NEWSLETTER



Volume 18.3 November 2024



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WELCOME TO OUR NEWSLETTER!

Please enjoy the November edition of our newsletter!

If you have any suggestions or recommendations for our upcoming newsletter, please email us at newsletter@
personnel.alabama.gov.

The State Personnel Board will meet on November 20, 2024, at 10:00 a.m. in the Joe N. Dickson State Personnel Board Room of the Folsom Administrative Building in Montgomery.

STAY IN TOUCH

Follow us on all of our social media platforms for updates on testing, job announcements, and more!











Employee Spotlight: DHR's Susan Altman



Susan Altman has been a part of the Alabama Department of Human Resources since June 1974, when she began her career with Talladega County DHR. She has spent her entire 50-year career working with the agency. Susan is currently the Human Resource Program Manager overseeing Child Welfare in Talladega County, a role in which she has served since September 2015.

Susan not only does the job, but she has also lived the job as a foster parent herself. She and her late husband Ronald had several foster placements and eventually raised a foster child that she calls her own.

She is a graduate of Talladega High School and later graduated with a Bachelor of Arts in Sociology from St. Mary's Dominican College in New Orleans. During her career, Susan has worked in the Food Assistance, TANF, Child Daycare, and Child Welfare programs and has supervised child welfare for more than four decades.

Nancy Buckner, Commissioner of the Alabama Department of Human Resources, said, "Suzy has been a tremendous employee since the day she began. We have worked together through the years, and I can honestly say she is someone who truly loves her job and is devoted to helping the people of our state. She is a true leader in Talladega County. With her wealth of knowledge and experience, she is someone that new employees can look up to as a role model and give advice on ways to do the job correctly and effectively. Suzy is an invaluable asset to Talladega County and the entire Alabama Department of Human Resources. We can always count on Suzy; and I am honored to have worked with her."

"Suzy" has been exposed to social work all her life since she is the daughter of Mrs. Emily B. Sherlock who was appointed director of Talladega County DHR in July 1966. She remembers her mom taking her to work and her helping with the children. She says regularly that she has done this all her life. Susan currently lives in Lincoln and in her spare time she enjoys reading and spending time with her family.

Employees' Suggestion Incentive Program (ESIP)



Don't forget to submit your cost-saving ideas to the Employees' Suggestion Incentive Board for the opportunity to earn a CASH REWARD of up to \$5,000! You can find the rules and submission form on the State Personnel Department website, www.personnel.alabama.gov, under the "Employees" button, then press "Online Options."

Please remember that your completed submission form must include approval from your appointing authority and a cost-saving estimate for your suggestion to be considered for an award.



HOLIDAY OPEN HOUSE

NOVEMBER 14-15, 2024

Come shop with us and celebrate Christmas early with 25% off the entire store!

(excluding books & Alabama goods)

GOAT HILL MUSEUM STORE
LOCATED INSIDE THE CAPITOL
UNION STREET ENTRANCE

For more information on this event, please contact Lisa Franklin at 334-242-3188.

Hours: 8:00 am-4:00 pm





SEIB Benefits for 2025



New Vendors:

This summer the SEIB Board awarded the following three contracts that will be effective on January 1, 2025.

- Active employees and non-Medicare eligible retirees:
 - Medical staying with BCBS of AL
 - Pharmacy Benefit Manager (PBM) changing from Optum Rx to Prime Therapeutics
- Medicare eligible retirees:
- Medicare Advantage Prescription Drug Plan (MAPD) changing from United Healthcare to Humana

With these new contracts, all of our members will only have one card for medical and pharmacy needs in 2025. (Medicare members will still need to keep their Medicare card in a safe place in case it is needed.) The new cards should arrive in the mail by the last week in December. Be sure to present your new card to the pharmacy when you go in 2025. The doctor's office always asks for any changes to coverage, but it's up to you to let your pharmacy know about this change in vendors.



Don't forget Open Enrollment is the whole month of November!

This is your opportunity to reenroll for flex, make changes to your coverage, or add dependents for a January 1st effective date.

For more information, please visit www.alseib.org/ Information/Special/OpenEnrollment.aspx.

JOB CLASSIFICATIONS NOW OPEN!

- > Trades and Maintenance Assistant (90511)
 Pay range: \$27,820.80 \$45,556.80
- Trades and Maintenance Worker (90512)
 Pay range: \$31,444.80 \$52,761.60
- > Trades and Maintenance Worker, Senior (90513)
 Pay range: \$36,508.80 \$61,063.20
- > Trades and Maintenance Supervisor (90514)
 Pay range: \$45,556.80 \$76,166.40

Apply now!
Visit our website at www.personnel.alabama.gov







Your lab results are in...

Your retirement savings are due for a check-up!

Your financial wellness, like your physical wellness, is too important to ignore.

Saving for your retirement through the State-sponsored **Alabama**Retire Deferred Compensation Plan is a great step in the right direction. Take a few minutes today to schedule a financial wellness "check-up" with your local Retirement Plan Advisor to see what other steps you could take to help keep your financial self healthy!

There's no cost to you to meet with your Retirement Plan Advisor. As registered financial representatives, they act in your best interest to:

- Explain the features and benefits of the **Alabama**Retire Deferred Compensation Plan
- Help you get started if you're not already saving
- Set retirement goals including income, age, and Social Security registration
- Inventory all your assets available for retirement income
- Project and analyze your progress toward your retirement income goal and make adjustments to your current strategy
- Make investment option recommendations
- Provide ongoing support to retirement and beyond

Schedule an appointment with your Retirement Plan Advisor online by <u>clicking here</u> or visiting <u>www.AlabamaRetire.com</u> and clicking on *Contact us*. In-person and virtual appointments are available to fit your needs.

Questions? Call 877-313-2262 or visit www.AlabamaRetire.com.

Investing involves risk, including possible loss of principal.

Point-in-time advice provided by an Empower representative may include savings, investment allocation, distribution, and rollover advice, including advice on consolidating outside retirement accounts.

The Retirement Readiness Review is provided by an Empower representative registered with Empower Financial Services, Inc. and may provide recommendations at no additional cost to participants. There is no guarantee provided by any party that use of the review will result in a profit.

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Governor's Mansion Candlelight Tour

MONDAY, DECEMBER 9TH MONDAY, DECEMBER 16TH •

2:00 p.m. - 3:30 p.m. or 5:30 p.m. - 7:30 p.m.



Hit the road with Perks

Across the country or around the world, you can save up to 70% on travel discounts like hotels, theme parks, car rentals and local & national discounts all with your exclusive employees-only perks.



















alabama.perksconnection.com



Alabama Day at the Archives!

December 14th, 10:00am - 3:00pm 624 Washington Avenue, Montgomery, AL 36130



Join us in the Museum of Alabama to celebrate:

- Grandma's Attic, a favorite space in the Hands-On Gallery for 36 years
- Exciting plans for a new Children's Gallery
- Alabama's 205th Birthday



Closing soon!





Meet The M: Micro Transit. Rides are just \$1.50

Conoce a Metro Micro. Los viajes cuestan solo \$1.50.

Get around Montgomery with The M: Micro Transit new ondemand rideshare service!

Recorre Montgomery con El M: ¡Micro Transit, el nuevo servicio de viajes a pedido!

Scan the QR code to download the app or visit theMtransit.com to book your ride!

Escanee el código QR para descargar la aplicación o visite theMtransit.com para reservar su viaje.





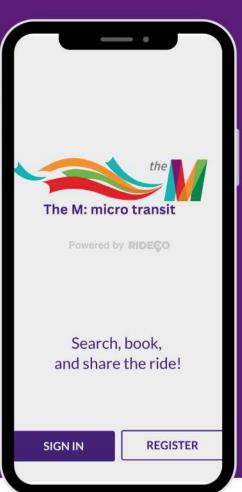
Google Play



You can also call 334-625-4075 to book a ride



ADA compliant vehicles are available upon request. Choose the Accessible passenger type when booking your ride.



www.theMtransit.com



Pumpkin Pie

For the crust:

- 1 1/4 cups all-purpose flour
- 1/2 cup cold, unsalted butter
- 1/4 cup light brown sugar, packed
- pinch of salt
- 4 tablespoons cold water

For the filling:

- 15 ounces pure pumpkin puree (1 can)
- 2 eggs
- 2 teaspoons pumpkin pie spice
- 3/4 cup light brown sugar, packed
- 1/4 teaspoon salt
- 1 cup cream
- 1/4 cup milk



Instructions:

- 1. In a large bowl, combine flour, brown sugar and salt. Add chilled butter, cubed. Gradually add ice water, 1 tablespoon at a time, until the dough comes together.
- 2. Form the dough into a disk, wrap in plastic wrap, and refrigerate for at least 30 minutes.
- 3. Roll out the pie crust on a flat surface to fit your pie pan and pinch edges, if desired.
- 4. Preheat the oven to 350 degrees.
- 5. In a large bowl, mix together the canned pumpkin puree, brown sugar, pumpkin pie spice, salt, cream, milk and eggs until combined.
- 6. Pour the pie filling into the unbaked pie crust.
- 7. Bake at 350 degrees for 1 hour.
- 8. Remove pie from the oven and let cool for 2 hours before serving.
- 9. Serve with whipped cream on top and enjoy!

Ask Personnel



To submit a question to be featured in our next Ask Personnel column, please email newsletter@personnel.alabama.gov.

"I sent in an application, and it was returned to me. Why did this happen?"

An application can be returned for several reasons. The main reason is that important information is missing from the application, such as your Social Security number, address, signature, etc. Sometimes applicants do not indicate the job classification for which they are applying or they try to apply for more than one job on the same application. Also, an application can be returned for clarification of education/experience, coursework required for a particular job, or other supplemental information. Returned applications will be accompanied by instructions, such as a letter requesting additional information or a note written directly on the application indicating which areas need to be completed.

"How do I find jobs for which I am qualified?"

To qualify for a State job, you must first meet the minimum qualifications. These requirements can be found on any job announcement under the heading: "Minimum Requirements." Announcements for current and continuous job listings can be accessed on our website. They can also be obtained from our office or any local Alabama Department of Labor Career Center. You should review each announcement carefully, noting the location of the job opening, minimum qualifications, description of job duties, and any special requirements. Taking the time to review each announcement thoroughly will help you avoid applying for jobs that may not interest you or for which you may not qualify.

You may also refer to our Employment Guide, which contains a listing and brief description of many jobs in the State classified service. Jobs are categorized by occupation which can help you quickly identify several job classes in your area of interest. Finally, if you still cannot find what you are looking for, you may call the State Personnel Department directly and speak to an employment counselor, or you may email your résumé to personnel@personnel.alabama.gov.

"If a position I am applying for requires a typing test, from where does the State Personnel Department accept typing tests?"

If you wish to be considered (selectively certified) for positions that require typing, you must submit a Certificate of Proficiency, which describes your typing skill level. Applicants are responsible for making arrangements to take the proficiency test. Certificates of Proficiency are accepted from proficiency test administrators at Alabama Career Centers and business education teachers in Alabama public and private middle schools, high schools, accredited business schools, trade schools, and two-year and four-year colleges. You must make arrangements for your test administrator to send your Certificate of Proficiency directly to State Personnel. Certificates of Proficiency submitted by candidates will not be accepted.

Contact Us

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.



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