

ALASKA LEGISLATURE SPECIAL COMMITTEE / SUBJECT FILE 8672
1378 SCOMM 51: BLUE RIBBON COMN. ON STATE PERSONNEL ACT 1978-1983

Meetings with Unions
to Explain Classification Study

Public Safety Employees Association
Ed Harter (Anchorage: 276-6464)

3/5/84

Inlandboatmans Union
Jerry Johanson (Ketchikan: 225-6360)

2/23/84

This completes the initial meeting schedule with all unions. See page 64 for dates of previous meetings.

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

DIVISION OF PERSONNEL

BILL SHEFFIELD, GOVERNOR

POUCH C (MS 0201)
JUNEAU, ALASKA 99811

Agenda

CLASSIFICATION STUDY

STEERING COMMITTEE

April 9, 1984

Location: Assembly Chambers
Municipal Building
155 Seward Street
Juneau, Alaska
3:00 P.M.

I. Status Report

A. Proposal Review

1. Response
2. Firms identified for interviews
3. Interview process
4. Reference checking

B. Advertising

C. Communications network

II. April and May Activities

- A. Interviews: April 23-30, Room 713 S. O. B.
- B. Selection of Contractor
- C. Contract development and approval
- D. Information releases to Press

III. Study Planning

- A. Increase Planning Phase
- B. Discussing values - State Workforce
- C. Personnel Officers' comments

IV. Next Meeting Dates

(Week of May 1- Selection of vendor)

- A. April
- B. May
- C. June

Classification Study
Proposal Log

<u>Date Received</u>	<u>Firm</u>	<u>Date to Committee</u>
3/9/84	1. Simon-Tanner & Associates 5408 Seventh Street Lubbock, Texas 79416	3/15/84
3/12/84	2. Brennan, Thomsen Assoc., Inc. 106 Four Seasons Center Chesterfield, Missouri 63017	3/15/84
3/12/84	3. Cresap, McCormick & Paget 1875 I Street NW Washington, DC 20006	3/15/84
3/12/84	4. Jeanneret & Assoc., Inc. 3223 Smith St., Suite #212 Houston, Texas 77006	3/15/84
3/12/84	5. Hay Management Consultants 110 - 110th N.E., Suite 312 Bellevue, Washington 98004	3/15/84
3/13/84	6. The Wyatt Company 111 S.W. Columbia Street, Suite 1300 Portland, Oregon 97201	3/15/84
3/13/84	7. B. Matthews 17402 6th Ave. SW Seattle, Washington 98166	3/15/84
3/13/84	8. GH Associated Consultants International, Inc. P.O. Box 19387 San Diego, California 92119-0387	3/15/84
3/13/84	9. Hamilton & Associates 133 Montair Drive Danville, California 94526	3/15/84
3/14/84	10. Yager Associates 3697 Wagon Wheel Park City, Utah 84060	3/15/84
3/14/84	11. Martin T. Kenny James Consulting Services 1700 Fourth & Blanchard Bldg. Seattle, Washington 98121	3/15/84
3/14/84	12. Philip Hamilton & Associates 8 East Long Street, Suite 910 Columbus, Ohio 43215	3/15/84

3/14/84	13. Norman D. Willis & Assoc., Inc. 700 Central Building Seattle, Washington 98102	3/15/84
3/14/84	14. Morris & McDaniel 2918 Napoleon Ave., Suite B New Orleans, Louisiana 70115	3/15/84
3/14/84	15. Arthur Young & Company Suite 600 1031 West 4th Avenue Anchorage, Alaska 99501-5992	3/15/84
3/14/84	16. Booz, Allen & Hamilton Suite 600 311 First Street, NW Washington, DC 20001	3/15/84
3/14/84	17. Organization Resources Counselors, Inc. Rockefeller Center 1211 Avenue of the Americas New York, New York 10036	3/15/84
3/14/84	18. Peat, Marwick, Mitchell & Co. 303 East Wacker Drive Chicago, Illinois 60601	3/15/84
3/14/84	19. The Ohio Labor Relations Institute, Inc. 2101 S. Hamilton Rd. - Suite 211 Columbus, Ohio 43232	3/15/84
3/14/84	20. William Hamilton & Associates 980 W. 17th Street Santa Ana, California 92706	3/15/84
3/14/84	21. Associated Students, Inc. 900 Boylston, Suite 3 Seattle, Washington 98104	3/15/84
3/15/84	22. Waters, Trego, Davis One Turtle Creek, #520 Dallas, Texas 75219	3/15/84
3/15/84	23. John H. Burnett & Associates Management Consultants Suite 611 730-740 N. Franklin Ave. Chicago, Illinois 60610	3/15/84
3/16/84	24. Personnel Technology & Productivity P.O. Box 146 Sebastopol, California 95472	3/16/84
3/15/84	25. Scontrino & Associates 21832 S.E. 28th Issaquah, Washington 98027	3/15/84

Classification Study
Division of Personnel

Criteria for Written Proposals

Adequacy of Scope of Work	40%
Qualifications/Experience of Firm & Members in Developing Similar Plans	25%
Schedule & Availability	10%
Costs	<u>25%</u>
	100%

Written Proposal	=	50% of total score
Interview	=	30% of total score
References	=	20% of total score

Selection Process Overview

<u>Function</u>	<u>Date</u>
Pre-rating meeting - written proposals	3/15/84
1. Discuss rater error	
2. Explain rating process and forms	
3. Distribute proposals received to date	
4. Decide meeting date - first week of April	
Hand-deliver any additional proposals received which are consistent with RFP submittal instructions (call each office to advise package coming)	3/20/84
Independent ratings or proposals	3/16 - 4/4
Deliver ratings to JJ for recording or call for pick-up	4/4/84
Meet to discuss ratings	4/6/84, 10 a.m., Personnel Conference Room
Full Steering Committee meeting	4/9/84
Notify top scorers by phone and in writing - indicate time for interview	4/10/84
Notify balance of proposers of status	4/10/84
Pre-rating meeting, interviews	(4/16 - 4/20)
Discuss format, roles	
Review rating forms	
Presentations, scoring, finalize interview rating	4/23/84 - 4/30/84
Reference checks (FR, JJ, BB)	4/23/84 - 4/30/84
Rating meeting	5/1/84
Present reference checks and rate	
Compute final ratings	
Select consultant	
Notice of award to respondents	5/2/84

Classification Study
4-9-84

Proposers Identified for Interviews

In alphabetical order:

Booz, Allen & Hamilton
Suite 600
311 First Street, NW
Washington, DC 20001

Cresap, McCormick & Paget
1875 I Street NW
Washington, DC 20006

Jeanneret & Associates, Inc.
3223 Smith St., Suite #212
Houston, Texas 77006

Morris & McDaniel
2918 Napoleon Ave., Suite B
New Orleans, Louisiana 70115

Peat, Marwick, Mitchell & Co.
303 East Wacker Drive
Chicago, Illinois 60601

Norman D. Willis & Assoc., Inc.
700 Central Building
Seattle, Washington 98102

Arthur Young & Company
Suite 600
1031 West 4th Avenue
Anchorage, Alaska 99501-5992

**Department of Administration
Division of Personnel**

**Classification Study
7/30/84 Meeting**

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Contract Highlights

Work Plan

Communications Plan

Alaska Quantitative Evaluation System

Committee Composition and Purpose

Factors and Weights

Cabinet-level Briefing

Fairbanks Meeting Ad

Future Meeting Dates

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

DIVISION OF PERSONNEL

BILL SHEFFIELD, GOVERNOR

POUCH C (MS 0201)
JUNEAU, ALASKA 99811

Classification Study
Steering Committee
July 30, 1984

AGENDA

Location: Training Room
Public Safety Building
1979 Peger Road
Fairbanks, Alaska
1:30 p.m.

I. Status Report

- A. Steering Committee Membership
- B. Terms of Professional Services Contract
- C. Completed Tasks
 - 1. work plan
 - 2. communications plan
 - 3. factor evaluation system
 - 4. Cabinet-level briefing
- D. Current Committees
 - 1. Class Specification Committee
 - 2. Data Collection Forms Committee
 - 3. Data Collection Methods Committee
- E. Advertising

II. August and September Activities

- A. Presentations to Management
- B. Training
- C. Anchorage Orientation
- D. Data Collection begins

III. New Business

- A. Additional Questions and Comments
- B. Agenda Items for This or Next Meeting
- C. Meeting Dates and Locations for Project Duration

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Division of Personnel

Classification Study

Booz-Allen & Hamilton and State of Alaska
Contract Highlights

- Orientation (executive and judicial)
- Work and communications plans
- Factor Evaluation System
- Camera-ready data collection forms
- Recommend data collection methods and a class specification format
- Management presentations - 8 sessions
- Training (3 sessions) in September in Juneau
- System design to support AQES; review and advise on automated support in a decentralized system
- Inter-rater reliability - test model and report for maintenance
- Evaluation of 2800 positions
- Prepare a pay table (2)
- Determine costs and implementation options
- Format all rating information
- Monthly reports

completed - in work

deputy level - above

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL

WORK PLAN
FOR THE
CLASSIFICATION STUDY

JULY 19, 1984

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INTRODUCTION

This Work Plan details the tasks, time frames, roles and responsibilities for accomplishing a State-wide study to update the classification system, design and implement a new job evaluation system and conduct a market survey. The final report resulting from the study must be delivered to the Governor's office in August 1985.

The Work Plan contains fourteen major tasks, each having a number of subtasks. These tasks are to be performed by a large number of State employees, with specific tasks assigned to a Consultant. The project extends over a fifteen month time frame and many of the tasks must be performed sequentially. Thus the scope and complexity of the study necessitated the development of a detailed plan for proper management and control.

The Work Plan was developed in June 1984 by the study's Project Manager and Consultant, with considerable assistance from a committee established especially for this purpose. The Work Plan Committee consisted of managers and personnel staff from representative departments:

Bob Rehfeld	Director, Admin. Services	Community & Regional Affairs
Judy Knight	Director, Admin. Services	Labor
Frank Raye	Personnel Director	Administration
Kay Schilz	Personnel Officer	Education
Roger Thayer	Personnel Officer	Transportation & Public Facilities

Karrold Jackson	Personnel Director	Court System
Janet Jaron	Chief, Class & Pay	Administration
Kate Larson	Personnel Analyst	Adminstration
Patty Judson	Personnel Analyst	Administration

This Committee helped identify necessary tasks and appropriate time frames.

The Work Plan is designed to be used by the Project Manager to ensure that all necessary tasks are accomplished successfully. The tasks that occur in the next several months are described in detail, while those occurring towards the latter part of the study are only broadly outlined. The Work Plan will be reviewed monthly to ensure that scheduled tasks were performed, to identify tasks to be performed in the upcoming month, and to add detail as tasks become more imminent. Thus, it is a working document that will be revised as the study progresses.

CLASSIFICATION STUDY TIMELINE

TASKS	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
1. ORIENTATION	XXX														
2. WORK PLAN	XXXXX														
3. COMMUNICATIONS PLAN	XXXXX														
4. DATA PROCESSING	XXXXXXXXXX														
5. FACTOR EVALUATION SYSTEM	XXXXXXX														
6. DATA COLLECTION FORMS AND METHODS	XXXXXXXXXX														
7. PRESENTATIONS TO MANAGEMENT	XXXXXXX														
8. STAFF TRAINING ON SYSTEM	XXXXXXXXXXXXXXXX														
9. DATA COLLECTION, EVALUATION AND REVIEW					XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX										
10. MARKET SURVEYING					XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX										
11. PREPARE PAY TABLE, EVALUATE COSTS & IMPLEMENTATION OPTIONS												XXXXXXXXXXXX			
12. TRACK OLD SYSTEM TO NEW												XXXXXXXXXXXX			
13. FINAL REPORT														XXX	
14. SYSTEM APPEALS														XXX-->	

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Classification Study
Work Plan

Page 1

Task	WHEN																Dates	People & Roles	Time Estimate
	84				85				85				86						
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
1. ORIENTATION: To acquaint consultants with State structure by review of written material related to the Classification & Pay Plan and meetings with personnel and union representatives.	X-X-X-X																June 11 - Sept 14		
Juneau • Provide written material on State and Court Systems.	X																June 11 - June 22	Class & Pay provides executive branch documents; Court Personnel Director provides Court documents	6 hours 3 hours
• Open House for Personnel Officers and union representatives.	X																June 18	Class & Pay plans Personnel Officers attend	4 hours 1 hour each
• Meeting with Personnel Officers for departmental overviews.	X																June 21-22	Class & Pay sets up meetings. One Personnel Officer per department	2 hours 15 minutes each
Anchorage • Open House for Personnel Officers and union representatives.	X																Sept 10-14	Juneau & Anchorage Class & Pay plans Personnel Officers attend	4 hours 1 hour each

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Work Plan

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Task	WHEN														Dates	People & Roles	Time Estimate				
	84					85					85	86									
	J	J	A	S	O	N	D	J	F	M	A	M	J	J				A	S	-	F
. Meeting with Court System.							X												Sept 10	Project Manager attends. Court System Personnel plan	2 hours
. Monthly review of written materials and communications for inclusion in Consultant's package	X	X	X	X	X	X	X	X	X	X	X	X	X	X					July 84 - July 85	Class & Pay staff	1 hour/month

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Work Plan

Task	WHEN																Dates	People & Roles	Time Estimate
	84					85					85 86								
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
2. WORK PLAN: This task includes the development, drafting, review and finalization of the study work plan which fully describes the tasks to be completed, schedule, and responsible parties.																			
. Work Sessions - Consultant, State personnel and departmental staff will work to develop a study work plan.	X													June 18-22	Work Plan Committee			Two 1-1/2 hour sessions	
. Drafting - The work session input will be used to prepare a draft plan.	X													June 18-29	Project Manager and consultant			One week to complete draft	
. Review - Review and comments on the proposed work plan.	X													July 2-10	Work Plan Committee, management representatives from departments, Personnel Officers, and Class & Pay staff			1-2 hours during a 3-day period for review and comment	
. Final - Incorporation of comments and finalization of plan.	X													July 23-27	Project Manager and consultant			Three days	

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Task	WHEN																Dates	People & Roles	Time Estimate		
	84				85				85				86								
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-	F
Monthly review of plan for possible revision.	X											X							July thru May 85 with monthly report & discussion	Project Manager & consultant	One hour each month

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Task	WHEN																Dates	People & Roles	Time Estimate	
	84				85				85				86							
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-
3. COMMUNICATIONS PLAN: This task includes re- view of work plan tasks & identification of the methods, timing, dis- tribution, signator & State staff/consultant roles of any communica- tions.	X																			
. Work Sessions - Consul- tant, State personnel & departmental staff will work to develop a draft plan.	X													June 18-22		Communications Plan Committee			Three 1-1/2 hour sessions	
. Drafting - The work session input will be used to prepare a draft plan.	X													June 18-29		Project Manager and consultant			One week to com- plete draft	
. Review - Review and comment on the pro- posed work plan.	X													July 2-10		Communications Plan Committee, management representatives from departments, Personnel Officers, and Class & Pay staff			1-2 hours during a 2-day period for review and comment	
. Final - Incorporation of comments and final- ization of plan.	X													July 16-20		Project Manager and consultant			Three days	

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Task	WHEN																Dates	People & Roles	Time Estimate		
	84					85					85 86										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-	F
. Monthly review of plan.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	July 1984 thru May 1985 with monthly report & discussion	Project Manager & consultant	One hour each month

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Task	WHEN																Dates	People & Roles	Time Estimate		
	84				85				85				86								
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-	F
4. DATA PROCESSING - Design, development and implementation of ADP automated support.																					
. Class and Position Evaluation - develop requirements/preliminary design for providing automated support for key classification and rating functions.	X																		June 18-22	Consultant	Five days
. Discuss requirements and design alternatives.	X																		June 18-22	Consultant, User Services, and Project Manager	Meetings over three days
. Finalize requirements and preliminary design.	X-X																		June 25 - July 13	Consultant	Four weeks
. Meet with D.P. Directors & Deputy Commissioner to agree on level of service & date requirements.	X																		July 30 - Aug 3	Department of Administration staff	2 hour meeting
. Detailed design, development, testing & acceptance of programs.	X-X																		July 13 - Aug 31	User Services staff; consultant to provide test data; 1 Class & Pay analyst for programming and formatting	Two person-months

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Task	WHEN																	Dates	People & Roles	Time Estimate	
	84					85					85 86										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-				F
. System implementation and maintenance.								X											Sept 4	Class & Pay staff and User Services	
. Decentralized application of position evaluation.								X-X											Aug - Sept 1984	Consultant	
. Review of all departments' resources.								X-X											Aug - Sept 1984	Class & Pay staff obtains information for consultant review	
. Identify options for decentralized use.								X-X											Aug - Sept 1984	Consultant	
. Training for departmental personnel staff in use.								X-----											1985	Class & Pay staff	
. Ongoing study and maintenance support; Identify each function for support.								X-X											Aug - Sept 1984	Consultant and Project Manager	

Classification Study Work Plan

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Task	WHEN																Dates	People & Roles	Time Estimate
	84				85				85				86						
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
. Program budget.	X-X-X X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X																June - Aug 1984 for automated support June 1984 - July 1985 for monitoring	Project Manager	
. Position control for receipt of questionnaire, assignment, allocation, & audit if applicable.	X-X																Aug - Sept 1984	Class & Pay staff, User Services	
. Contact OMB to discuss possible integration of listings.	X																Sept 1984	Vic Ferreros and Gary Bader, OMB; Project Manager; 1 Class & Pay analyst; User Services	2 hour meeting
. Class spec numbering system.	X-X-X-X																June - Sept 1984	Class & Pay staff, consultant, Finance	
. New Schematic.	X-X-X-X-X-X-X-X-X-X-X-X																Sept 1984 - July 1985	Class & Pay staff, consultant	
. Establish inter-rater reliability routine, establish test material & schedule for periodic review.	X																Sept 1984	Class & Pay staff, User Services, consultant	

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Task	WHEN																	Dates	People & Roles	Time Estimate	
	84					85					85 86										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-				F
. Establish system for automating specifications							X												Oct 1984	Class & Pay staff	
. Evaluation of and ordering equipment							X-X-X-X												July - Oct 1984	Class & Pay staff	
. Statistical analysis of workforce.											X-X-X								May - July 1985	EEO staff, Class & Pay staff	1 week
. Develop Systems for evaluation of survey material.							X-X												Nov - Dec 1984	Class & Pay staff	
. Pay Table & conversion formula.											X-X-X								May - July 1985	Consultant	

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Task	WHEN													Dates	People & Roles	Time Estimate		
	84			85			85			86								
	J	J	A	S	O	N	D	J	F	M	A	M	J				J	A
5. FACTOR EVALUATION SYSTEM: Establish the factors and weights to be used in the Alaska Quantitative Evaluation System.																		
. Meet with Class & Pay staff for input on system guidelines.	X													June 21	Consultant & Class & Pay staff			1-1/2 hours x each participant
. Establish task force to define factors and weights. Define responsibility level of committee in writing.	X													June 25-29	Project Manager & Commissioner of Administration			2 hours
. Schedule task force meetings and arrange logistics including Anchorage teleconference.	X													June 25-29	Class & Pay staff and Court Personnel Director			6 hours
. Conduct task force proceedings	X													July 23-27	Task force, consultant			3 days x number of task force members for input; 1 day x number of task force members to review findings; 5 days x 2 consultants

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Task	WHEN																Dates	People & Roles	Time Estimate		
	84								85											86	
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-	F
. Update on task force work	X																	August 1984	Project Manager drafts		
. Document Task Force decisions into an Alaska QES Manual	X	X																July 30 - Aug 10	Consultant	10 days	

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Task	WHEN																	Dates	People & Roles	Time Estimate
	84					85					85 86									
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-			
6. DATA COLLECTION FORMS AND METHODS: Establish the data collection forms and procedures to be used in the project.																				
. Establish committees to determine data collection forms and procedures.	X																			
. Draft data collection forms and procedures.		X-X																		
. Review and determine data collection forms and procedures, including: -method for questionnaire distribution and collection -audit percentages and methods to identify positions for audit -specification format		X-X-X																		
. Collect all organizational charts.		X-X-X-X-X																		
. Confirm all positions for inclusion.		X																		

Classification Study Work Plan

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Task	WHEN																	Dates	People & Roles	Time Estimate	
	84					85					86										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-				F
. Determine evaluation approach for seasonal employees.	X-X																	July - August 1984	Class & Pay staff, Personnel Officers with seasonal employees in their departments		
. Occupational assignments to Class & Pay analysts.	X																	Sept 1984	Project Manager		
. Establish committees of departmental personnel people to support occupational groups.	X																	Sept 1984	Project Manager		
. Establish control point for one-of-a-kind classes.	X																	Oct 1984	Project Manager		
. Establish audit schedule.	X																	Sept 1984	Personnel Officers, Class & Pay staff, consultant		
. Prepare supporting file systems.	X-X-X																	Aug - Oct 1984	Class & Pay staff		
. Review maintenance support in Class & Pay - notify departments of any changes in process.	X					X									X				July 1984, Nov 1984, Feb 1985	Project Manager	

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Task	WHEN																Dates	People & Roles	Time Estimate
	84							85											
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
. Finalize forms, prepare camera-ready copy.	X																Aug 17, 1984	Consultant	8 hours
. Incorporate procedures into training materials.	X																Aug 17-24, 1984	Consultant	40 hours
. Print job analysis questionnaires.	X-X																Aug 27 - Sept 14, 1984	Class & Pay staff	

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Task	WHEN														Dates	People & Roles	Time Estimate	
	84					85					86							
	J	J	A	S	O	N	D	J	F	M	A	M	J	J				A
7. PRESENTATION TO MANAGEMENT: Explaining the system, data collection processes and time frames, and allowing questions and answers.																		
. Schedule presentations - check on other activities for possible conflicts in timing.								X										
. Arrange logistics: -Space -Video tape (audio-tape) -Overhead								X-X-X										
. Notify managers - send memo.								X-X										
. Prepare presentation: talking points, view-graphs, handouts.								X-X										
. Conduct presentations -Juneau -Anchorage -Fairbanks								X X X										

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Task	WHEN																	Dates	People & Roles	Time Estimate
	84					85					85 86									
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-			
. Staff training to repeat presentations	X-X																	Aug - Sept 1984	Class & Pay staff	
. Additional presentations	X-X																	Sept - Oct 1984	Class & Pay staff does make-up sessions for Deputy Director and above in Sept. Class & Pay staff does sessions for supervisors in Sept/Oct.	

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Work Plan

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Task	WHEN												Dates	People & Roles	Time Estimate				
	84	85				85 86													
	J	J	A	S	O	N	D	J	F	M	A	M				J	J	A	S
8. STAFF TRAINING IN SYSTEM.																			
. Identify personnel staff to attend each session. -Juneau I -Juneau II -Anchorage								X							July 9-13, 1984	Class & Pay staff			8 hours
. Arrange logistics for training sessions.								X-X-X							July 9 - Sept 14, 1984	Class & Pay staff			24 hours
. Prepare training materials.								X-X							July 9 - Aug 22, 1984	Consultant			15 days
. Prepare guidelines for clustering positions.								X-X							July - Aug 1984	Class & Pay staff			
Prepare specification writing manual.								X-X							July - Aug 1984	Class & Pay staff			
. Incorporate training on specification writing into training sessions.								X-X							Aug - Sept 1984	Class & Pay staff and consultant			

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Task	WHEN														Dates	People & Roles	Time Estimate				
	84					85					85	86									
	J	J	A	S	O	N	D	J	F	M	A	M	J	J				A	S	-	F
. Conduct training. -Juneau I -Juneau II -Anchorage								X											Aug 22-24 Aug 27-29 Sept 11-13	Consultant Personnel staff attending	3 days/sessions x 2 consultants
. Training of Class & Pay analysts to re- peat 3 day program								X-X											Aug - Sept 1984	Consultant trains desig- nated Class & Pay staff; Project Manager	
. Conduct make-up train- ing sessions for per- sonnel staff								X											Sept 1984	Class & Pay staff	
. Review inter-rater reliability results								X-X											Sept - Oct 1984	Project Manager and consultant	16 hours - PM 16 hours x 2 con- sultants
. Identify needed re- training								X-----											Oct 1984 ----	Project Manager and consultant	
. Conduct retraining																			As needed	Class & Pay Analysts	

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Task	WHEN																	Dates	People & Roles	Time Estimate
	84						85						86							
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-			
. Prepare gene training in clas.sifi-cation.	X-X																	Aug - Sept 1984	Class & Pay Analysts	
. Identify personnel staff who need general training.	X-X																	Aug - Sept 1984	Class & Pay staff with suggestions from Personnel Officers	
. Arrange training sessions.	X																	Sept 1984	Class & Pay staff	
. Conduct training.	X																	Oct 1984	Class & Pay Analysts	

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Task	WHEN																Dates	People & Roles	Time Estimate
	84				85				85				86						
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
9. DATA COLLECTION, EVALUATION & REVIEW.																			
. Distribution & completion of questionnaires	X-X																Sept 27 - Oct 18, 1984	Class & Pay staff; State employees and supervisors	
. Return and logging of questionnaires.	X-X																Oct 12 - Nov 15, 1984	Personnel Officers; Class & Pay staff	
. Follow-up for missing forms.	X-X																Nov 1 - Dec 31, 1984	Personnel Officers	
. Questionnaire distribution in Class & Pay for evaluation.	X-X-X																Oct 17 - Dec 31, 1984	Class & Pay staff	
. Field audits.	X-X-X-X																Nov 12, 1984 - Feb 15, 1985	Personnel Officers/ analysts; Class & Pay staff; consultant	
. General update	X																Nov 1984	Project Manager	
. Organizational committee meetings.	X-X-X-X-X-X-X																Oct 1, 1984 - April 30, 1985	Personnel Officers/ analysts; Class & Pay analysts	

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Task	WHEN														Dates	People & Roles	Time Estimate
	84					85					85 86						
	J	J	A	S	O	N	D	J	F	M	A	M	J	J			
. General Update.	X														Jan 1985	Project Manager	
. Job/class formation.	X-X-X-X-X														Dec 3, 1984 - April 1985	Classification teams; Personnel Officers/ analysts; consultant	
. Evaluations.	X-X-X-X-X														Dec 3, 1984 - April 1985	Classification teams; Personnel Officers/ analysts; consultant	
. Check and confirm evaluations.	X-X-X-X-X														Dec 3, 1984 - April 1985	Class & Pay staff; consultant	
. Prepare class specifications	X-X-X-X-X-X														Dec 3, 1984 - April 30, 1985	Classification teams; Personnel Officers/ analysts; consultant	
. General update	X														March 1985	Project Manager	
. Collect, revise, dis- play ratings.	X-X-X-X-X														Jan 2 - May 15, 1985	Class & Pay staff; consultant	

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Task	WHEN																	Dates	People & Roles	Time Estimate	
	84					85					85 86										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-				F
. Recommend & display series and levels.								X	X	X	X	X							Jan 2 - May 15, 1985	Class & Pay staff; consultant	
. Management reviews of specifications & recommendations.								X	X	X	X	X							Jan 2 - May 15, 1985	Class & Pay staff prepare	
. Union review of specifications & recommendations.								X	X	X	X								Feb 1 - May 31, 1985	Class & Pay staff prepare	

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Task	WHEN														Dates	People & Roles	Time Estimate	
	84					85					85	86						
	J	J	A	S	O	N	D	J	F	M	A	M	J	J				A
10. MARKET SURVEYING: To collect information from the relevant markets and consider what integration is necessary on the pay table.																		
. Determine survey design.								X-X									Sept 3 - Oct 31, 1984	Class & Pay staff
. Determine survey distribution.								X-X									Nov 1 - Dec 14, 1984	Class & Pay staff
. Select and describe benchmarks.								X-X-X									Jan 2 - Mar 15, 1985	Class & Pay staff
. Survey evaluation.								X-X									Apr 15 - May 17, 1985	Class & Pay staff
. Review for implications in salary schedule.								X-X									May 17 - June 28, 1985	Class & Pay staff

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Task	WHEN																		Dates	People & Roles	Time Estimate
	84					85					85		86								
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-	F			
11. PREPARE PAY TABLE, EVALUATE COSTS & IMPL- EMENTATION OPTIONS	X-X-X																		May 1 - July 31, 1985	Consultant develops, analyzes and prepares a report; Class & Pay staff review and comment	30-40 days total
. Prepare Pay Tables.																					
Develop pay line based on current rates.																					
Develop new unified salary schedule.																					
Develop point to grade conversion tables.																					
. Determine State rules & contract pro- visions governing step placement.	X																		May 1985	Consultant	
. Convert employees' current rates to new rates, considering different forms of implementation in those classes whose salary grades are proposed to change.	X-X																		June - July 1985	Consultant	

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Task	WHEN																Dates	People & Roles	Time Estimate	
	84						85													
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				F
. Calculate difference in costs between current payroll & each form of implementation.														X				July 1985	Consultant	
. Repeat above for the Court System.														X-X-X				May - July 1985	Consultant	

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Task	WHEN																Dates	People & Roles	Time Estimate	
	84						85													
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				-
12. TRACK OLD SYSTEM TO NEW: Graphically show exist- ing classes, rates & codes with new classes, rates & codes.																				
. Design forms															X			Jan 1985	Class & Pay staff	
. Record existing infor- mation by occupational & alphabetical order.															X			Feb 1985	Class & Pay staff	
. Chart information on new system.															X-X-X-X			March - June 1985	Class & Pay staff	
. Record nature of any change.															X-X-X-X			March - June 1985	Class & Pay staff	

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Task	WHEN																Dates	People & Roles	Time Estimate	
	84							85												
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				- F
13. FINAL REPORT: Combine information from consultant & Personnel staff for comprehensive package.																				
. Integrate necessary survey information into pay plan.													X-X					May - June 1985	Class & Pay staff	
. Prepare summary sheets and graphs.													X-X					June - July 1985	Class & Pay staff	
. Meetings to review package.													X					August 1985	Department of Administration	
. Deliver to Governor's Office.													X					August 31, 1985	Commissioner of Administration	
. Publish Report																X		After Governor's release	Division of Personnel	

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Task	WHEN																	Dates	People & Roles	Time Estimate				
	84					85					85 86													
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	-				F			
14. SYSTEM APPEALS: To re- view employee appeals of allocation actions.																								
. Review and record contract appeal pro- cesses.																								
. Draft additional ad- ministrative process.																								
. Review process.																								
. General update																								
. Establish board to hear appeals and draft procedures.																								
. Hear appeals.																								

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL

COMMUNICATIONS PLAN
FOR THE
CLASSIFICATION STUDY

JULY 19, 1984

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INTRODUCTION

This Communications Plan details the communications needed during the performance of a State-wide study to update the classification system, design and implement a new job evaluation system, and conduct a market survey. The final report resulting from the study must be delivered to the Governor's office in August 1985.

The development of a Communications Plan was undertaken to ensure that those individuals and groups who need information about the study receive it in a timely fashion. The Plan was developed in June 1984 by the Project Manager and Consultant, with considerable assistance from a committee established especially for this purpose. The Communications Committee consisted of managers and personnel staff from representative departments:

Beverly Reaume	Director of Administration	Fish & Game
Ervin Jones	Director, Admin. Services	Revenue
Frank Raye	Personnel Director	Administration
Tom O'Donnell	Personnel Officer	Health & Social Services
Alice Blumenshine	Personnel Officer	Labor
Karrold Jackson	Personnel Director	Court System
Janet Jaron	Chief, Classification & Pay	Administration
Patty Judson	Personnel Analyst, Classification & Pay	Administration

Linda Lowe

Personnel Analyst,
Classification & Pay

Administration

Fran Rose

Special Staff Assistant

Administration

Harry Gamble

Information Officer

Education

This Committee helped ensure that the Plan is comprehensive in coverage; that it identifies all parties with a "need to know" and the appropriate communication mechanism for reaching them.

The Communications Plan is designed to be used by the Project Manager to ensure that the study is accomplished successfully. Communication of the study, its objectives, tasks, dates, potential outcomes, roles and responsibilities are essential to the study's success. The Plan will be reviewed monthly to ensure that planned communications were accomplished, to identify communication activities for the upcoming month, and to identify new forms of communication that appear to be needed. Thus the Plan is a flexible document that will guide, but not restrict, communication about the study.

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Communication Plan

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
1. ORIENTATION: To acquaint consultants with State structure by review of written material related to the Classification & Pay Plan and meetings with personnel and union representatives.	June 11 - Sept 14					
Juneau • Provide written material on State and Court Systems.	June 11 - June 22	Class & Pay provides executive branch documents; Court Personnel Director provides Court documents	Consultant	Materials given during meetings	Project Manager and Court Personnel Director	June, 1984
• Open House for Personnel Officers and union representatives.	June 18	Class & Pay plans Personnel Officers attend	State Personnel Staff and union representatives	Invitation	Project Manager	June, 1984
			Consultant	Meetings	State Personnel Staff	June 18, 1984
• Meeting with Personnel Officers for departmental overviews.	June 21-22	Class & Pay sets up meetings One Personnel Officer per department	Consultant	Meetings	Personnel Officers	June 20-21, 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
Anchorage . Open House for Personnel Officers and union representatives.	Sept 10-14	Juneau & Anchorage Class & Pay plans Personnel Officers attend	State Personnel staff and Union Representatives	Invitation	Project Manager and Court Personnel Director	Aug 1984
			Consultants	Meetings	State Personnel staff	Sept 1984
. Meeting with Court System.	Sept 10	Project Manager attends Court System Personnel plan	Consultant	Meeting	Court Personnel Director and Staff	Sept 1984
. Monthly review of written materials and communications for inclusion in consultant's package	July 1984- July 1985	Class & Pay staff	Consultant	Materials	Project Manager and Court Personnel Director	Ongoing

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
2. WORK PLAN: This task includes the development, drafting, review and finalization of the study work plan which fully describes the tasks to be completed, schedule, and responsible parties. . Work Sessions - Consultant, State personnel and departmental staff will work to develop a study work plan.	June 18-22	Work Plan Committee	Two managers Two Personnel Officers Two Class & Pay staff Project Manager Personnel Director	Meetings		June 18-22, 1984
. Drafting - The work session input will be used to prepare a draft plan.	June 18-29	Project Manager and consultant				
. Review - Review and comment on the proposed work plan.	July 2-10	Work Plan Committee, management representatives from departments, Personnel Officers, and Class & Pay staff	Work Plan Committee members Personnel Officers C&P staff Steering Committee	Cover Memo transmitting draft document	Project Manager	July 2, 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Final - Incorporation of comments and finalization of plan.	July 23-27	Project Manager and consultant	Work Plan Com. Personnel Offices Steering Com. Class & Pay Staff Unions Reps. Duncan/ Miller	Cover Letter transmitting final document	Project Manager	Aug 1984
			Commissioners Department Representatives Reps. Duncan/ Miller	Cover Memo transmitting a summary document	Each Department's Personnel Officer	August 1984
. Monthly review of plan for possible revision.	July thru May 85 with monthly report & discussion	Project Manager and consultant				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
3. COMMUNICATIONS PLAN: This task includes review of work plan tasks & identification of the methods, timing, distribution, signator & State staff/consultant roles of any communications. . Work Sessions - Consultant, State personnel & departmental staff will work to develop a draft plan.	June 18-22	Communications Plan Committee	Two Managers Two Personnel Officers Two Class & Pay staff Project Manager Personnel Manager <i>Director</i>	Meetings		June 18-22, 1984
. Drafting - The work session input will be used to prepare a draft plan.	June 18-29	Project Manager and consultant				
. Review - Review and comment on the proposed work plan.	July 2-10	Communications Plan Committee, Management representatives from departments, Personnel Officers, and Class & Pay staff	Communications Plan Committee members Personnel Officers C&P staff Steering Committee	Cover Memo transmitting draft document	Project Manager	July 2, 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Final - Incorporation of comments and finalization of plan.	July 16-20	Project Manager and consultant	Communications Plan Committee members Personnel Officers C&P Staff Steering Committee Unions Reps. Duncan/Miller	Cover memo transmitting final document	Project Manager	July 27, 1984
			Commissioners Department Representatives Reps. Duncan/Miller	Cover memo transmitting summary document	Each Department's Personnel Officer	August 1984
. Monthly review of plan.	July 1984 thru May 1985 with monthly report & discussion	Project Manager & consultant				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
4. DATA PROCESSING - Design, development and implementation of automated support. • Class and Position Evaluation - develop requirements/preliminary design for providing automated support for key classification and rating functions.	June 18-22	Consultant				
• Discuss requirements and design alternatives.	June 18-22	Consultant, User Services and Project Manager				
• Finalize requirements and preliminary design.	June 25 - July 13	Consultant	Project Manager	Report	Consultant	July 13, 1984
			Court System	Letter & Copy	Project Manager	July 1984
• Meet with D.P. Directors & Deputy Commissioner to agree on level of service & date requirements.	July 30 - Aug 3	Department of Administration staff	Data Processing Deputy Commissioner	Obtain agreement for services from data processing	Personnel Division	July 20, 1984
• Detailed design, development, testing & acceptance of programs.	July 13 - Aug 31	User Services staff, consultant to provide test data; 1 Class & Pay analyst for programming and formatting.				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. System implementation and maintenance.	Sept 4	Class & Pay staff and User Services	Class & Pay staff	Training	User Services staff and one Class & Pay Analyst	Sept 4, 1984 +
. Decentralized application of position evaluation.	Aug-Sept 1984	Consultant	Personnel Officers	Presentation at Personnel Council	Project Manager	July 1984 meeting
. Review of all departments' resources.	Aug-Sept 1984	Class & Pay staff obtains information for consultant review	Personnel Officers	Memo	Project Manager	July 1984
. Identify options for decentralized use. . Training for departmental personnel staff in use.	Aug-Sept 1984 1985	Consultant Class & Pay staff	Personnel Officers	Training	Class & Pay staff	Oct 1985
. Ongoing study and maintenance support; identify each function for support.	Aug-Sept 1984	Consultant and Project Manager	Project Manager	Report	Consultant	
. Program budget.	June-Aug 1984 for automated support. June 1984 to July 1985 for monitoring	Project Manager				
. Position control for receipt of questionnaire, assignment, allocation, & audit if applicable.	Aug-Sept 1984	Class & Pay staff, User Services	Personnel Officers Class & Pay staff	Training	Consultant	Aug/Sept 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Contact OMB to discuss possible integration of listings.	Sept 1984	Vic Ferreros and Gary Bader, OMB; Project Manager, 1 Class & Pay, analyst, User Services	OMB, User Services	Meeting	Project Manager	Sept 1984
. Class spec numbering system.	June-Sept 1984	Class & Pay staff, consultant, Finance	Payroll Retirement & Insurance EEO Risk Management Legislative Personnel Court Personnel Personnel Officers	Meeting	Divisions of Personnel and Finance	July 1984
. New Schematic.	Sept 1984- July 1985	Class & Pay staff, consultant	Personnel Officers	Training	Consultant	Aug/ Sept 1984
. Establish inter-rater reliability routine, establish test material & schedule for periodic review.	Sept 1984	Class & Pay staff, User Services, consultant	Personnel Officers	Memo or Personnel Council presentation	Project Manager	late Sept. or early Oct. then on-going
			Class & Pay staff	Training	Project Manager	
. Establish system- for automating specifications	Oct 1984	Class & Pay staff	Personnel Officers Class & Pay staff	Training	Consultant	Aug/ Sept 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Evaluation of and ordering equipment	July-Oct 1984	Class & Pay staff				
. Develop systems to support statistical analysis of work force.	May-July 1985	EEO staff, Class & Pay staff				
. Develop systems to support evaluation of survey material.	Nov-Dec 1984	Class & Pay staff				
. Pay Table & conversion formula.	May-July 1985	Consultant	Project Manager	Report	Consultant	

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
5. FACTOR EVALUATION SYSTEM: Establish the factors and weights to be used in the Alaska Quantitative Evaluation System. . Meet with Class & Pay staff for input on system guidelines.	June 21	Consultant & Class & Pay staff	Consultant	Meeting	Class & Pay staff	June 21, 1984
. Establish task force to define factors and weights. Define responsibility level of committee in writing.	June 25-29	Project Manager & Commissioner of Administration	Commissioners Department Representatives	Memo establishing Task Force	Commissioner of Administration	last week of June or first week of July, 1984
. Schedule task force meetings and arrange logistics including Anchorage teleconference.	June 25-29	Class & Pay staff and Court Personnel Director	Designated Task Force members: . 2 from Admin. . 1 from each Department . 1 each from LTC, PSEA, . CEA, APEA . 3 from courts	Briefing meeting	Project Manager	July 9-18, 1984
. Conduct task force proceedings	July 23-27	Task force, consultant				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Update on task force work	August 1984	Project Manager drafts	Employees Senate Committee on Employment Practices Senate/House State Affairs Steering Committee Mailing List	Newsletter (progress, announce open meetings, give names & phone numbers to contact, mention appeal rights)	Jointly from Department Personnel Officer and Project Manager	August 1984
. Document task force decisions into an Alaska QES Manual	July 30 - Aug 10	Consultant	Project Manager	Report	Consultant	Aug. 10, 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
6. DATA COLLECTION FORMS AND METHODS: Establish the data collection forms and procedures to be used in the project. . Establish committees to determine data collection forms and procedures.	June 25-29	Project Manager	Personnel Officers Class & Pay staff	Memo and briefings	Project Manager	July 1984
. Draft data collection forms and procedures.	July 9 - Aug 3	Consultant, Class & Pay staff	Project Manager	Draft Reports	Consultant	Aug. 3 1984
. Review and determine data collection forms and procedures - Method for questionnaire distribution and collection - audit percentages and methods to identify positions for audit - specification format	July-Sept 1984	Committees: 2 Class & Pay Analysts, 3 Personnel Officers, Court Personnel Director, Project Manager	Data Collection Forms and Procedures Committees	Meetings Draft reports	Project Manager	July/August 1984
. Collect all organizational charts.	June-Oct 1984	Class & Pay staff	Personnel Officers	Presentation at Personnel Council	Project Manager	June 1984
. Confirm all positions for inclusion.	July 1984	Department of Administration staff	Personnel Officers Steering Committee Mailing list	Memo	Project Manager	July 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Determine evaluation approach for seasonal employees.	July-Aug 1984	Class & Pay staff, Personnel Officers with seasonal employees in their departments				
. Occupational assignments to Class & Pay analysts.	Sept 1984	Project Manager	Class & Pay Analysts	Meeting	Project Manager	
. Establish committees of departmental personnel people to support occupational groups.	Sept 1984	Project Manager	Personnel Officers	Presentation at Personnel Council	Project Manager	Aug. or Sept. 1984
. Establish control point for one-of-a-kind classes.	Oct 1984	Project Manager	Class & Pay staff Personnel Officers	Training	Consultant	Aug/Sept 1984
. Establish audit schedule.	Sept 1984	Personnel Officers, Class & Pay staff, consultant				
. Prepare supporting file systems.	Aug-Oct 1984	Class & Pay staff				
. Review maintenance support in Class & Pay - notify departments of any changes in process.	July 1984 Nov 1984, Feb 1985	Project Manager	Personnel Officers	Memo	Project Manager	July 1984 Nov 1984 Feb 1985

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Finalize forms, prepare camera-ready copy.	Aug 17, 1984	Consultant	Project Manager	Report	Consultant	Aug 17, 1984
			Court Personnel Director	Forms and cover memo	Project Manager	Aug-Sept 1984
. Incorporate procedures into training materials.	Aug 17-24, 1984	Consultant	Project Manager	Training Outline	Consultant	Aug 24, 1984
			Court Personnel Director	Training Outline with cover memo	Project Manager	Aug-Sept 1984
. Print job analysis questionnaires.	Aug 27 - Sept 14, 1984	Class & Pay staff				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
7. PRESENTATION TO MANAGEMENT: Explaining the system, data collection processes and time frames, and allowing questions and answers. . Schedule presentations - check on other activities for possible conflicts in timing.	July 23-27	Class & Pay staff				
. Arrange logistics: -Space -Videotape (audio-tape) -Overhead	July 23 - Sept 13	Class & Pay staff				
. Notify managers - send memo.	Aug 1, Aug 15, Sept 1	Class & Pay staff	Governor's Cabinet	Presentation	Commissioner of Administration, Deputy, Director of Personnel, Project Manager	July 1984
			Commissioners cc: Department Representatives Personnel Officers	Memo	Commissioner of Administration	August 1984
			Commissioners	Follow-up phone call	Commissioner of Administration	Aug/Sept 1984
. Prepare presentation: talking points, view-graphs, handouts.	July 30 - Aug 17	Consultant with Class & Pay review	Project Manager	Draft presentation	Consultant	Aug. 17, 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Conduct presentations -Juneau -Anchorage -Fairbanks	Aug 22-29 Sept 10-13 Sept 10-13	Consultant with Class & Pay staff	Managers: Deputy Directors, or comparable level (e.g., Regional Managers), through Commissioners	Presentations	Consultant Project Manager	Aug/ Sept 1984
. Staff training to repeat presentations	Aug-Sept 1984	Class & Pay staff	Class & Pay Analysts	Training (attendance at presentations and review of video tape)	Consultant Project Manager	Sept 1984
. Additional presentations	Sept-Oct 1984	Class & Pay staff does make-up sessions for Deputy Director and above in Sept. Class & Pay staff does sessions for supervisors in Sept/Oct.	Personnel Officers cc: Commissioners Department Representatives	Memo request-the identification of staff needing information	Project Manager	Sept 1984
			Supervisors	Presentations	Class & Pay Analysts	Sept/ Oct 1984

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
8. STAFF TRAINING IN SYSTEM. . Identify personnel staff to attend each session. -Juneau I -Juneau II -Anchorage	July 9-13, 1984	Class & Pay staff	Personnel Officers cc: Directors of Administrative Services	Memo (Director of Administrative Services must approve training for Assistants)	Project Manager	July 1984
. Arrange logistics for training sessions.	July 9 - Sept 14, 1984	Class & Pay staff				
. Prepare training materials.	July 9 - Aug 22, 1984	Consultant	Project Manager	Materials	Consultant	Aug 22, 1984
. Prepare guidelines for clustering positions.	July-Aug 1984	Class & Pay staff				
. Prepare specification writing manual.	July-Aug 1984	Class & Pay staff				
. Incorporate training on specification writing into training sessions.	Aug-Sept 1984	Class & Pay staff and consultant				

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Task	Dates	People & Roles	Communication			
			Who	Mechanism	Signed or Presented by	Date
. Conduct training. -Juneau I -Juneau II -Anchorage	Aug 22-24 Aug 27-29 Sept 11-13	Consultant Personnel staff attending	Department Personnel staff Division of Personnel staff EEO staff Union staff	3 Training sessions	Consultant	Aug/ Sept 1984
. Training of Class & Pay analysts to repeat 3 day program	Aug 22- Sept 12, 1984	Consultant trains designated Class & Pay staff; Project Manager				
. Conduct make-up training sessions for personnel staff	Sept 1984	Class & Pay staff	Department Personnel staff Division of Personnel staff EEO staff Union staff	Training	Class & Pay Analysts	late Sept 1984
. Review inter-rater reliability results	Sept-Oct 1984	Project Manager and consultant	Personnel Officers	Memo	Project Manager	Oct 1984
			Personnel Officers	Presentation at Personnel Council	Project Manager	Nov 1984
. Identify needed re-training	Oct 1984 +	Project Manager and consultant				