

Subject: Administrative Management Study - preliminary findings

From: Sarah Brinkley <sarah_brinkley@admin.state.ak.us>

Date: Tue, 16 Jan 2007 16:06:44 -0900

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Good afternoon.

Attached you will find our preliminary findings report for the prospective Administrative Management class study. Please review and discuss this with the appropriate people within your agency. This is an opportunity to help us shape the framework for the new classes. We ask for your input on our ideas by close of business Monday, January 29, 2007. Please submit your comments on this report in the form of a single, consolidated document representing your agency's views and suggestions (rather than a collection of numerous, varied feedback).

We are sending a brief synopsis of the report out by email to all study position incumbents and directing them to you, the study contact for their agency, if they desire greater detail about the proposal.

Thank you for your thoughtful consideration of our proposal.

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Preliminary Findings, Administrative Management Class Study

Greetings,

During the past month and a half, we have been reviewing and analyzing information collected from recently reviewed Position Descriptions, employee interviews, the panel discussion and any additional feedback provided. A proposed class structure is beginning to take shape based upon our review. We thank everyone who has taken the time to provide us with information. At this time we ask for you to provide input on the information below:

The study team has identified three distinct types of work: Technical, Specialist and Managerial. The Standard Operating Procedures (SOP) identifies these types of work:

Technical: Work is typically associated with and supportive of a professional or administrative field. It involves extensive practical knowledge gained through experience and/or specific formal or on-the-job training. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full knowledge of the field involved. Technical employees perform tasks, methods, procedures, and computations that are covered by established precedents or guidelines and often require a high degree of skill, care, and precision.

Specialist (Administrative): Work involves the exercise of analytical ability, judgment, discretion and personal responsibility, and the application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. While these positions do not require specialized education, they do involve the type of skills (analytical, research, writing, and judgment) typically gained through a college level education, or through progressively responsible experience. Employees engaged in administrative work are concerned with analyzing, evaluating, modifying and developing basic administrative support programs, policies and procedures, that facilitate the work of agencies and their programs.

Managerial: Primary assignment is the managerial responsibility and responsibility for a major program or programs. Emphasis is on planning, organizing, directing and controlling resources and program delivery.

Currently, the type of work identified as Technical, we believe, warrants two levels. The study team identified entry level and journey level. A question for you to consider: Is there a need for a third Technical level (e.g. advanced technical, expert technical)? If you believe so, please identify the work you would consider at this third level.

The type of Specialist work presently performed appears to warrant three levels. We are currently working to define the characteristics and boundaries in the work based upon the information received.

The work we've identified as of the Managerial type seems to encompass more than two levels. At this point in the study, we are still identifying the characteristics of the levels within the Managerial work. Therefore, we are not yet prepared to specify the number of levels needed.

At the study's onset, we were requested to include Secretaries in the class study; we are still considering whether or not their inclusion with this administrative body of work is appropriate.

We need to consider what to name the new class series since two class structures will exist concurrently for 12 months following the completion of this study. To minimize confusion while both class structures exist side-by-side, we will not re-use the current class titles in the new structure. The two structures cannot bear the same name. In selecting class titles we look for the best descriptive title that will concisely and accurately convey the kind and level of work performed. A title should be as brief as possible, gender neutral, easily recognized, and understood by potential applicants. Standard practice is to include in the title an indicator of the type of work when the occupational title alone is not sufficient: typically "Technician" for technical or paraprofessional work; "Specialist" for professional work; and "Manager" for managerial work. All levels in a class series use the same title with their relationship in the series indicated by a Roman numeral (I, II, etc.).

The class study team has come up with two titles thus far: Business Operations Tech/Spec/Mgr or Business Administration Tech/Spec/Mgr. We are interested in hearing your thoughts on these, as well as what other titles you would recommend.

At the beginning of this study, we discussed a feedback process to communicate agency feedback to the class study team. Please take some time to review this information, discuss the above class structure proposal and specific feedback requests with appropriate staff within your agency, work to develop a consolidated agency response that represents the view of your agency, and submit this to the class study team by close of business Monday, January 29, 2007.

If you have questions concerning this process, please contact Keith Murry at 465-4074 or Aimee Olejasz at 465-4426.

Thanks much. We look forward to hearing from you and appreciate your input. Once we have received the feedback we will incorporate it into the class structure, refine the various levels, and develop the definitions and distinguishing characteristics.

Subject: Administrative Management Study - preliminary findings released

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Good afternoon.

Today we released our preliminary findings in this prospective Administrative Management class study to the agency study contacts. Briefly, we have outlined a proposed class structure that consists of three class series and includes two (or possibly three) technical levels, three possible specialist levels, and multiple managerial levels. Currently we're working to define the characteristics and boundaries of these levels. We are considering using a mixture elements of functional areas complexity factors of the organization a position serves.

We are also looking for new class titles that are different from the current class titles. Since the current classes and the new classes will exist side-by-side for the twelve months following the study's implementation, we will not be able to re-use the current titles. We have asked the agency study contacts to gather, consolidate, and provide their department's input on both the proposed structure and potential names for the three new class series by January 29, 2007. If you would like greater detail about the proposal, please send a request to your agency's study contact:

Administration - Eric Swanson
Law - Bob Meiners
Revenue - Loretta Withington
Education & Early Development - Mark Lewis
Health & Social Services - Susan Mitten
Labor & Workforce Development - Bill Endicott
Commerce, Community & Economic Development - Phil Bennett
Military & Veterans' Affairs - Richard Turcic
Natural Resources - Leta Simons
Fish & Game - Jeff Hoover
Public Safety - Dan Spencer
Environmental Conservation - Laura Beason
Corrections - April Hayes
Transportation & Public Facilities - Nancy Slagle
Office of the Governor - Linda Perez

Thank you.

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