

Personnel Monthly

State Personnel Department

Jade Miliner Wins WeSave's Pick Your Ride!

WeSave made a believer out of one very lucky WeSave member, who won a 2009 Honda Accord in WeSave's first ever Pick Your Ride campaign. The six-week campaign kicked off on November 1, 2008 when WeSave executives and Alabama State officials presented Jade

has selected sixteen to seventeen Pick Your Ride winners each week. To date, WeSave has selected more than seventy winners in Alabama through its Pick Your Ride campaign. An additional thirty-three winners will be selected through December 2, 2008. For a complete

won the car from WeSave, Miliner values the daily savings opportunities from WeSave. "Each month, I save fifteen percent on my Verizon wireless phone bill. As a single mother, I take saving money very seriously and WeSave helps me do that," said Miliner.

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Grand Prize winner Jade Miliner with her new 2009 Honda Accord from WeSave's Pick Your Ride Campaign

Miliner with the grand prize at the new Renaissance Montgomery Hotel & Spa.

Other first-round winners include second place winner Vic Watson, who won a \$1,000 gift card for new tires, and 25 third place winners, who each won a \$50 gas card.

As promoted, WeSave

list of the prizes remaining and the names of previous winners, please visit www.wesave.com. Winners are randomly selected from a pool of active and retired public employees in Alabama who have activated their WeSave cards to become WeSave members.

In addition to having

Miliner encourages others to activate their WeSave cards so they can start saving, and winning, with WeSave too. "Whenever you receive correspondence from WeSave, or if you see any kind of offer or giveaway on www.wesave.com, reg-

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Special points of interest:

- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**
- **The State Personnel Board is scheduled to meet on December 10, 2008.**

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Ask Sharon: Professional Development Conference Update

Sharon Massey is employed with the State Personnel Department's Training Program. To submit a work related question to Sharon, please email her at Ask-Sharon@personnel.alabama.gov.

The 22nd Annual Professional Development Conference for State Secretaries and Administrative Staff will be held December 2nd through December 4th in Orange Beach, Alabama. I hope that I will see many of you there as we discuss various issues important to workplace efficiency and personal growth.

I am excited to announce our speakers, who will undoubtedly leave you feeling capable and enthusiastic. On Decem-

ber 3rd we will present three concurrent sessions. Session A, "Time Management," will be presented by State Personnel's own Stace Bottiger, a Training Specialist. Session B will be presented by Jackie Taylor Thornton, who serves as the Director of Human Resources at Kelly Aerospace. Ms. Thornton will discuss "Business Etiquette." Finally, Session C will be led by Carol Singletary, a State employee with the Division of Risk Management at the State Employee Injury Compensation Trust Fund. She will offer important techniques to help you both personally and professionally with her topic, "Dealing with Difficult People."

The learning and the fun continue on December 4th with two more General Ses-

sions. The first of the two Sessions will be led by Miriam J. Gaines, the Nutrition and Physical Activity Director for the Department of Public Health. She will provide her expertise in a Session entitled "Why Scale Back?" Finally, Martha Ann Hill with Fireball Enterprises will teach "Attitude Under Pressure," a lesson from which I know we can all learn.

During the Conference there will be plenty of time for fun, exhibits, and food! I cannot wait to see old friends and meet new ones as we mingle and share stories. Remember to drive safe, and I'll see you at the beach!

Personnel Training Schedule—December 2008

The seminars listed below are being offered in December. All training offered by Personnel is free to the employee and the agency. For more information visit the State Personnel Department 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!

December 2-4: Professional Development Conference in Orange Beach

December 11: Employment Law in Montgomery

December 16: Performance Appraisal for Supervisors in Montgomery

December 17: Progressive Discipline in Montgomery



Meet Beverly Davis with the Department of Education

Beverly Davis was nominated by Dr. Joe Morton as the Department of Education's Employee of the Year for State Employee Recognition Day in May. Ms. Davis was selected primarily for her outstanding leadership as the Department Campaign

the Large State Agency category for the past ten years. The Department of Education has also received the Gold Award for Superior Achievement and Outstanding Leadership each year. Dr. Morton credits the department's success to Ms. Davis' dedication and creativity and claims that she is the "the catalyst that inspires our employees' generosity." With the 2008 ASECCC coming to a close, we asked Ms. Davis to tell us about herself, her job and how she inspires the Department of Education employees to give so generously.

Q: How long have you been employed with the State?

A: "I have been with the State for over thirty years. I started to work on June 7, 1978. My entire service has been with the Department of Education."

Q: What is your current position?

A: "I am currently the Executive Assistant for Dr. Joe Morton, the State Superintendent of Education."

Q: Could you tell us about your daily responsibilities?

A: "I provide direct assistance to the State Superintendent in order to

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

A: "I was influenced by my family to begin a career working in State government. Both of my parents, an aunt, and all of my siblings have worked or currently work for the State."



Coordinator for the Alabama State Employees Combined Charitable Campaign (ASECCC). Ms. Davis has successfully led the Department of Education to first place in

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Pick Your Ride, Continued

ister and believe you can win. A lot of times, people think ‘this could never happen to me,’ like I did, but my winning just proves that it could happen to you too!” said Miliner.

Miliner activated her WeSave membership card when Alabama State Personnel Director, Jackie Graham, launched

the WeSave program this past May to celebrate State Employee Recognition Day. “When I activated my WeSave membership, I thought to myself that it would be nice to win a car, but I really just hoped to just win a gas card! I was completely thrilled to learn that I had actually won the car! I’ve won little things from other places before, but I have

never won anything this big. I was always skeptical of giveaways and promotions like this, but thanks to WeSave, I’m a believer now,” said Miliner.

If you are a public employee and have not yet received a WeSave card, please visit www.wesave.com/AL/signup to request a card.

WeSave President Tom Loehr hands Jade Miliner the keys to her brand new car.



State Personnel Department employees Katie Shuey and Brittany Woodham help surprise Jade Miliner.

Meet Beverly Davis, Continued

reduce some of the extreme demands upon his time. I assume responsibility for making decisions and handling problems to help ensure the most efficient and productive use of the State Superintendent’s time. I am fortunate to work under limited supervision because of my thirty plus years of work with the Department. In addition, I assist the State Superintendent by researching, evaluating, and resolving specific Departmental problems and operations; researching, developing, revising and updating Departmental policies and procedures; interpreting and communicating Departmental policies and procedures; and coordinating

Departmental resources for specific projects.”

Q: We are currently in the midst of the 2008 Alabama State Employees Combined Charitable Campaign. The Department of Education, under your leadership, has been very successful coordinating donations. Could you tell us a little about how were you able to motivate Department of Education employees to participate?

A: “When I was first asked to coordinate the ASECCC for the Alabama Department of Education, we did not utilize employee incentives and did not even know that they

existed. During a meeting at Campaign headquarters, I heard others in attendance reference providing casual dress days and random prize drawings for employees who contribute to the Campaign. Once I received authority from the State Superintendent to solicit prizes for our Department, everything else became easy. We were able to implement these incentives in order to boost morale throughout the entire Campaign.”

Q: Now for the question on everyone’s mind: Alabama or Auburn?

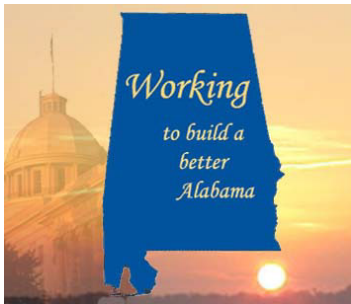
A: “With great gusto, ROLL TIDE ROLL!!!”



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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 State Personnel Board is scheduled to meet on December 10, 2008 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:

- Lynn Alford with Public Health;
David Allen with Human Resources;
Gayle Allen with Human Resources;
Rachel Babb with Rehabilitation Services;
Jennifer Bell with Transportation;
Cassandra Belyeu with Tourism and Travel;
Jamie Brown with Transportation;
JenaAnne Campbell with Corrections;
Miranda Carr with Economic & Community Affairs;
Bessie Carter with Mental Health;
Jessica Chastain with Environmental Management;
Kissi Coley with Public Health;
Joni Coman with Revenue;
John Connell with Conservation;
Michael Daniels with Transportation;
Leslie Davis with Human Resources;
Teresa Deairy with Public Health;
Cynthia Dominques with Corrections;
Mary Dove with Transportation;
Taniya Duncan with Medicaid;
James Farris with Revenue;
Mary Flowers with Human Resources;
Clara Frost with Mental Health;
Jacqueline Gaines with Human Resources;
Dana Gann with Human Resources;
James Garlington with Transportation;
Kenneth Golson with Finance;
John Gray, Sr. with Transportation;
Mary Joan Greene with Public Health;
Wanda Griffith with Corrections;
Katrina Hammett with Revenue;
Gloria Higgins with Human Resources;
Carly Hill with the Office of the Attorney General;
Jessica Ivy with Mental Health;
Larry Jackson with Corrections;
Karlynn Johnson with Human Resources;
Pamela Johnson with Revenue;
Shameca Johnson with Mental Health;
Tammye Johnson with Revenue;
David Keeton with Industrial Relations;
Bridgette Key with Public Health;
Andrew King with Transportation;
Dawn Renee Lane with Conservation;
Elizabeth LeCroy with Revenue;
Brenda Lyles with Transportation;
Joseph Mallard with Transportation;
Joe Marshall with Youth Services;
Joe Marvin, III with Transportation;
Donald Matson with Insurance;
Lillian McCray with Mental Health;
Sharon McGill with Revenue;
Lori McInerney with Transportation;
Frankie McLaney with Corrections;
Shelly Means with Mental Health;
Walter Mendenhall with Public Safety;
Barbara Mills with Human Resources;
Dorothy Mosley with Human Resources;
Patricia Mulcahy with Environmental Management;
Chiquita Murrell with Transportation;
Andrea Nall with Medicaid;
Tracy Parks with Human Resources;
William Parrett with Conservation;
Jennifer Pelham with Examiners of Public Accounts;
Jan Perry with Corrections;
Amy Pickett with Industrial Relations;
Regina Portis with Mental Health;
Barbara Pritchett with Human Resources;
Florence Randolph with Transportation;
Stephanie Reynolds with Mental Health;
John Rhodes with Revenue;
Ronchetta Richardson with Pardons and Paroles;
Martha Roberts with Public Health;
Steve Rogers with Transportation;
Bonnie Russell with Transportation;
Nadria Sanders with Public Safety;
Jason Sassin with Public Safety;
Stacey Satterfield with Public Health;
Florence Saxton with Transportation;
Sandra Scott with Public Health;
Dawn Sladek with ABC Board;
Melanie Smith with Education;
Mike Smith with Corrections;
Patricia Smith with Human Resources;
Delois Thomas with Mental Health;
Carl Thornell with Corrections;
Anya Tolbert with Revenue;
Timothy Townsend with Revenue;
Gregory Tubbs with Transportation;
Rachel Vaughan with Human Resources;
Delicia Vinson with Transportation;
Kory Ward with Tourism and Travel;
James Washington with Transportation;
Roxanne Weaver with Mental Health;
Donna Whatley with Education;
Johnnie Williams with Mental Health;
Martina Willis-McCullough with Rehabilitation Services;
Evelyn Wright with Mental Health; and
Kari Yeager with Examiners of Public Accounts.

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 it from the State Personnel website.