

**Email sent to all Administrative Clerks and Administrative Supervisors:**

**Sent:** Tuesday, October 07, 2008 10:05 AM

**Subject:** Administrative Clerk Classification Study



Date: October 06, 2008

To: All Administrative Clerk I/II/III and Administrative Supervisor employees

From: Pam Day, Classification Manager  
Division of Personnel and Labor Relations  
Department of Administration

Subject: Administrative Clerk Classification Study

In response to a request from the Alaska State Employees Association (ASEA), the Division of Personnel and Labor Relations (DOPLR) is conducting a classification study of the Administrative Clerk I, Administrative Clerk II, Administrative Clerk III and Administrative Supervisor job classes.

You are receiving this e-mail because you are in one of these job classes. Please note that it is not possible to send your supervisor this same e-mail, unless they are in the Administrative Supervisor job class. Therefore, to ensure your supervisor is appropriately informed please forward this e-mail to him/her.

We are asking that if your position description (PD) is not in the Online Position Description system (OPD) and/or if your job has changed since your PD was last submitted to OPD, that you submit an updated PD through OPD. The deadline for all PDs to be submitted through OPD by departments is **November 15, 2008**. Because of the tight timeline for this study, it will not be possible to extend this date. You should be contacted by your supervisor soon to start this process. Please submit your PD as soon as possible.

If we do not receive an updated PD via OPD by **11/15/08**, we will make our position allocations based on the most recent PD that is on file in OPD.

The planned completion date for this study is 6/30/09. Please see the attached list of department study contacts to identify who your department contact is. This is the person you should contact if you have questions about the study. During the study, updates will be posted on the Division of Personnel and Labor Relations website under "Hot Topics".

Thank you.

attachment

Administrative Clerk Study  
Department Contacts

<b>Dept</b>	<b>Dept #</b>	<b>Study Contact</b>	<b>E-mail</b>	<b>Phone</b>
Department of Administration	02	Wendy Vuille	<a href="mailto:wendy.vuille@alaska.gov">wendy.vuille@alaska.gov</a>	465-2403
Department of Law	03	Sheila Bugbee	<a href="mailto:sheila.bugbee@alaska.gov">sheila.bugbee@alaska.gov</a>	465-3675
Department of Revenue	04	Carol Gamez	<a href="mailto:carol.gamez@alaska.gov">carol.gamez@alaska.gov</a>	465-2313
Department of Education and Early Development	05	Rhonda Biles	<a href="mailto:rhonda.biles@alaska.gov">rhonda.biles@alaska.gov</a>	465-8651
Department of Health and Social Services	06	Brenda Lanza	<a href="mailto:brenda.lanza@alaska.gov">brenda.lanza@alaska.gov</a>	465-4723
Department of Labor and Workforce Development	07	Jeremy Dodson	<a href="mailto:jeremy.dodson@alaska.gov">jeremy.dodson@alaska.gov</a>	465-6053
Department of Commerce, Community and Economic Development	08	Rose Foley	<a href="mailto:rose.foley@alaska.gov">rose.foley@alaska.gov</a>	465-2505
Department of Military and Veterans Affairs	09	Laura Baker	<a href="mailto:laura.baker@alaska.gov">laura.baker@alaska.gov</a>	465-4603
Department of Natural Resources	10	Jean Davis	<a href="mailto:jean.davis@alaska.gov">jean.davis@alaska.gov</a>	465-2422
Department of Fish and Game	11	John Masse	<a href="mailto:john.masse@alaska.gov">john.masse@alaska.gov</a>	465-2246
Department of Public Safety	12	Danial Spencer	<a href="mailto:danial.spencer@alaska.gov">danial.spencer@alaska.gov</a>	4655488
Department of Environmental Conservation	18	Laura Beason	<a href="mailto:laura.beason@alaska.gov">laura.beason@alaska.gov</a>	465-5273
Department of Corrections	20	April Wilkerson	<a href="mailto:april.wilkerson@alaska.gov">april.wilkerson@alaska.gov</a>	465-3460
Department of Transportation and Public Facilities	25	Kristi Peel	<a href="mailto:kristi.peel@alaska.gov">kristi.peel@alaska.gov</a>	465-2889