

# MEMORANDUM

**State of Alaska**  
**Department of Administration**  
**Division of Personnel**

**To:** Nico Bus, Director  
Administrative Services Division  
Department of Natural Resources

**Date:** December 15, 2003

**From:** Lee Powelson  
Classification Manager

**Phone:** 465-4424  
**Fax:** 465-2576  
**Email:** Lee\_Powelson@admin.state.ak.us

**Subject:** Recorder Technician & Supervisor  
Classification Study

## HISTORY

The Division of Personnel concluded a classification study of positions in the State Recorders Office of the Department of Natural Resources in January 2002, and established new job classes covering work from the entry level Recorder I to the professional level Recorder Manager. Positions in the Archives Unit were separated from other positions in the office by establishment of two unique job classes: *Recorder, Archives Unit (SR 11)* and *Recorder, Archives Unit Supervisor (SR 13)*. Whereas the Archives Unit was in the midst of a major upgrade in equipment and changes in technology, the Division of Personnel agreed to review the class specifications and salary range assignment of these two job classes after the new technology was in place and the unit's processes/procedures were established.

The Department of Natural Resources submitted a request to revise the class specifications, broaden the minimum qualifications, change the class titles, change the category from clerical to technical, and increase the salary range assignments. The department asked that the job classes unique to the Archives Unit be re-evaluated to reflect the evolution of duties and responsibilities arising from the increased use of new technologies and processes. Further, the department argued that additional review of these positions would find that the positions perform a technical rather than clerical function. The department provided new position descriptions for the permanent positions assigned to the Archives Unit. The Division of Personnel reviewed the department's request and gathered additional information regarding the Archives Unit.

The class specifications have been revised and the titles changed to Recorder Technician and Recorder Technician Supervisor. The revised job classes are assigned to salary ranges 12 and 15, respectively. The new class specifications are effective December 16, 2003.

## SCOPE

The study included a review of all positions (permanent and nonpermanent) assigned to the job classes of Recorder, Archives Unit and Recorder, Archives Unit Supervisor.

## **CONTACTS**

Information regarding the work of the Archives Unit was provided by: Nico Bus, Director of Administrative Services; Vicky Backus, current State Recorder; Sharon Young, former State Recorder; Paula Kelsey, Recorder Manager; and Susie Powers, Human Resource Specialist. Ms. Powers observed the work of the Archives Unit and interviewed several employees.

## **CLASS CONCEPTS**

Under direction, Recorder Technicians operate a variety of complex microfilm and imaging equipment necessary to film/image, label, and duplicate legal documents for archiving, permanent storage, and retrieval. The Recorder Technician is also a fully proficient Recorder and provides the final verification of documents entered into the Alaska Public Land Records System and the Uniform Commercial Code (UCC) Central File System.

Under general direction, the Recorder Technician Supervisor manages the Archives Unit of the State Recorder's Office. The Recorder Technician Supervisor is a single position job class with substantial supervisory responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

## **ANALYSIS**

The work of the Archives Unit is twofold. The main purpose of the positions, and that which separates them from the Recorder series, is to operate a self-contained microfilm/imaging facility to receive, index, film/image, archive, and distribute recorded and filed documents comprising the official public record of the State of Alaska. The secondary purpose of the positions is to perform a final check and verification of documents received from multiple sources to ensure accuracy and conformity with statutory and regulatory requirements. As such, the Archives Unit staff must be sufficiently familiar with the rules and procedures governing land records and the Uniform Commercial Code (UCC) to recognize errors and make the necessary corrections prior to final entry into the Alaska Public Land Records System and the UCC Central File System; this is the functional equivalent of the journey level Recorder II (P7521).

Likewise, the supervisor of the Archives Unit performs a dual role as the supervisor of a statewide unit performing both clerical and technical functions. The primary purpose of the position is to manage a self-contained microfilm/imaging facility and supervise the production, storage, retrieval, and distribution of the state's land and commercial records. The secondary, but equally important, responsibility is to supervise the unit with statewide responsibility to ensure all documents accepted and entered into the permanent record comply with statutory and regulatory requirements.

At the time of the on-site review of Archive Unit operations in 2001, the entire staff was making the transition to new equipment and processes. At that time, the unit supervisor was involved in the day to day processing of the work of the unit. Since that time, the staff has become proficient

in the operation and maintenance of the equipment, the use of software applications, and the technical processes necessary to operate a high volume production unit.

The unit has evolved into a highly proficient imaging center. The imaging equipment and software have been upgraded, the unit has added new flat scanning/imaging hardware and software, and the staff learned a completely new process for delivering images. Additionally, the Records Office has implemented a bar-coding system to log every document received and processed.

The successful transition to the new equipment and processes has allowed the unit supervisor to devote her efforts to management (rather than hands-on supervision) and development and implementation of procedures and guidelines to be used in all statewide district offices. The incumbent has worked closely with departmental programming staff to develop customized software for the creation of media.

The department requested revision of the class specifications to clarify language and incorporate the current responsibilities for microfilming and imaging. The class specifications have been revised to reflect these concerns and to conform to current Division of Personnel standards. In addition, the department requested a title change to Recorder Technician and Recorder Technician Supervisor to replace the cumbersome Recorder, Archives Unit and Recorder, Archives Unit Supervisor. The Division of Personnel concurs with the request for title change.

## **INTERNAL ALIGNMENT**

The state's system of personnel administration is governed by the merit principle and includes "integrated salary programs based on the nature of the work performed." The classification plan provides a grouping together of all positions on the basis of duties and responsibilities. The pay plan is based upon the state's classification plan, provides for fair and reasonable compensation for services rendered, and reflects the principle of "like pay for like work." In achieving this principle, internal consistency is the primary consideration when setting the salary range of a job class. Such internal consistency reflects the difficulty, responsibility, knowledge, skills and other characteristics of a job. Job classes in the same family and group are typically used for comparison during classification and internal alignment studies. The dual role of the positions in the Archives Unit provides multiple opportunities for comparison.

The Recorder Technician (P7527) is similar to the Recorder II (P7521, SR 11) in its responsibility for the review and acceptance of documents into the permanent public record of the State. This, however, is the secondary purpose of these positions. The primary role of the Recorder Technician is to produce microfilm and digital images of these documents. The technical duties of the Recorder Technician include the following complicating factors: (a) technically difficult tasks such as filming old, brittle, and yellowing documents; (b) equipment maintenance and repair; (c) development and adaptation of techniques, methods, and procedures to produce quality images; and, (d) initiating action to identify resources and contact sources to complete the public record and ensure its accuracy. In this capacity, Recorder Technicians perform advanced technical duties similar to the Microfilm Equipment Operator II (P9812, SR 12), Option 2. Whereas the primary responsibility of the Recorder Technician is to produce quality images for the permanent, archival record of the State of Alaska, this class is

appropriately aligned with Microfilm Equipment Operator II, SR 12. This recognizes the technical work of the Archives Unit in comparison to the clerical nature of the standard Recorder's Office.

The dual role of the Recorder Technician Supervisor likewise provides several job classes for comparison. The management of a statewide, self-contained microfilm/imaging facility is comparable to the Microfilm Equipment Operator III (SR 14). The Archives Unit is a high-volume facility responsible for technically difficult and diverse micrographic work. The Recorder Technician Supervisor has full supervisory responsibility to employ, discipline, and adjudicate the grievances of subordinates; conducts studies and recommends equipment purchases; and exercises independent judgment to develop, modify and implement policies and procedures for the unit. Concurrently, the Recorder Technician Supervisor is responsible for the supervision and management of the only office handling all Recorder and UCC transactions. The Archives Unit receives documents from each Recording Office throughout the State of Alaska. In this respect, the Recorder Technician Supervisor is comparable to the Recorder IV (SR 15) responsible for a large, high-volume recording office. Whereas the highest level of comparable work, and that which provides internal alignment with other positions in the work unit, is the management of a high-volume recording office, the Recorder Technician Supervisor is appropriately aligned with the Recorder IV, SR 15.

**CONCLUSION**

The Recorder Technician (P7527) is assigned to salary range 12 in recognition of the technical nature of the work to produce high quality microfilm and digital images of land and commercial records for the permanent public record of the State of Alaska. The Recorder Technician Supervisor (P7528) is assigned to salary range 15 in recognition of the dual role as 1) supervisor and manager of a statewide microfilm/imaging facility; and 2) the supervision of staff that provide the final review and approval of all land and commercial documents received into the public record from all recording offices in Alaska. The new class specifications are effective December 16, 2003, and are available on-line at Workplace Alaska. Individual allocations are documented on the attached spreadsheet.

Attachment 1 - Allocation Spreadsheet

CC: Class Specification File

Recorder Technician Study File

Attachment 1  
Recorder Technician & Recorder Technician Supervisor Study  
Individual Position Allocations

PCN	Original Class Title	Code	Study Class Title	Code	Action
100306	Recorder, Archives Unit Spvr	P7528	Recorder Technician Spvr	P7528	1

100310	Recorder, Archives Unit	P7527	Recorder Technician	P7527	2
100311	Recorder, Archives Unit	P7527	Recorder Technician	P7527	2
100360	Recorder, Archives Unit	P7527	Recorder Technician	P7527	2
100367	Recorder, Archives Unit	P7527	Recorder Technician	P7527	2
10N475	Recorder, Archives Unit	P7527	Recorder Technician	P7527	2
10N540	Recorder II	P7521	Recorder Technician	P7527	3

Action Type:

- 1 - Salary Range Change - SU Article 24.7.F.3
- 2 - Salary Range Change - GGU Article 21.06.F.4
- 3 - Reclassification to Higher Salary Range - GGU Article 21.06.F.3