

ADMINISTRATIVE CLERK STUDY 9/2008 – 6/30/2009

- In response to a request from the Alaska State Employees Association (ASEA), the Division of Personnel and Labor Relations is conducting a classification study of the Administrative Clerk I, II, and III, and Administrative Supervisor job classes.
- This involves 1146 positions, of which 72 are non-perms.
- Per our agreement with ASEA, the study must be completed by June 30, 2009. Due to this very tight timeline, this study must continuously advance, without delay, to meet the June 30th deadline.
- Please designate a department contact for this study, and send the name of the contact by this Monday, September 29th, to Cindy Gouveia, Class Studies Supervisor with a “cc” to Pam Day and Carl Swanson
- **We need to have all updated position descriptions (PDs) received in OPD by November 15, 2008.** Due to the tight and non-flexible timeframe, we will not be able to grant any extensions. PDs received after this date will be reviewed after the study is completed. For the study we will use the latest PD on file if we do not receive an updated version by 11/15/08.
- We are willing to accept classification requests for moving positions into or out of the Admin Clerk I/II/III and Admin Supervisor job classes during the study, but ask that these be kept to an absolute minimum.
- We are considering sending one initial “mass e-mail” to all employees in the study, informing them of the study and would like your feedback on this. This e-mail would include language such as, “for additional information contact your department study contact.”
- We will be conducting desk audits of some positions at all levels. The desk audits are scheduled to begin in October and will take place in Juneau, Anchorage and Fairbanks. Attached is a spreadsheet with each department’s positions listed.