

Personnel Monthly

The First Annual Employee Recognition Day will be held on May 7, 2008! Details in next month's issue!

State Personnel Department

WeSave Update!

State Personnel has been working hard to bring WeSave to Alabama and the launch of the program is almost here! You can look for your cards to start arriving in May, but we are pleased to announce that WeSave has already confirmed that some major nationwide vendors will be participating in the program.

All of you who just completed Scale Back Alabama will be happy to hear that WeSave has several gym and fitness centers across the state participating in the program. Eight Curves locations will be participating, along with six

Rivera Fitness Centers and forty YMCA locations.



Those of you who are looking for a way to treat your special someone might find savings from 1-800-Flowers, Long Island Gift Baskets, and Diamond.com particularly exciting.

Almost everyone has a cell phone these days, and customers from Sprint and Verizon will qualify for special savings.

Saving up for a new lap-top? Dell and Apple discounts may help make your dream of owning a new computer a reality!

WeSave is adding new vendors every day and needs your help with local business suggestions. If you haven't already, please e-mail the names of any local businesses you would like to see participate in the WeSave program to newsletter@personnel.alabama.gov.

Government Performance Project

Every three years, the Pew Center assesses the quality of management of the fifty states in its Government Performance Project. The report's findings are compiled from extensive interviews and surveys of state-level managers and opinion leaders. The Project evaluates how effectively states manage their money, people, information and infrastructure. The State Personnel Department helps complete the People section, which includes Strategic Workforce Planning, Hiring, Retaining Employees, Training and Development, and Managing Workforce Performance. When the previous survey was completed in 2005, the



State of Alabama was given the grade of C+ in the People section, behind thirty-two other states. We are pleased to announce that we have made improvements and earned a B- in the 2008 survey. The fifty-state

People average for 2008 is a C+ and only fifteen states scored ahead of Alabama. With the help of each state agency and employees like you, we can confidently say we have taken great strides and made many accomplishments in the past three years. We are certain that with your help the trend will continue and we can continue to improve. Alabama has also made improvements in other areas, increasing its overall grade in 2008. If you would like to read the entire report, you can find it by going to www.pewcenteronthestates.org and clicking on the Government Performance link.

Volume 2, Issue 2

March 28, 2008

Special points of interest:

- WeSave Update
- Government Performance Project
- April and May Training Schedule
- Ask Sharon
- Meet Lloyd Wallace
- Discounts to the Circus and High School Musical!

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A Professional Development Conference will be held in July 2008 at the newly renovated Lake Guntersville State Park and Lodge. Watch for more details in upcoming newsletters and on the State Personnel Website, www.personnel.state.al.us.

Ask Sharon Massey: Administrative Support Assistant Classifications

- Q: "I received a postcard with my score in the mail for the Administrative Support Assistant III open-competitive register but have not recently taken the exam. Why did I receive an examination results card?"
- A: On November 21, 2007 the Administrative Support Assistant III job class eligibility was changed from promotional only to open-competitive and promotional. The written exam scores for candidates whose names were already on the promotional register were entered for the new open-competitive register. Postcards were then mailed notifying individuals of their addition to the open-competitive register.
- Q: "I am scheduled to take the Administrative Support Assistant III written exam. How do I obtain a copy of the 'How To Prepare Guide?'"
- A: The "How To Prepare Guide" for the Administrative Support Assistant III exam has been discontinued. The recently revised job announcement now provides information on what the written test will measure.
- Q: "I was recently promoted to Administrative Support Assistant II and am still on probation. I submitted my application for Administrative Support Assistant III and plan to take the written exam before I complete my probationary period. If I pass that test I understand my name will be added to the open-competitive register. Can I also have my name added to the promotional register when I come off probation?"
- A: No. The rules require an applicant to have permanent status as a Clerk Steno III, Administrative Support Assistant II or Docket Clerk at the time of application in order to qualify for the promotional register. If you do not meet the qualifications for placement on the promotional register when you apply, you will be required to wait nine months to submit a new application and test again. If you pass this exam, your name will then be added to both the open-competitive and promotional registers. If you wait until you are off probation and then take the Administrative Support Assistant III written exam, your name will be added to both the open-competitive and promotional registers if you pass the test.
- Q: "I passed the Administrative Support Assistant I written exam last year and my name was placed on the register. I have since received notification the job was re-opened for application and testing and I must submit a new job application form. When I submitted my new application I received notification informing me I did not meet the qualifications. Why is that?"
- A: In addition to the development of a new test, the qualifications for the Administrative Support Assistant I job have changed. You are now required to have 6 months of clerical experience in addition to a High School Diploma or GED to meet qualifications.
- ***** Those applicants who no longer meet the new qualifications for the Administrative Support Assistant I job may wish to apply for the Clerk job which recently re-opened for application. The qualification needed to apply for Clerk is a High School Diploma or GED.

Meet Lloyd Wallace: Department of Corrections Captain

- Q: What led you to your job in Alabama State Government?
- A: "I was always interested in law enforcement and in 1985 when Limestone Correctional Facility opened I took advantage of the opportunity and went to work for the Department of Corrections."
- Q: What is your current position?
- A: "I am a Captain with the Department of Corrections."
- Q: Could you tell us about your position?
- A: "I am one of three Captains at Limestone Correctional Facility. At this time I supervise the Honor Dorm, Trade Schools, the Laundry, and the Segregation Unit. I will also oversee the Pre-Release Dormitory when construction is complete. We have approximately 2350 inmates at this time and are expecting at least 300 more when the new dorm opens. We Captains have a

*****Continued on Page 5





Apr. 22 - Apr. 23, 2008
and May 16 - May 18, 2008

**STATE EMPLOYEES
of ALABAMA**

Prime Seat Tickets at Discounted Prices
(Discounts Exclude Rinkside & VIP Tickets)



**Disney's High School Musical:
The Ice Tour**

Get ready to rock the ice at *Disney's High School Musical: The Ice Tour!* The one and only live celebration of *High School Musical* and *High School Musical 2* featuring the songs and dance from both smash hit movies and a cast of world-class skaters. The ultimate *High School Musical* Mega-Mix is here - *High School Musical: The Ice Tour!*

Name: _____ Organization Name: STATE EMPLOYEES of ALABAMA

Address: _____ City/State/ZIP: _____
(Address where tickets should be sent.)

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____
(We may need phone numbers or e-mail to contact you regarding your tickets.)

E-mail Address: _____ FAX #: _____

YES NO: I want to receive special and/or advance show information via e-mail.

Prime Seat Tickets for STATE EMPLOYEES of ALABAMA

PRIME TICKETS - \$26 - regularly priced \$29 - Sections 7L-26L

Best Available Seating sold on a first-come, first-served basis. Order Early for Best Seats (Excludes Rinkside & VIP)					
Wednesday, April 23, 2008.....	7:00 PM	<input type="checkbox"/> \$26.00	x	# _____	= \$ _____
Friday, May 16, 2008.....	7:00 PM	<input type="checkbox"/> \$26.00	x	# _____	= \$ _____
Saturday, May 17, 2008.....	11:00 AM	<input type="checkbox"/> \$26.00	x	# _____	= \$ _____
Saturday, May 17, 2008.....	7:00 PM	<input type="checkbox"/> \$26.00	x	# _____	= \$ _____
<i>Above prices reflect \$1 facility fee. ♦ Children 2 and older must purchase a ticket!</i>					Handling fee: \$ 6.00
Performance runs approximately 2 hours.					TOTAL AMT DUE: \$ _____

Fax-Back Order Deadlines:

Thurs., April 17, 2008, for April performance and Mon., May 12, 2008, for May performances.

Orders for April performance received after Fri., April 11, 2008, and for May performances received after Wed., May 7, 2008, may be held at the BJCC Arena *Will-Call Window* and can be picked up one-hour prior to show time! Photo-ID required at the BJCC Arena *Will-Call Window*.

Special Accommodations No. Wheelchair Seats _____
No. Companion Seats _____

CHARGE TICKETS Fax-Back to 1-888-587-1475
 American Express Discover MasterCard VISA

Card # _____
Exp Date _____
Signature: _____
Name On Card: _____

OR ORDER ONLINE THRU **ticketmaster**

PRINT TICKETS AT YOUR DESK**
GO TO: <http://www.ticketmaster.com/promo/52cp2h>
Remember to enter the code **G5** when purchasing through Ticketmaster to receive your discount. This offer is not available at the BJCC Arena Box Office or Ticketmaster Outlets. Online orders will be charged a 10% Convenience fee (min. \$1.00 per ticket) plus a Processing fee (per order) plus a \$2.50 ** ticketFast™ delivery fee (per order) when you print tickets at your desk.

3020 Roswell Road, NE - Suite 200, Marietta, Georgia 30062
Phone 1-888-305-9550 * Fax 1-888-587-1475
www.GroupTicketsPlus.com * Birmingham@GroupTicketsPlus.com

To print more copies of the form, go to: www.groupticketsplus.com/birmingham/alemployees.pdf



**SPECIAL DISCOUNT
FOR
ALABAMA STATE EMPLOYEES**

Garrett Coliseum
Montgomery, AL
Playing Apr 3-6, 2008

*Ringling Bros. presents BOOM A RING,
an action-packed circus spectacular!*

*Enjoy an up-close & personal experience sitting a few feet
away from beautiful white tigers, majestic Asian elephants
and thrilling acrobats from around the world!*

All Access Pre-show Party!

*Join us one hour before showtime! Enjoy unprecedented access
to the world of Ringling Bros. and Barnum & Bailey!
Learn circus tricks! Meet our animal and human performers!
Enjoy a taste of the circus before the show even starts!
Free to each ticket holder!*

\$3.50 Savings per Ticket!

Tickets normally are priced \$36.00 for VIP Floor ~ \$30.00 for VIP ~ \$20.00 for Lower Seating ~ \$16.00 for Upper Seating

Present your company identification or this flyer at the
Garrett Coliseum
1555 Federal Dr
Montgomery, AL 36107

*Pay with cash, check, or money order
Box Office hours are Monday-Friday, 10:00am-4:00pm*

Discounted Performance

Fri, Apr 4th at 7:00pm
Sat, Apr 5th at 11:00am & 7:00pm
Sun, Apr 6th at 2:00pm

Discounted Ticket Prices

\$16.50 (\$20.00 full price)
\$12.50 (\$16.00 full price)

*Tickets are issued for best available seats at time of purchase, on a first come-first served basis.
Discounts may not be combined. Discounts are not available on VIP Floor or VIP seating.
Ticket prices shown include a \$1.00 facility fee.
Children who have reached their 2nd birthday require tickets.*

*Full price tickets are available at Garrett Coliseum for performances on
Thu, Apr 3rd at 7:00pm ~ Fri, Apr 4th at 7:00pm
Sat, Apr 5th at 11:00am, 3:00pm, & 7:00pm ~ Sun, Apr 6th at 2:00pm*

For info on other discounts, call Group Tickets USA at 888.770.1876 or e-mail groupticketsusa@bellsouth.net.

For facility & seating info, call the Garrett Coliseum at 334.242.5597 or visit www.garrett.state.al.us.

Tickets On Sale Feb 22nd!



Learn more about
Ringling Bros. and Barnum & Bailey BOOM A RING!
Become a preferred customer! Save on tickets!
Receive advance notice on shows coming to your area!
Visit www.ringling.com!



Personnel Training Schedule — April and May 2008

The following seminars are being offered in April. All training offered by Personnel is free to the employee and the agency. For more information visit the Personnel website at www.personnel.state.al.us. To register for a class, please see your agency’s training coordinator. We look forward to seeing you in class!

April 2-3: Dynamics of Supervision – Montgomery

April 9-10: State Government Orientation – Montgomery

April 17: Employment Law – Montgomery

April 18: Family and Medical Leave Act – Montgomery

April 22: Sexual Harassment Prevention – Montgomery

April 23: Performance Appraisal – Montgomery

April 24: Progressive Discipline – Montgomery

May 7-8: Dynamics of Supervision – Montgomery

May 13: Performance Appraisal – Mobile

May 14: Progressive Discipline – Mobile

May 15: Customer Service – Mobile

May 20: Customer Service – Montgomery

Legislative Update on House Bill 269

Last month we informed you about a bill being pushed by the State Personnel Department that protects Merit System employees. On the first day of the current legislative session, Representative Mike Hill took the first step toward protecting state employees from budget-related layoffs. Current law allows the layoff of a classified employee whenever necessary due to a lack of funds. House Bill 269, introduced by Representative Hill, protects Merit System employees by providing that an agency must lay off a contract worker prior to laying off a Merit employee if the two are performing a substantially similar job.



Additionally, House Bill 269 provides that a Merit System position may not be filled with a non-merit employee until all Merit System employees who have been laid off from a substantially similar position have been offered the vacant position.

The bill was referred to the House of Representatives Committee on Government Operations and passed out of that committee unanimously on February 21. On March 4, the House of Representatives passed House Bill 269 unanimously, and 58 Representatives signed on as co-sponsors. The bill now goes to the Senate where it will be assigned to a Senate Committee shortly.

The State Personnel Department would like to thank Representative Hill and all of the co-sponsors of House Bill 269 for their continued support of state employees.

Meet Lloyd Wallace, Cont’d.

very demanding and stressful job, like other institutions in the state, but it is also rewarding. In order to do this job, you really have to care. Not everyone is cut out for this type of work.”

Q: What do you believe are the greatest rewards of being in State service?

A: “I believe the greatest rewards are some of the people I get to work with and work for. I just wish everyone could

see just the wonderful job we do daily in the institution with very little outside help. Some days I just sit back and wonder how we do it. When I walk into a dorm with 400 inmates in it and only two officers working, or a dorm with 268 inmates in it and only one officer, and I just shake my head and pray everything goes smoothly. But, I must also say it is rewarding when an inmate’s family member calls to specifically thank me for helping the inmate.”

Q: And now the most important question – Alabama or Auburn?

A: “AUBURN – WAR EAGLE!”

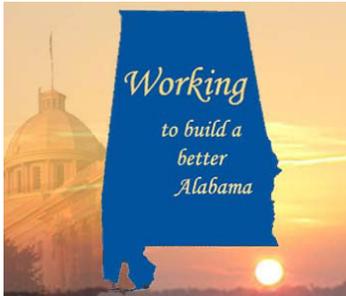
**Thank you Lloyd for your service, your time, and your thoughtful answers!



State Personnel Department

Folsom Administrative Building
64 North Union Street, Suite 300
Montgomery, AL 36130-4100

Editor: Katie Shuey
Phone: 334-353-3747
E-mail: newsletter@personnel.alabama.gov



The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

- *adopt and amend rules and regulations;
- *adopt and modify classification and pay plans;
- *hear the appeals of employees who have been dismissed;
- *represent the taxpayers' interest in the improvement of personnel management in the state; and
- *advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system, and to serve as a resource for State employees and the citizens of Alabama!

The Personnel Board is scheduled to meet on April 16 at 10:00 a.m. in the Board Room on the 3rd floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests

To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help:

- ◆ Glenda Adams with Public Health;
- ◆ Pamela Adkins with Ag & Industries;
- ◆ Gayle Allen with Human Resources;
- ◆ Rachel Babb with Rehabilitation Service;
- ◆ Randal Baxley with Transportation;
- ◆ Tamala Beck with Human Resources;
- ◆ Denivora Beck with Conservation;
- ◆ Cassandra Belyeu with Tourism & Travel;
- ◆ Nicole Bogan with Rehabilitation Services;
- ◆ Virginia Brooks with Public Safety;
- ◆ Randell Burroughs with Transportation;
- ◆ JenaAnne Campbell with Corrections;
- ◆ Grant Channell with Transportation;
- ◆ Valarie Chappelle with Pardons & Paroles;
- ◆ Charles Coleman with Transportation;
- ◆ Tabbitha Cook-Gaddis with Human Resources;
- ◆ Danielle Dinkins with Transportation;
- ◆ Jannie Dudley with Mental Health;
- ◆ Vernelia Edwards with Childrens' Trust Fund;
- ◆ Quinton Elliott with Transportation;
- ◆ Wyndolyn Evans with Corrections;
- ◆ James Farris with Revenue;
- ◆ Debra Flournoy with Medicaid;
- ◆ Mary Flowers with Human Resources;

- ◆ Clara Frost with Mental Health;
- ◆ Jacqueline Gaines with Human Resources;
- ◆ Della Gardner with Transportation;
- ◆ Sean Glass with Transportation;
- ◆ Unica Gray with Corrections;
- ◆ Mary Joan Greene with Public Health;
- ◆ Angie Hartley with Human Resources;
- ◆ Gloria Higgins with Human Resources;
- ◆ Cassandra Hill with Human Resources;
- ◆ Stacy Hitson with Forensic Sciences;
- ◆ Hilary Hupertz with Human Resources;
- ◆ Tonya Jinright with Corrections;
- ◆ Angela Johnson with Corrections;
- ◆ Alma Jean Johnson with Rehabilitation Services;
- ◆ Sylvia Jones-Williams with Human Resources;
- ◆ Diana Lampkin-Chambliss with Human Resources;
- ◆ Kristen Lane with Human Resources;
- ◆ Altovise LeRoy with Revenue;
- ◆ Sandra Mann with Agriculture & Industries;
- ◆ Robin Marcus with Rehabilitation Services;
- ◆ Joe Marshall with Youth Services;
- ◆ Erica Moulds with Education;
- ◆ Melissa Murrell with Transportation;
- ◆ Angela Myrant with Mental Health;
- ◆ Asia Nelson with Retirement Systems;
- ◆ Heather Parenteau with Revenue;

- ◆ Jennifer Patrick with Human Resources;
- ◆ Antonia Powell with Human Resources;
- ◆ Barbara Pritchett with Human Resources;
- ◆ William Richerzhagen with Transportation;
- ◆ Martha Roberts with Public Health;
- ◆ Bonnie Russell with Transportation;
- ◆ Arthur Russell, Jr. with Transportation;
- ◆ Phyllis Salter with Public Safety;
- ◆ Sandra Scott with Public Health;
- ◆ Ammie Screws with Corrections;
- ◆ Tamara Slater with Insurance;
- ◆ Pheechea Southern with Industrial Relations;
- ◆ Eddress Thomas with Human Resources;
- ◆ Segunda Thomas with Public Health;
- ◆ Melissa Turner with Human Resources;
- ◆ Margaret Walser with Mental Health;
- ◆ Brenda Washington with Mental Health;
- ◆ Charles Wiggins with Transportation;
- ◆ Alma Williams with Transportation;
- ◆ Darlene Williams with Revenue;
- ◆ Sherian Williams with Industrial Relations;
- ◆ Martina Willis-McCullough with Rehabilitation Services

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request Form 25A or [download](#) it from the State Personnel website.