

Personnel Monthly

Look for an exciting announcement in the next edition of Personnel Monthly!

State Personnel Department

Conference Celebrates 20 Years of Professionalism

The State Personnel Department and the State Secretarial Conference Committee proudly announce the 20th Annual Professional Development Conference for State Secretaries and Administrative Staff. Nearly 500 state secretaries and administrative staff will descend on Orange Beach December 4-6 for three days of training and motivation. The conference celebrates its twentieth year—“Celebrating 20 Years of Professionalism” - and invites attendees to commit to personal and professional growth, as well as recognizes their significant contribution to the State workforce during the past two decades.

Concurrent sessions offer attendees courses that will focus on their grammar, enhance customer service skills, and improve the use of Microsoft Outlook. Sessions on appropriate

dress for the workplace and financial planning are also available. General session presenters include Alabama Public Service Commissioner Susan Parker, former University of Alabama football stand-out Jeremiah Castille, and motivational speaker Jenny Nolan.

Attendees will dress in their favorite 1980s attire for the flashback-themed dinner on Tuesday night. Prizes for the best 1980s-era costumes will be given, so pull out those jelly shoes, leg warmers, and parachute pants to celebrate the decade when the conference began. This evening is a great opportunity for participants to spend time with friends and to network



with people from different agencies.

Consider sending your administrative support staff to recognize their hard work and to refresh their office skills. The conference brochure and registration form are on Personnel’s website at personnel.state.al.us. Registration for the conference is currently being accepted through the University of Alabama College of Continuing Studies. If you have any questions, please contact Amanda Al-Betar at 205-348-9966.

State Combined Charities

Yes, it’s that time of year when your coordinator asks you to consider giving to the State Combined Campaign (SCC). The SCC is a once-a-year, on-the-job charitable solicitation of State employees. This little bit of history and background is provided to help you better un-

derstand all that goes into this yearly endeavor.

The SCC is the only authorized payroll deduction charitable fundraising effort for State employees. The SCC supports the work of approved charitable agencies and organiza-

tions. These agencies fight disease, make life more meaningful for the young and aged, assist the impoverished, and help people become economically self-sufficient.

Each year, the Steering *****[Continued on Page 2](#)

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Special points of interest:

- The 20th Annual Secretarial Conference will be held December 4-6 in Orange Beach.
- Donate to the Statewide Combined Charities Campaign.
- Meet Dr. Archie Rowe.
- Donated Leave Requests: Your fellow state employees need your help!

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Statewide Charitable Contributions Campaign, Cont'd.

Committee sets the goal based on the successes of the previous year's campaign. This year's goal is to raise \$700,000 for charity. The Steering Committee is chaired by an appointee of the Governor. The other six members of the Committee represent the three branches of state government.



cluded in this year's campaign. What a job! We are happy to report that many of the Committee members return each year because the critical and difficult task of

reviewing these agencies is something in which the members believe. If you would like to participate in this phase, please contact Becky or Karen at the SCC office at 334-269-4505.

Each year, during February and March, Local Agency Review Committees made up of State employees, are formed throughout Alabama. They review all applications submitted by the various federations such as Community Health Charities, Global Impact, and the United Way, as well as other agencies. Among other criteria, these agencies must provide human health, welfare, and care services as recognized by the Internal Revenue Service. Through the efforts of these Local Agency Review Committees, over 700 agencies are in-

The agencies approved by the Local Agency Review Committees are the agencies that are eligible to receive funds from the SCC. Employees can choose to donate to particular agencies if they prefer. If a donating employee does not list a specific agency to which he or she would like to donate, the money is then

split proportionally among the agencies chosen by other State employees.

If you know of any agency that might qualify, the application process begins in February. The application can be found on the SCC website, statecombinedcampaign.org. Additionally, if you provide the SCC office with the agency's contact information, an application will be mailed to the agency. The deadline for submission of an application is the first Friday of every March.

The most important points to remember are that giving is a personal matter and giving is voluntary. We ask that you consider being a key ingredient to this year's Recipe for Success. If you choose to participate, you can donate through payroll deduction, cash and check, or stock gifts. Just see your campaign coordinator and fill out a pledge card!

Personnel Training Schedule—November 2007

The following seminars are being offered in November. All training offered by Personnel is free to the employee and the agency. For more information talk with your supervisor or visit the Personnel Department's website at www.personnel.state.al.us. We look forward to seeing you in class!

November 1: Customer Service—Montgomery

November 6: Performance Appraisal for Supervisors—Mobile

November 7: Progressive Discipline—Mobile

November 8: Employment Law for Supervisors—Montgomery

November 13: Dealing with Difficult People for Supervisors—Montgomery

November 15: Dealing with Difficult People for Supervisors—Montgomery

November 27: State Government Orientation: Personnel—Montgomery

November 28: State Government Orientation: Employee Benefits—Montgomery

November 29: Dealing with Difficult People for Supervisors—Montgomery

Meet Dr. Archie Rowe: Alabama State Employee of 24 Years!

Dr. Archie Rowe works with the Revenue Department as the coordinator of its Equal Employment Opportunity Program and the Employee Assistance Program, which was featured in the July issue of Personnel Monthly.

Q: What led to your job in Alabama State government?

A: "Before coming to work for the State, I

was working as a quality control manager in a garment manufacturing company in my hometown, York, Alabama. This was a comfortable position, but I was not utilizing my college degrees. I hold a Bachelor of Science in Business Administration and a Master of Science in Guidance Counseling. Several years earlier, Mr. C. Campbell Wilson, a recruiter with what was then called the Alabama Highway Department, came to the University of West Alabama

where I was a student, and encouraged me and other students to apply for several jobs with Alabama State government. I submitted several applications, took a few exams, and several years later was offered a job with the Highway Department in Mobile. Even though I had to take a cut in pay, I saw this as a great opportunity for career advancement."

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Training the Trainers: Improving the Skills of State Employees

Sometimes even the most experienced and knowledgeable person may find it difficult to train others. Our new Train the Trainer Course provides techniques for designing, developing, conducting, and evaluating effective training programs regardless of the subject. Although it is open to all individuals who make presentations, it is ideally suited for individuals who conduct training classes.

"We have had numerous requests for this type of training, so I am glad that it is now available," said Norma Taylor, personnel assistant in the Training Division. "The employees in our first class were very enthusiastic about the course."

State Personnel Director Jackie Graham presented certificates on October 11 to members of our first class. They are: Elvin Lang (Environmental Management); Charlene Barton and Sandra Webster (Forensic Sciences); Tracey Cannon and Lisa

Jones (Public Health); Sarah Davis, Theresa Hamilton, Evelyn Pelt, LaPhon Reilly, and Ivory Wilson (Mental Health); Dwayne Crane (Rehabilitation Services); Rebecca Morris (Secretary of State); Brenda Holden (Social Workers Examiners Board); Ron Davis (State Port Authority); Frances Smiley (Tourism and Travel); and Gene Elmore (Transportation).

The Train the Trainer Course consists of two days of studying and discussing training techniques and two days of presentations by class members. Participants learn and practice presentation skills and receive written feedback on 24 factors rated by observers.

The dates for the next class will be announced on the State Personnel Department Training Schedule for January through March 2008. There is no registration fee for this or any other course offered by State Personnel. For additional information, con-



The first class to complete the Train the Trainer course, pictured with instructors Stace Bottiger and Sharon Massey.

contact the Training Division at 334-242-3494.

By: Stace Bottiger, Trainer for State Personnel

Meet Dr. Archie Rowe, Cont'd.

Q: How long have you been with the State?

A: "I have been working in State government since October 3, 1983. I worked with the Department of Transportation at the 9th Division for one year, and then I was transferred to the Central Office in Montgomery. I worked at Transportation from 1983 to 1989. I then transferred to the Department of Human Resources and worked there until 1993. From 1993 to present, I have worked at the Department of Revenue as the EEO/EAP Coordinator. I have worked in State government for a total of 24 years."

Q: Could you tell us about your position?

A: "I was hired with the Revenue Department to coordinate its Equal Employ-

ment Opportunity (EEO) Program and Employee Assistance Program (EAP). As EEO Coordinator, I am responsible for ensuring Department compliance with laws, regulations, policies, and guidance that prohibit discrimination in the workplace based on race, color, national origin, religion, sex, age and disability. As EAP Coordinator, I assist our employees and their family members with personal or work-related problems that affect their job performance or well-being."

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

A: "Working in State service has afforded me the opportunity to travel all over the state of Alabama and the United States and meet people from various back-

grounds and cultures. While working in State service, I have had the opportunity to conduct two research studies in the field of organizational behavior, which helped me to better understand people in the workplace and earn an Educational Specialist and a Doctorate degree. The greatest reward of working in State service is the opportunity to use my education and talents to help improve quality of work-life for many employees by helping to create and maintain a work environment where people are treated with respect and dignity. Often poor communication is the cause of low morale, which impacts productivity. My position with State government allows me to help promote a higher degree of open communication between management and employees."



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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 November Board is scheduled to meet on November 14, 2007, and 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:

- ▶ Faye Allen with Medicaid;
- ▶ Beverly Anderson with Revenue;
- ▶ Will Bowen with Transportation;
- ▶ Virginia Brooks with Public Safety;
- ▶ Catherine Brown with Transportation;
- ▶ Jena Anne Campbell with Corrections;
- ▶ Tabatha Cornelson with Transportation;
- ▶ Michael Crouch with Transportation;
- ▶ James Farris with Revenue;
- ▶ James Fleming with Transportation;
- ▶ Olympia Gadson with Corrections;
- ▶ Jacqueline Gaines with Human Resources;
- ▶ Victoria Gray with Human Resources;
- ▶ Mary Joan Greene with Public Health;
- ▶ Pamela Haney with Human Resources;
- ▶ Stephanie Hust with Corrections;
- ▶ Angela Johnson with Corrections;
- ▶ Annie Johnson with Human Resources;
- ▶ Terry Jones with Revenue;
- ▶ Crystal Kissel with Forensic Sciences;
- ▶ Sandra Landers with Finance;
- ▶ Sheila Lane with Human Resources;
- ▶ Debra Luckie with Pardons & Paroles;
- ▶ Pamela McCoy with Revenue;
- ▶ Barbara Mills with Human Resources;
- ▶ Dorothy Montgomery with Corrections;
- ▶ Les Nicholson with Revenue;
- ▶ Ronald Patterson with Finance;
- ▶ Tammy Peacock-MeGa with Mental Health;
- ▶ Brynn Pierce with Public Health;
- ▶ Monica Powell with Transportation;
- ▶ Kivondra Rivers with Economic & Community Affairs;
- ▶ Samson Salako with Public Health;
- ▶ Diane Smith with Human Resources;
- ▶ Lillian Snipes with Human Resources;
- ▶ Pheechea Southern with Industrial Relations;
- ▶ Christianne Swanner with Transportation;
- ▶ Furu Talati with Economic & Community Affairs;
- ▶ Patsy Thomas with Public Health;
- ▶ Shabnam Vohra with Finance;
- ▶ Erica Walker with Mental Health;
- ▶ Wendy Walker with Retirement Systems;
- ▶ Michael Warren with Corrections;
- ▶ Robert Weaver with Human Resources;
- ▶ Debra Whiting with Pardons & Paroles; and
- ▶ Stephanie Williams with Finance

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 a Form 25A or [download](#) the form from the State Personnel website.