, including application forms, notice of hire, notice of job opening, recruitment notice, an example of each of the five register types (departmental, interdepartmental, nonpermanent, layoff and open competitive and examples of forms and criteria used for scoring applicants.

Answer: Examples of each of these forms are enclosed in the order of their request. All register examples are real. We have, however, removed the names and other identifying information about the applicant. In addition, we have not enclosed a notice of hire form because the State does not use such a form. Each hiring manager notifies the candidate chosen either by telephone or by mail. After the employee has reported for work and completed all forms necessary to ensure enrollment in employee benefit programs, establish legal right to work in the United States, and choose deductions for tax purposes, the employee will receive a Personnel Action (PA) form as his/her official record of appointment. A copy of such a PA is enclosed.

I have also enclosed an Information for Applicant Sheet, Recruitment Schedules and JOEs Book.

Question #7: Are there any registers or job classes which an applicant can receive points for bilingual skills in English and the language indigenous to the region?

Answer: There are no job classes for which points are given for bilingual skills. However, bilingual skills are highly desirable for some particular positions (see answer to question #5). Additionally, departments may request permission from the Director of Personnel to consider only bilingual candidates on the eligible list when hiring for particular positions. The bilingual requirement must be job related. Examples of classes in which this has occurred include Program Service Aide, Local Government Specialist, and Fish and Game Regulatory Program Assistant.

February 5, 1988

Question #8: Are there any registers or job classes for which an applicant receives points for having a background in the area where the job takes place, familiarity with local customs or cross-cultural experience?

Answer: There are some job classes for which cross-cultural experience is job related and it receives points. An example is Subsistence Resource Specialist I which rates experience gained in a cross-cultural setting (involving Alaskan native cultures) higher than the same experience gained elsewhere. Also, in several job classes, training and experience rating points are given for commercial or subsistence hunting or fishing experience. Examples are: Fish and Game Technician I-V and Fish and Wildlife Aide.

Subsistence or commercial hunting experience fully or partially meets the minimum qualifications for Subsistence Resource Specialist I, Fish and Game Technician I, and Fish and Wildlife Aide.

Additional efforts at improving the register system as a selection tool which may be of interest to you include the State's expanded certification program which requires hiring supervisors to consider applicants who are members of underutilized race/sex groups whenever any hire is made regardless of the candidates rank on the eligible list. The division has also mounted special recruitment efforts in local areas including a special recruitment effort in Nome which resulted in the hire of ten local residents for ten new Correction Officers positions. Finally, the division has scheduled longer recruitment periods for job classes with positions found in outlying areas to ensure that local residents have a sufficient opportunity to apply.

I hope the information I have provided satisfactorily answers your questions. If you have additional questions or have requests for additional information, please feel free to contact me again.

Sincerely,



Diana DeSimone  
Director

DD/KR/cfm  
1/4D1/0201-03  
Enclosures

POSITION PAPER

HB 326

Section 2 of this bill requires the director to give preference to local residents when certifying eligible candidates. Currently, preference points are awarded to first time applicants for State jobs if they are veterans. Five additional points are awarded for veteran status and ten points for disabled veterans. Additionally, employee credits are awarded to applicants with State employment experience. Up to ten employee credit points may be awarded. Employee credits are awarded on the basis of a formula which takes into account the employee's performance evaluation ratings and the total number of years the employee has been in State service. Employee and veteran preference points are currently the only way of awarding preference points to applicants for full-time State jobs.

We support the intent of this provision, i.e., increase the number of appointments of qualified local residents to permanent local positions. This objective must be balanced with the right of all Alaskans to apply for State jobs. The Division will continue its efforts to attract qualified local applicants through its vacancy based recruitment effort. That effort is described in some detail in the attached February 5 letter to Representative Hermann. Vacancy based recruitment meets our dual objective of encouraging local hire without denying open access to all Alaskan residents. Our position on Section 2 is neutral.

Section 3 of this legislation amends AS 39.25.150(9). This amendment would allow the director to amend the Personnel Rules to provide for provisional appointments when appropriate. Currently, the statute grants the director the authority to promulgate rules for such appointments only when appropriate eligible lists are not available. Provisional appointments are permitted under AAC 07.195 for an initial six-month period. Extensions may be granted by the director when it is in the State's best interest. This legislation would broaden the director's rulemaking authority. We support the change found in Section 3.

Section 4 of this legislation requires the Division of Personnel to abolish "the current register system for evaluating applicants and referring eligible applicants to vacancies by June 30, 1989." The bill does not specify what system would be used in place of the current system. The bill does require the division to hold extensive statewide hearings and after doing so to implement a system for evaluating and referring applicants that offers Alaskans more equitable opportunities for consideration for employment. In addition, the replacement system must provide local residents with a greater and more equitable opportunity to find employment in positions located in their place of residence.

We support the intent of this legislation. The State's personnel system is too complicated. The current overlay of statutory, administrative rule and contractual provisions has created a maze of requirements which only the most experienced observer can fully understand. The entire selection process must

POSITION PAPER, continued  
HB 326

be reviewed with an eye toward simplifying and rationalizing the selection process. Simplifying the process will not be easy. We must review the elements of the process which we wish to retain as well as those which we will work to discard. Several of the basic elements are:

First, the merit system. The State constitution, statutes and federal mandates for grant in aid programs require a merit system. We must ensure that changes to the current merit system do not jeopardize the receipt of federal funds for such programs as AFDC, old age assistance, food stamps and medical assistance, to name a few.

Second, collective bargaining agreements covering the majority of State employees in the General Government and Supervisory units contain many of the Personnel Rule requirements regarding selection. Contracts covering both units require that appointments of all bargaining unit members shall be made consistent with Personnel Rules in effect the date the agreements were signed. Labor, Trades and Crafts employees are selected through a hiring hall system. Elimination of the register system would require an extensive change in contracts through negotiations or a statutory change excluding the subject from collective bargaining.

Third, the current system strives to give all Alaskans equal access to State jobs. The development of a system which would give preference to residents of a single locale or region must by definition deny equal opportunities to Alaskans from the nonpreferred region or locale. This denial of equal access may be subject to a successful constitutional challenge.

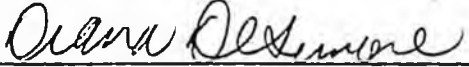
Fourth, the preservation of a merit system requires the continuation of a classification and rating system. This system is a large part of the Personnel function. We must work to ensure that the requirement imposed by the system for getting jobs are as close as possible to the skills and experience needed for doing jobs.

The Division of Personnel has begun reviewing the current classification, examining selection procedure and has already made some changes. For example, in the past, hiring managers could hire only from the top five applicants on a list. Managers may now choose from the top five ranks of applicants. This change increases the possibility that local candidates will be on lists offered to managers. Whenever possible, the Division of Personnel is considering local job related experience when reviewing applications for minimum qualifications and rating. Finally, the vacancy based recruitment effort recently instituted by the division is a start toward insuring that local residents will know about local vacancies when they occur and will be afforded an opportunity to apply for those vacancies.


POSITION PAPER, continued  
HB 326

These efforts are only a beginning. The division will continue to work toward the simplification and rationalization of this complex system.

Position Section 4: Neutral

  
\_\_\_\_\_  
Diana DeSimone, Director  
Division of Personnel

2/29/88  
Date

  
\_\_\_\_\_  
Commissioner John M. Andrews  
Department of Administration

2/29/88  
Date

FISCAL NOTE

REQUEST:

Revision Date: \_\_\_\_\_ Agency Affected: Department of Administration  
 Title: An act abolishing the current BRU: Division of Personnel  
State register system; and relating  
to a system for hiring state employees.  
 SPONSOR: Herrmann, Wallis, Adams, Hoffman, Components: Centralized Administrative  
Taylor and Shultz Services  
 Requestor: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 88	FY 89	FY 90	FY 91	FY 92	FY 93
PERSONAL SERVICES	0	70.0	0	0	0	0
TRAVEL	0	45.9	0	0	0	0
CONTRACTUAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	115.9	0	0	0	0

CAPITAL	0	0	0	0	0	0
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REVENUE						
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FUNDING: (Thousands of Dollars)

GENERAL FUND	0	115.9	0	0	0	0
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Prepared By: Diana DeSimone, Director Phone: 465-4430  
 Division: Personnel Date: February 24, 1988

Approved by Commissioner: John M. Andrews Date: 2/29/88  
 Agency: Department of Administration

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