

Flexibly Staffed, Coupled, and Multiple Class Positions

Updated May 17, 2017

The following list identifies all job classes within Classification that have positions established as Flexibly, Coupled, or Multiple Class. This list is updated as necessary. **NOTE: This list does not constitute automatic approval to flexibly staff the job class. Procedures outlined in AAM 130.270 still apply.**

Flexibly Staffed Positions

Flexible staffing is a management tool designed to aid recruitment and retention of employees by facilitating entry into a job class series and providing a training path in order for journey level work to be performed. A request for a flexible staffing plan may be approved by the Division of Personnel & Labor Relations when the following conditions are met:

1. The job class series includes a journey level class appropriate for the agency;
2. Management certifies the work exists at the journey level;
3. The lower level job class(es) is(are) an appropriate classification for a position in which an employee develops the necessary knowledge and skills to reach the journey level of work;
4. The employing agency has a formal training plan that establishes how the incumbent will be trained to perform journey level work, and criteria by which the agency will determine when training has been successfully completed; and
5. Position descriptions exist describing the duties for each level (e.g., trainee and journey).

NOTE: Some job classes were created to allow flexibly staffing positions, but still require approval of Classification Services when allocating for continued feasibility. Flexible staffing is not automatic.

#	Note	Flexibly Staffed Class Titles	AKPAY Codes	Comments
1.		Accountant I / II / III	P1204 / P1205 / P1206	1 = Entry/Developmental; 2 = Full proficiency; 3 = Advanced
2.		Accounting Technician I / II / III	P1210 / P1211 / P1212	1 = Entry; 2 = Full proficiency; 3 = Advanced
3.		Administrative Assistant I / II	K0017 / K0018	1 = Entry/Trainee; 2 = Journey
4.		Administrative Law Judge I / II	P7232 / P7233	1 = Journey; 2 = Advanced PCN 021054 only
5.		Administrative Officer I / II	K0019 / K0020	1 = First level; 2 = Second level NOTE: Flexible staffing for this series must have proven extreme recruitment difficulty before allowing flex
6.	*	Adult Probation Officer I / II	P4342 / P4343	1 = Entry trainee; 2 = Full performance
7.		Adult Probation Officer I / II / III	P4342 / P4343 / P4344	PCN 206841 only; 1 = Entry trainee; 2 = Full performance; 3 = Advanced
8.	*	Adult Probation Officer I / II, Alcohol Safety Action Program (ASAP)	P4348 / P4349	1 = Not identified; 2 = Journey
9.	*	Airport Leasing Specialist I / II	P2964 / P2965	1 = Trainee and/or entry; 2 = Journey
10.	*	Alaska Automated Fingerprint Identification System Operator Trainee / I	P7751 / P7752	Trainee; Journey

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11.	*	Analyst/Programmer I / II / III	P1621 / P1622 / P1623	1 = Entry, trainee; 2 = Advanced training level; 3 = Full proficiency programmer work; systems analysis work is more straightforward
12.		Analyst/Programmer I / II / III / IV	P1621 / P1622 / P1623 / P1624	1 = Entry, trainee; 2 = Advanced training level; 3 = Full proficiency programmer work; systems analysis work is more straightforward; 4 = Full proficiency analyst work; advanced programmer work
13.	*	Appeals Referee I / II	P4662 / P4663	1 = Trainee; 2 = Full performance
14.		Attorney I / II / III / IV	P7142 / P7143 / P7144 / P7145	1 = Entry, described as an in-training class that may be used for subfilling positions which are classified at a higher level; 2 = Initial level, described as a class that may be used for subfilling positions classified at a higher level; 3 = First experienced level; 4 = Typical full working level
15.		Audit and Review Analyst I	P1291 / P1292	1 = Entry/Developmental; 2 = Journey
16.		Biometrician I / II / III	P6135 / P6136	1 = First Working Level; 2 = Full proficiency
17.	*	Budget Analyst I / II	P1462 / P1463	1 = First Working Level; 2 = Full Working Level
18.	*	Chemist I / II	P8331 / P8332	1 = Trainee; 2 = first working level
19.	*	Commercial Vehicle Enforcement Officer I / II	P2460 / P2461	1 = Trainee; 2 = Journey
20.		Communications Common Carrier Specialist I / II	P2360 / P2361	1 = Entry/Developmental; 2 = Journey
21.	*	Contracting Officer I / II / III	P1343 / P1344 / P1345	1 = First trainee; 2 = Developmental trainee or working level; 3 = Full proficiency (advanced) professional
22.	*	Corporate Income Tax Auditor I / II / III	P1282 / P1283 / P1284	1 = Training; 2 = Developmental; 3 = Journey
23.		Correctional Officer I / II	P7646 / P7653	1 = Trainee; 2 = Journey
24.		Criminal Justice Technician I / II	P7011 / P7012	Levels not defined; 1 = paraprofessional work; 2 = advanced paraprofessional work
25.	*	Data Processing Technician I / II	P1611 / P1612	1= Entry/training or data control procedural duties; 2 = Full performance, training, or specialist
26.	*	Database Specialist I / II / III	P1826 / P1827 / P1828	1 = Entry trainee; 2 = First working; 3 = Full working
27.	*	Disability Adjudicator Associate I / II	P4242 / P4243	1 = Trainee; 2 = Full spectrum

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28.	*	Drafting Technician I / II / III	P8423 / P8424 / P8425	1 = Trainee; 2 = Developmental; 3 = Full performance
29.		Economist I / II	P2206 / P2207	1 = Entry; 2 = Journey
30.		Eligibility Technician I / II	P4171 / P4172	1 = Entry; 2 = Journey
31.	*	Employment Counselor I / II	P4616 / P4617	1 = Training; 2 = Journey
32.		Employment Services Technician I / II	P4649 / P4650	1 = First Working level; 2 = Full Working level
33.		Engineer Architect II / III	P8914 / P8915	First level; Supervisor/Project Manager
34.	*	Engineering Assistant I / II / III	P8910 / P8911 / P8912	1 = Trainee/Entry; 2 = Basic working level or intermediate training level; 3 = Advanced developmental level in the final trainee phase of the Engineer-In-Training program or journey level, performing the full range of duties in a given engineering discipline or function
35.	*	Engineering Assistant I / II / Associate I, DEC	P8654 / P8655 / P8656	1 = Trainee; 2 = Advanced trainee; Associate I = Full proficiency
36.		Environmental Health Officer I / II	P8210 / P8211	1 = Trainee/entry; 2 = Journey
37.	*	Environmental Impact Analyst I / II	P8541 / P8542	1 = Trainee; 2 = Journey
38.	*	Environmental Program Specialist I / II	P8521 / P8522	1 = Entry/trainee; 2 = First working
39.		Environmental Program Specialist I / II / III	P8521 / P8522 / P8523	1 = Entry/trainee; 2 = First working; 3 = Full-working professional
40.	***	Equipment Operator, Sub-Journey II / Journey I	P9511	LTC Established IAW Letter of Agreement (LOA).
41.		Equipment Operator, Journey I / Journey II	P9511	LTC Established IAW Letter of Agreement (LOA).
42.		Financial Institution Examiner I / II	P2310 / P2311	1 = Developmental; 2 = Full performance
43.		Fish and Wildlife Technician I / II / III	P6112 / P6113 / P6114	1 = Entry; 2 = Developmental; 3 = Journey
44.		Fish Culturist I / II	P6125 / P6126	1 = First working; 2 = Full assistant
45.		Fisheries Geneticist I / II	P6183 / P6184	1 = Journey; 2 = Advanced
46.		Fishery Biologist I / II	P6160 / P6161	1 = First level; 2 = Full performance;
47.		Fishery Biologist II / III	P6161 / P6162	Full performance; Advanced
48.	*	Forensic Scientist (Chemistry) I / II	K0028 / K0029	1 = Training; 2 = First Working level
49.	*	Forensic Scientist (DNA) I / II	K0037 / K0038	1 = Training; 2 = Full Proficiency
50.	*	Forensic Scientist (Physical) I / II	K0032 / K0033	1 = Training; 2 = Full Proficiency
51.		Forensic Technician I / II	K0026 / K0027	1 = Entry or Trainee; 2 = Journey
52.		Geologist I / II	P8340 / P8341	1 = Entry; 2 = Journey

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53.	*	Grants Administrator I / II	P2269 / P2270	1 = Trainee or entry; 2 = Journey
54.		Human Resource Consultant I / II	P1410 / P1411	1 = Journey; 2 = Advanced
55.	*	Human Rights Field Representative I / II	P4204 / P4206	1 = Trainee; 2 = Advanced Trainee/Developmental
56.		Insurance Licensing Examiner I / II	P2344 / P2345	1 = Training; 2 = Full proficiency
57.	*	Insurance Specialist I / II	P2358 / P2359	1 = Trainee; 2 = Journey
58.	*	Investigator I / II / III	P7766 / P7767 / P7768	1 = Entry and training or basic; 2 = First working; 3 = Advanced/lead or first supervisory
59.	*	Juvenile Justice Officer I / II	P7611 / P7612	1 = Trainee; 2 = Fully proficient
60.	*	Juvenile Probation Officer I / II	P4356 / P4357	1 = Trainee; 2 = Fully proficient
61.	*	Loan Closer/Processor I / II	P2116 / P2117	1 = Training; 2 = Full journey
62.	*	Local Government Specialist I / II / III	P1871 / P1872 / P1873	1 = Training; 2 = Intermediate training; 3 = Full proficiency NOTE: The intent of the LGS I level is to be training, not entry.
63.		Microbiologist I / II	P5610 / P5611	1 = Entry; 2 = Journey
64.		Microcomputer/Network Technician I / II	P1631 / P1632	1 = Trainee or software/hardware support technician; 2 = Full proficiency
65.	*	Microfilm/Imaging Operator Trainee / I	P9810 / P9811	Trainee; 1 = Journey
66.		Natural Resource Specialist I / II	P1633 / P1634	1 = Full proficiency; 2 = Advanced
67.	*	Natural Resource Technician I / II	P6631 / P6632	1 = Entry or trainee; 2 = Journey
68.		Nurse I / II	P5110 / P5111	1 = First working; 2 = Full range, journey
69.		Nurse I / Nurse II (Psychiatric)	P5110 / P5117	1 = First working; 2 = Full range, journey
70.	*	Oil and Gas Revenue Auditor I / II / III	P1273 / P1274 / P1275	1 = First training; 2 = Second training/developmental; 3 = journey
71.		Paralegal I / II	P7105 / P7106	1 = Training or routine paraprofessional options; 2 = journey
72.	*	PFD Technician I / II	P1215 / P1216	1 = Training or entry; 2 = Journey
73.		Planner I / II / III	P2291 / P2292 / P2293	1 = Entry; 2 = Journey; 3 = Advanced
74.	*	Protective Services Specialist I / II	K0111 / K0112	1 = Trainee; 2 = Full Proficiency
75.	*	Psychiatric Nursing Assistant I / II / III	P5170 / P5171 / P5172	1 = Entry level training class; 2 = Second level training class; 3 = Journey
76.		Public Assistance Analyst I / II	P4127 / P4128	1 = Journey or training options; 2 = Journey or supervisory options
77.		Public Health Nurse I / II III	P5132 / P5133 / P5134	1 = Entry; 2 = Full working; 3 = Not specified (two options)
78.		Publications Specialist I / II	P3606 / P3607	1 = Entry; 2 = Fully proficient
79.	*	Publications Technician I / II	P3604 / P3605	1 = Entry/Trainee; 2 = Journey
80.	*	Recorder I / II	P7520 / P7521	1 = Training; 2 = Full proficiency
81.		Records Analyst I / II	P3583 / P3584	Entry / Journey

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82.		Research Analyst I / II / III	P1792 / P1793 / P1794	1 = First level professional; 2 = Second level professional; 3 = Third level professional (difficult & technical work)
83.		Retirement And Benefits Technician I / II	P1443 / P1444	1 = Entry/Trainee; 2 = Full proficiency
84.	*	Right-Of-Way Agent I / II	P2711 / P2712	1 = Trainee; 2 = Journey
85.	*	Social Services Associate I / II	P4105 / P4106	1 = Trainee; 2 = Journey
86.	**	State Trooper Recruit / State Trooper	P7710 / P7703	Recruit = Training Trooper = Full proficiency NOTE: Under agreement; this class does not require a training plan in OPD. Incumbents are promoted by Academy and APSC certification.
87.		Statistical Technician I / II	P1706 / P1707	Not Specified
88.		Subsistence Resource Specialist I / II	P6193 / P6194	1 = Entry; 2 = Journey
89.		Survey, Sub-Journey I / II	P9591	LTC Letter of Agreement for PCN 251835
90.	*	Survey Instrument Technician Trainee / Survey Instrument Technician I	P9461 / P9462	Trainee; 1 = Journey
91.	*	Tax Auditor I / II / III	P1258 / P1259 / P1260	1 = First training; 2 = Developmental; 3 = Journey
92.	*	Tax Technician I / II / III	P1254 / P1257 / P1255	1 = Trainee; 2 = Second level trainee; 3 = Full working
93.		Technical Engineer/Architect I / II	P8920 / P8921	1 = Statewide review and/or consulting role; 2 = Most responsible statewide review and consulting role
94.		Training Specialist I / II	P1471 / P1472	1 = Journey; 2 = Advanced
95.		Utility Engineering Analyst I / II	P8704 / P8705	1 = Entry; 2 = Journey
96.		Utility Tariff Analyst I / II	P2384 / P2385	1 = Entry; 2 = Journey
97.		Vessel Construction Manager I / II	P8683 / P8684	1 = First working; 2 = Advanced
98.	*	Victim/Witness Paralegal I / II	P7108 / P7109	1 = Trainee; 2 = Journey
99.		Vocational Rehabilitation Assistant I / II	P3331 / P3332	1 = Entry; 2 = Journey NOTE: This is the only class within the DVR study that remains flexibly staffed.
100.	*	Weights And Measures Inspector Trainee / I	P2480 / P2481	1 = Normal working
101.	*	Wildland Fire and Resource Technician I / II / III	P6605 / P6606 / P6607	1 = Entry or trainee; 2 = Intermediate training or skilled crew member; 3 = Full range/journey
102.	*	Wildland Fire Dispatcher I / II	K0008 / K0009	1 = Training; 2 = Journey
103.		Wildlife Biologist II / III	P6142 / P6143	Full Performance; Advanced

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#	Note	Flexibly Staffed Class Titles	AKPAY Codes	Comments
104.		Workers' Compensation Hearing Officer I / II	P7228 / P7229	1 = Entry/developmental; 2 = Journey

* The job class was created to be flexibly staffed.

** The job class does not require a training plan per agreement; certification process has been established as sufficiently equivalent to meet AAM 130.270 training plan requirements.

*** Has an LOA/LGR or other agreement authorizing flexible staffing.

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Coupled Classes

Coupled job classes are used to fill positions where the journey level work of all positions in the class requires strict certification and training. Employees are hired at the trainee level and must complete specialized training before advancing to the journey level. Because of the specialized training requirements, positions may be filled at the higher level job class only by transfer, rehire, or layoff recall. Coupled classes are always allocated at the higher level.

#	Coupled Classes	AKPAY Codes	Comments
1.	Airport Police and Fire Officer I / II	P7831 / P7832	

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Multiple Class / Flexibly Staffed Positions

A multiple class position is a recruitment and retention tool that allows management to fill a position for either licensed or non-licensed work, depending on applicant qualifications. Multiple class positions use more than one job class, all of which are performing connected work (e.g., Licensed Practical Nurse, Nurse I, and Nurse II).

Multiple class positions may be combined with flexible staffing. In the Licensed Practical Nurse, Nurse I, and Nurse II example, a flexible staffing agreement may be established for Nurse I and Nurse II; however, movement from a Licensed Practical Nurse to Nurse I occurs through an expedited reclassification process only if the incumbent obtains the required registered nursing licensure.

#	Multiple Class / Flexibly Staffed Class Titles	AKPAY Codes	Comments
1.	Licensed Practical Nurse with Nurse I / II	P5116 with P5110 / P5111	The LPN has a different license; movement to Nurse I requires a RN license and reclassification action. Nurse I / II are flexed.
2.	Engineering Assistant I / II / Engineering Associate I, DEC with Engineer I, DEC	P8654 / P8655 with P8656 with P8657	EA I, DEC = Entry trainee; EA II, DEC = Advanced trainee; Eng Assoc I, DEC = Full proficiency. Movement to Eng I, DEC requires a PE. EA I / II / Assoc I, DEC are flexed.
3.	Village Safe Water Engineering Assistant / Associate / Engineer I	P8660 / P8661 / P8662	Asst = Entry/training; Assoc = perform engineering projects that don't require a PE; Eng I = perform professional engineering functions which require a PE.
4.	Assisted Living Aide / Certified Nurse Aide I	P5181 / P5182	The Assisted Living Aide is not certified. When the incumbent certifies through the State as a Nurse Aide, they are promoted.
5.	Vocational Rehabilitation Counselor I / Vocational Rehabilitation Counselor II / Vocational Rehabilitation Counselor III	P3340 / P3341 / P3342	VRC I = Developmental and requires only a BAS; VRC II = journey, requires a Masters degree, and working towards certification; VRC III requires a nationally certified rehabilitation counselors certification.