

## Navigating the State's *NEW!* Jobs Website

Imagine what it's like to be in the driver's seat—you are in control. You can go as fast or as slow as you want. You decide where to go and how to get there. That's what **azstatejobs.gov** is like. It puts employees in the driver's seat.

"This concept really empowers the employee to take control of his or her own job search" says John Sheller, team leader for the azstatejobs.gov project.

Azstatejobs.gov is the State of Arizona's official new website to find and apply for jobs. The site lists jobs from most Arizona State agencies, making it easier than ever for State employees to customize their job searches. This new system has also made paperless hiring and recruiting a reality.

At azstatejobs.gov, employees can review and apply for current job openings, create and update a resume and set up a personal account online. By creating an account, employees can literally customize their job search by indicating areas of interest. Whenever a job becomes available in an area of interest, the system will automatically send an email to the employee.

Irma Quintero has been with the State for nearly 22 years. She recently used the website to find and apply for a human resources position within the Arizona Department of Administration (ADOA). On February 21, 2005, ADOA was added to the growing list of agencies with job listings on the website. Quintero says she loved the process, found it extremely user-friendly and would not change a thing about it.

"I think this website is a great improvement over the old system" says Quintero. "As a customer, I really feel that it is 100 percent better!"

Quintero especially liked being able to let the system know the type of jobs she was interested in, so that it would alert her when those types of positions became available. "What a fantastic feature!" she commented.

### **A Successful Pilot**

The Arizona Department of Corrections (DOC) was the first agency to get on board with azstatejobs.gov by participating in a pilot program to test the site. Staffing manager, Martha Mendez, was the site's first customer and said the pilot was a huge success at DOC.

"This system has saved us quite a bit of work," said Mendez. "And we've saved paper! It's also nice, because now our hiring and recruiting employees have time to do things that they never had time to do before. If they need anything, it's right on the computer," she added.

During the pilot project, azstatejobs.gov team members measured four criteria:

- Reduction in hiring time
- Improvement in staff productivity
- More qualified candidates
- Ease for applicants in finding and applying for jobs

By the end of the pilot, DOC had a reduction in hiring time of 30 percent, 20 percent improved productivity for their recruiting staff, and double the number of qualified candidates applying for job openings. Sheller is predicting similar percentages across agencies.

*(Continued on page 4)*

# The Director's Corner



Betsey Bayless

A newsletter for employees of the Arizona Department of Administration regarding agency employees and created by employees.

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It is spring...and we recently experienced more rain than we have seen in a long long time. All this rain will help Arizona's drought and should produce a beautiful desert full of blooms. It is a beautiful time of year in Arizona.

Spring brings to mind newness, change and opportunity and I thought I'd share with you some of the initiatives our agency is working on and changes we are helping to bring to State Government.

ADOA is an integral part of Arizona State Government and is deeply involved with the Governor's Efficiency Review Committee. We continue to look for cost effective ways to do business and bring savings to the State of Arizona. Our focus has been and continues to be on the following:

- Employee Benefits
  - ◆ Continuing to monitor our benefits plan to ensure State employees have a plan that fits today's needs
- Statewide training
  - ◆ Increasing the number of courses offered
  - ◆ Creating a new Arizona Government University Board
- Hiring Gateway
  - ◆ Assisting job seekers and recruitment efforts
- Value in Procurement
  - ◆ Negotiating enterprise-wide contracts

- ◆ Continuing "Roll-out" of SPIRIT
- Over Payment and Cost Recovery
  - ◆ Researching opportunities for recovery of dollars spent
- Energy performance
  - ◆ Researching opportunities for energy savings statewide
- Leasing
  - ◆ Renegotiating statewide office leases
- Privatized Lease-to-Own (PLTO)
  - ◆ Proposing the construction of new State office buildings in Flagstaff and on the Capitol Mall
- Fleet Management
  - ◆ Implementing a minimum mileage policy to improve utilization of State fleet vehicles

Each month we report our progress on these initiatives to the Governor's Efficiency Review Committee. We are making an enormous impact on Arizona State Government.

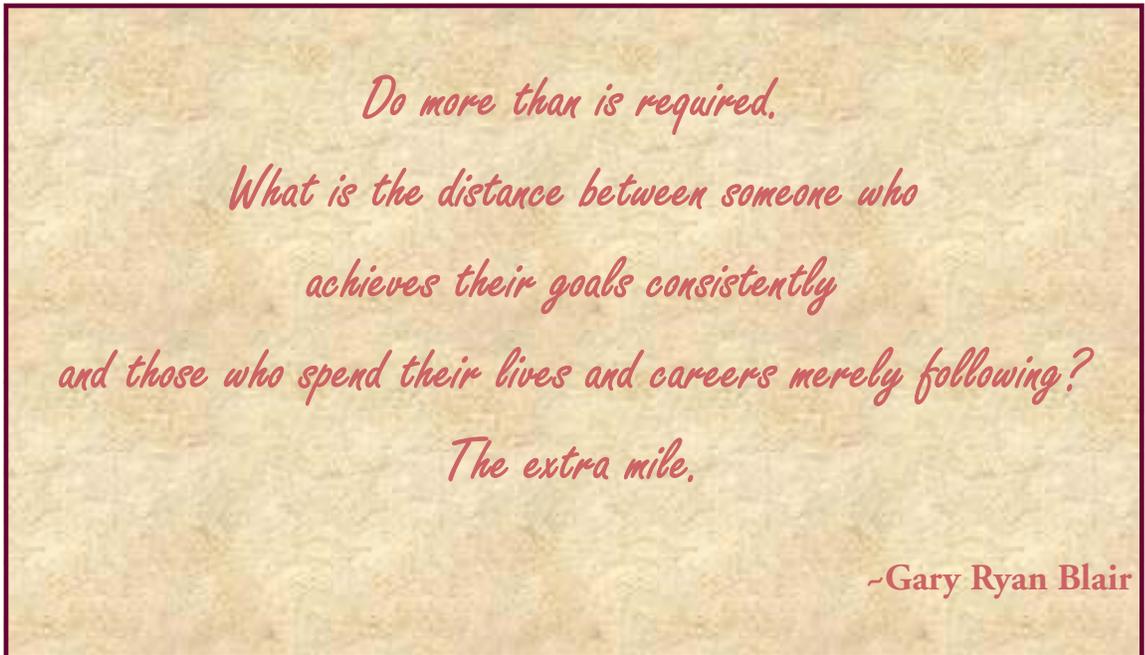
I encourage you to look into your own work areas for improvement opportunities. If you have an idea that will help save time and/or money, bring it to your supervisor's attention. We are continually looking for ways to improve Arizona State Government.

**Alternative Formats**

This document is available in alternative formats.

Contact:

Kathe Cochrane at  
(602) 542-0035



-Gary Ryan Blair

# CAUSE FOR APPLAUSE

ADOA's Cause for Applause instant recognition program allows you to recognize fellow employees on-the-spot for doing a job beyond expectations. The program minimizes procedures and maximizes immediate feedback. Cause for Applause certificates are available through your division coordinator or find an electronic copy on your local area network.



## Mark Your Calendar

Every Tuesday **Toastmasters Meeting**  
at noon in room 400A



Every Thursday through May 12th - **Farmers and Food Market** - west side of Wesley Bolin Park



### April

**2nd** Bullrider International - America West Arena



**6, 13, 20, 27th** Walk on Wednesdays at the State Capitol

**7th-10th** 2005 Phoenix Film Festival-Harkins Cini Capri at Scottsdale

**21st** Arizona's Sportsman's Vacation & RV Show



**29th-May 1** Home & Landscape Show - Arizona State Fairgrounds

**30th** Coors Monster Truck & Jet Car Jam - Firebird International Raceway



### May

**8th** Mother's Day



**30th** Memorial Day



## March/April Milestones

### Five years

FSD Gregory Dwight  
GSD Michael Williams  
MSD David Haas  
ISD Buck Forst, Russ Savage  
HRD Marcia Jarvis

### Ten years

FSD Evan Chang, Donna Cornella  
GSD Donald Hardt

### Fifteen years

ISD Jerry Barringer, Charles McIntosh  
FSD Kristine Rowan  
GSD Mark Butler  
HRD Elizabeth Newbury, Wayne Mannheimer

### Twenty years

ISD Violet Deane

### Twenty-five years

ISD Richard Woods  
GSD James Booth  
MSD Luis Garcia, Julian Lozano

## Wise Words

*"When someone does something good, applaud!*

*You will make two people happy."*

~Samuel Goldwyn



(Continued from page 1)

### Tips for Using the Site

There are four main ways to search for jobs on the site—via State agency, keywords, job type or job title. In the keywords search tool, employees have the option to search for jobs within specific State agencies simply by clicking the “search by agency” link immediately under the keyword box.

One important thing to note—if the employee does not make a selection in any of the “search criteria” boxes, the website will display all of the current open jobs. This could potentially be overwhelming, which is why a criteria search is recommended in order to narrow and refine the search.

“This is a dramatic shift from throwing your resume into a pool and hoping for the best,” Sheller says. “Now, employees have a one-stop-shop for viewing available jobs and directly applying for ones they’re interested in.”

### More Qualified Candidates

Close to 38,000 people have visited the job board thus far and more than 14,000 applicants have submitted resumes. The only drawback that Sheller sees is possibly having too many applicants for certain positions. But this is a double-edged sword.

“We are already finding that in many instances, there are so many candidates that the workload on recruiters is increasing,” Sheller says.

“Fortunately, this new system gives recruiters ways to efficiently identify the most highly qualified candidates. But if you talk with a hiring manager, having more qualified candidates is not a bad thing—it’s a good thing!”

“Beyond that, I don’t see any downsides. This new system is a win-win across the board,” he added.

**Want to check out the new job board for yourself? Step into the driver’s seat of *your* job search by visiting [www.azstatejobs.gov/internal](http://www.azstatejobs.gov/internal). Good luck!**

### Create an Account in AZstatejobs.gov

Take control of your job search by creating an account in azstatejobs.gov—it’s easy! Having an account will enable you to edit and update your resume, save interesting jobs for further review, view your application history and use search agents to automatically email you notices of jobs that become available in your area of interest.

Here’s how:

- Click on the **Create an Account** link on the left hand side of the azstatejobs.gov home page.
- Enter the information requested on the **Create an Account** page and click the Save button at the bottom of the page. You will receive a confirmation notice that **your account has been successfully created**.
- The actions available to you on the left hand side of the confirmation page have been expanded from the list available on the azstatejobs.gov home page. You are now able to **add your resume, manage job search agents, view saved jobs and application history and edit your account**.

Once you have created an account, you will want to login to your account each time you visit azstatejobs.gov. Simply click on the **Login link** on the left hand side of the azstatejobs.gov home page.

## Greg Carmichael Wins Speech Contest



Congratulations to **Greg Carmichael** (HRD), winner of the Area Toastmasters Speech Contest. Greg will now represent Area P1 at the Division contest being held on Saturday, April 9th. If successful at the division level, he can move on to the district contest and has the potential of going to the World Championship of Public Speaking in Toronto, Ontario Canada.

Greg is President and a charter member of the **AZ You Like It Toastmasters** club. The club has been in existence for one year and meets every Tuesday at noon in the ADOA building. Greg is in the process of completing a series of ten speeches that will bestow on him the distinction of Competent Toastmaster (CTM).

Contact Greg by e-mail to wish him well in his next speech contest. You may also contact him if you have questions regarding the **AZ You Like It Toastmasters** club. Congratulations and best of luck on April 9th.



## Director Bayless is the Recipient of the 2005 “Polly” Award...

In 1999, the Arizona State Library, Archives and Public Records established the Polly Rosenbaum award in recognition of Polly’s tireless support for libraries, museums, archives and the preservation of Arizona’s rich cultural history. This year the “Polly” award recognized Betsey Bayless’ sincere interest in, support of, and public commitment to the agency’s mission to preserve Arizona’s history and to provide access to information.

The award connotes a special acknowledgement of elected or appointed officials who cherish Arizona’s rich cultural resources and support the work of the Arizona State Library, Archives and Public Records.

Throughout Betsey’s career, she has conveyed her personal appreciation of Arizona’s history. As Secretary of State, Betsey helped to promote discussion of electronic recordkeeping issues and assigned staff to work with the Library and Archives staff in investigating long-term storage for electronic media. Under her leadership, the Secretary of State’s Office provided support for establishing, and played an active role in, the *Arizona Electronic Records Taskforce (ALERT)*.

Betsey has supported inclusion of Library and Archives in discussions of Arizona history, has made herself available for various presentations, and is responsive to the needs of the Arizona State Library, Archives and Public Records.

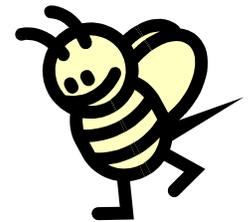
Director Bayless was presented the “Polly” award during the Statehood Day celebration at the State Capitol on February 14, 2005. Congratulations, Betsey!

## Clean Air Carnivale Was A Great Success!

Capitol Rideshare recently hosted their annual transportation fair at the Capitol. The lobby was transformed into a carnival theme with lots of music, fun and even beads! Employees got to try their hand at games such as **Pop the Brown Cloud**, **Rideshare for You in the Bayou**, **Bounce A Mode**, **Toss Across/Turn Over A New Mode** and more. There were more than 25 vendors in attendance to educate employees about clean air, health, environment and quality of life. More than 400 employees attended the event. The event is part of the overall Capitol Rideshare program that encourages employees to use an alternate mode to get to work. If you would like to find out more about rideshare, call 602-542-7433 or go to [www.capitolrideshare.com](http://www.capitolrideshare.com).



# Arizona Earns a “B”



ADOA recently completed the Government Performance Project (GPP) survey, sponsored by Governing Magazine and funded by the Pew Charitable Trusts. This study is the only comprehensive, independent analysis of how well each state is managed based on four categories: Money, People, Infrastructure and Information.

In February 2005, based on the survey response, GPP issued a report card in the above four areas. Arizona received an overall grade of B. The Efficiency Review committee at the Governor’s office largely credited ADOA with improving the overall grade from a C to a B. The Department of Transportation and Department of Environmental Quality participated in the survey but were not rated. The overall grade for each of the four categories for all 50 states was a B- and the overall grade for Arizona was a B.

ADOA was the major contributor to the survey. The project was led by Kathe Cochran and Alan Ecker of the Director’s Office. The People section was prepared by Marie Isaacson (Human Resources) and received an overall grade of B; the Money section was prepared by Clark Partridge and Theresa Johnson (GAO) and Kris Ward (OSPB) and received an overall grade of B; the Infrastructure section was prepared by Roger Berna and Bruce Meyers (GSD) and received an overall grade of B-; and the Information section was prepared by Russ Savage and Jerry Barringer (ISD) and GITA and received an overall grade of B-.

**The grading criteria for Money included:** 1) Long-term Outlook: The state uses a long-term perspective to make budget decisions. 2) Budget Process: The state’s budget process is transparent and easy to follow. 3) Structural Balance: The state’s financial management activities support a structural balance between ongoing revenues and expenditures. 4) Contracting/Purchasing: The state effectively manages procurement activities. 5) Financial Controls/Reporting: The state systematically assesses the effectiveness of its financial operations and management practices.

**The grading criteria for People included:** 1) Strategic Workforce Planning: The state regularly conducts and updates a thorough analysis of its human resource needs. 2) Hiring: The state acquires the employees it needs. 3) Retaining Employees: The state retains a skilled workforce. 4) Training and Development: The state develops its workforce. 5) Managing Employee Performance: The state manages its workforce performance programs effectively.

**The grading criteria for Infrastructure included:** 1) Capital Planning: The state conducts a thorough analysis of its infrastructure needs and has a transparent process for selecting infrastructure projects. 2) Project Monitoring: The state has an effective process for monitoring infrastructure projects throughout their design and construction. 3) Maintenance: The state maintains its infrastructure according to generally recognized engineering practices. 4) Internal Coordination: The state comprehensively manages its infrastructure. 5) Intergovernmental Coordination: The state creates effective intergovernmental and interstate infrastructure management networks.

**The grading criteria for Information included:** 1) Strategic Direction: The state actively focuses on the strategic direction of its policy and on collecting information to support that policy direction. 2) Budgeting for Performance: State Officials have appropriate data on the relationship between costs and performance, and they use these data when making resource allocation decisions. 3) Managing for Performance: Agency managers have the appropriate information required to make program management decisions. 4) Program Evaluation: The governor and agency managers have appropriate data that enables them to assess the actual performance of policies and programs. 5) Electronic Government: The public has appropriate access to information about the state, as well as the performance of state programs and state services, and is able to provide input to state policymakers. Well done Arizona!



Congratulations to those named Employee of the Third Quarter from their divisions.

Jamie Epstein	FSD/GAO
Valerie Ruelas	FSD/Risk Mgmt.
Don Bergeson	HRD
Laura Payne	CP



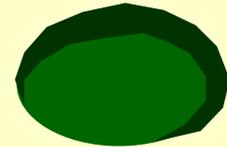
## Calling all Golfers of every skill level...come one, come all...

General Services Division is proud to bring you their **6th Annual Golf Tournament**. Everyone (*friends, family too!*) is invited to participate. **Just remember, participation is limited to "first come first served."** The tournament will be held Saturday, May 14th at the Arizona Traditions Golf Club in Surprise, Arizona. Check-in will begin at 6:00 a.m. and Shotgun begins at 7:15 a.m.

**Registration Fee is only \$50.00 per person for all State employees (\$65.00 for all others) to be paid at the time you submit your registration form.** (You can put together your own foursome or we can match you up with other individuals to make up your foursome.) The fee includes green fee, cart fee, range fee, range balls and a great BBQ lunch. **DEADLINE TO REGISTER IS FRIDAY, APRIL 22, 2005.**

**Remember, space is limited.**

*Forms can be found in various agency locations or contact Janet Collegio (602) 542-1925 or Betty Topar (602) 542-1776.*



**LOTS OF FUN AND PRIZES, INCLUDING A 2005 TRAIL BLAZER HOLE-IN-ONE PRIZE!!!!**

**Come and have some fun! Don't delay! Sign up today!**



# SECC Recognition Awards Luncheon

March 9th



David Lloyd, AHCCCS Agency Coordinator, and Angela Fischer, ADOA Agency Coordinator.



Debra Stroop, SECC State Coordinator, with Director Betsey Bayless.



"Shady and Cher" a.k.a. Mark Ceser from DES and Ruth Stieger-Gentle (HRD).

## Vacation Rule

## Tech Tip



Vacation Rules and other auto-reply rules can cause huge problems if the rule happens to respond to an external email system that also has an auto-reply rule enabled. You may end up with several million emails in your inbox and sent items within a few days, rendering your account almost useless. It may take several days to clean up your account.

This most likely would not happen between mailboxes within the ADOA email system, as we have settings in place to prevent it. However, we cannot put the same types of controls on inbound email from the Internet.

Unless you have a specific need to auto-reply to an Internet based email, set up your rule so that it does not automatically respond to anyone external to ADOA.

Here's how to create an out-of-office rule that protects you from being bombarded from a looping rule:

- ✦ Within the GroupWise application, click on the **Tools** menu.
- ✦ From the Tools Menu, click on **Rules**.
- ✦ Click on the **New** button.
- ✦ Under **When event is**, leave **New Item** selected and check the box next to **Received**
- ✦ Check the box next to the word **Mail**, on the left of the window.
- ✦ Click on the **Define Conditions** button.
- ✦ In the first drop-down field, select the **From** item
- ✦ Change the [ ] (contains) to [x] (does not contain) and type @ in the second field. Leave the last option as **End**.
- ✦ Click **OK**.
- ✦ Under **Then Actions Are**, click on **Add Action**.
- ✦ Select **Reply** and leave **to Sender** selected and click the **OK** button.
- ✦ Fill in the subject line as "Out of the Office" or "vacation"
- ✦ Complete the message body and click the **OK** button.

At the next window, click the **Save** button in the lower right of the window.

Close the Rules window.

It's that simple.

If you have questions regarding GroupWise Rules, please contact the ADOA LAN Helpdesk at 602-364-4444, select option 3 then option 1.



# Ask the Experts

## Spotlight on MSD's Arizona Office for Americans with Disabilities

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### **What is the Arizona Office for Americans with Disabilities (AOAD)?**

Chances are you know someone with a disability. It might be a friend, a spouse, child or parent - even you may be one of the one million\* people with a disability living in Arizona. However, you may not know much about the laws protecting people with disabilities, or the resources available to Arizonans. This is where AOAD comes in. AOAD provides information and education about disability rights, laws and resources.

### **What types of information does AOAD offer?**

AOAD provides services in a myriad of ways. AOAD has an extensive website, [www.know-the-ada.com](http://www.know-the-ada.com), where you can learn about employment issues, local disability organizations and emergency planning for people with disabilities. The statewide hotline, 800-358-3617, is staffed by professionals (not recordings, computers or voice menus!) who provide answers to all disability-related questions. Their newsletter, *Arizona Access Exchange*, provides news about disability-related issues and illuminates recent court decisions related to the Americans with Disabilities Act (ADA). Free trainings on the ADA and disability-related topics are also available - even offered onsite!

### **Do you provide education programs?**

The AOAD office provides education through participation in community events, task forces and design review committees. AOAD is a proud sponsor of the annual AZ Disability Expo, which showcases services, support groups, and products for Arizonans with disabilities. Lately, AOAD has been involved in emergency planning issues by participating in a local task force. AOAD is working with the Arizona Division of Emergency Management and the Federal Emergency Management Association to provide training and co-producing a Public Service Announcement with the Phoenix Fire Department.

### **Who are your customers?**

AOAD works hard to make sure that information, education and assistance is available to the community and also provides State agencies and local governments access to the most up-to-date information possible. AOAD not only works for those one million Arizonans with disabilities, they work for all of you who know them. If you have a question related to disability, would like assistance or want to schedule training, please contact the Arizona Office for Americans with Disabilities at 602-542-6276 or email at [arizona@know-the-ada.com](mailto:arizona@know-the-ada.com). They are your disability resource.

\*U.S. Census Bureau estimate



# People on the Move



Division	Welcome	Good-bye, Good Luck
<b>Financial Services</b>	<ul style="list-style-type: none"> <li>• Celine Baker - new hire</li> <li>• Javier Carcamo - new hire</li> <li>• Gayle Davis - new hire</li> <li>• Sylvia Foreman - new hire</li> <li>• Penny King - new hire</li> <li>• Howard Kropp - new hire</li> <li>• Helen Parker - new hire</li> <li>• Julie Phelps - new hire</li> <li>• James Pregler - new hire</li> <li>• Cindy Rushin - new hire</li> <li>• Stewart Scott - new hire</li> <li>• Mathew Snell - new hire</li> </ul>	<ul style="list-style-type: none"> <li>• Doug Boyer - transferred to Arizona State University</li> <li>• Charles Guiggey - transferred to State Parks</li> <li>• Ruth Hopkins - left state service</li> <li>• Christy Kramer - transferred to Department of Public Safety</li> <li>• John Kindree - left state service</li> <li>• Alan Lorenzen - left state service</li> <li>• Steven Macias - transferred to Library &amp; Archives</li> <li>• Raymond Mauk - left state service</li> <li>• Edward Robinson - retired</li> <li>• Patricia Shanley - left state service</li> <li>• Rosie Tomforde - transferred to State Retirement</li> </ul>
<b>General Services</b>	<ul style="list-style-type: none"> <li>• Sam McLaughlin—new hire</li> <li>• Scott Olsen - new hire</li> <li>• Juan Ruiz - new hire</li> </ul>	<ul style="list-style-type: none"> <li>• Matthew Acosta - left state service</li> <li>• Danyal Byrd - left state service</li> <li>• Richard Chavarria - left state service</li> <li>• Carmela Lugo - retired</li> <li>• Patricia Walsh - left state service</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Anne Marie Allaire - new hire</li> <li>• Veronica Gaona - new hire</li> <li>• Marie Palacios - new hire</li> <li>• Mary Popke - transferred from Juvenile Corrections</li> <li>• Lora Riordan - new hire</li> </ul>	<ul style="list-style-type: none"> <li>• Christopher Marino - transferred to Revenue</li> <li>• Claudia Smith - retired</li> </ul>
<b>Information Services</b>		<ul style="list-style-type: none"> <li>• April Denzine - left state service</li> <li>• Teddy Lange - left state service</li> </ul>
<b>Management Services</b>		<ul style="list-style-type: none"> <li>• Lon Nou - left state service</li> <li>• Sandra Ramirez - left state service</li> </ul>
<b>Director's Office</b>		<ul style="list-style-type: none"> <li>• Lupe Basinger-Lerma - transferred to Board of Examiners of Nursing Care Administrators &amp; Assisted Living Facility Managers</li> </ul>
<b>Telecommunications Project Office</b>	<ul style="list-style-type: none"> <li>• Robert Hadley - transfer from Department of Economic Security</li> </ul>	