

Information Concerning the Administrative Clerk Study

Study Status:

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, Administrative Clerk II, and Administrative Clerk III job classes. Due to the similarities of duties and responsibilities, the Division of Personnel & Labor Relations expanded the study to include the Administrative Supervisor and Human Resource Assistant job classes for review in addition to those requested by the ASEA.

The goals of this study, which involves 1,161 positions, are to assess the duties and responsibilities of the study positions, develop job classes and a class series that reflects the various changes in technology, work environment, and business practices that have occurred since the 1994 clerical study, and review and properly align the salary ranges of the job classes.

Per the 2007 collective bargaining agreement with ASEA, this study must be completed by June 30, 2009. Due to this extremely tight timeline, the study must continuously advance without delay in order to meet the June 30 deadline.

Draft specifications review:

Comments and recommendations on the draft class specifications are due by close of business Friday, April 17th. Please note that this is a management review. Which individuals in your agency participate is up to each department. Agency responses to the Division of Personnel and Labor Relations should be a single, consolidated commentary. Due to the tight timeline, there can be no extension to the comments and recommendations period.

Upon receipt of comments and recommendations, the class specifications will be finalized and proposed allocations for clerical positions will be distributed beginning in May. The salary analysis will be completed by June 1. Allocation of positions will take effect on July 1, when the study has been completed. In order to meet our contractual timeline, Requests for Reconsideration are initially limited to positions that have been reclassified down; those requests should be sent to Classification no later than June 15. All other Requests for Reconsideration should be submitted after July 1.

Administrative Clerk Study PDs and Recruitment:

As you are aware, it is our practice to temporarily close recruitment and suspend processing OPD submissions prior to the final implementation of a study. This serves to remind you of this practice and a temporary closure will apply for all positions currently allocated as Administrative Clerk I, Administrative Clerk II, Administrative Clerk III, Administrative Supervisor, and Human Resource Assistant. An email addressing this temporary closure will be distributed approximately three weeks prior to implementation of the study. Please plan ahead.

DOPLR contacts for study:

Any questions on the draft class specification, study process, or other Administrative Clerk Study issues should be sent to Patrick Morrissey. Requests for Reconsiderations should also be sent to Patrick Morrissey's email account Patrick.Morrissey@alaska.gov with the following heading: Request for Reconsideration for PCN (PCN number).