

# Classification Study

Program Coordinator, Project  
Coordinator, Associate  
Coordinator, Project Assistant

# Proposal Overview

The Division of Personnel & Labor Relations is proposing a classification study of four job classes, following the traditional study process.

Reasons are:

- To conduct an updated analysis of program & project work, & develop applicable documents in line with mgmt needs & classification integrity.
- To determine fit with existing specialized program job classes.
- To conduct an updated internal alignment.
- To properly allocate positions.

# Affected Job Classes

- Program Coordinator (61 pcns)
- Project Coordinator (32 pcns)
- Associate Coordinator (22 pcns)
- Project Assistant (37 pcns)
- Possibly related job classes focused on program or project work

# Position Statistics

- **H&SS:** 19 Program Coor, 19 Project Coor, 20 Associate Coor & 15 Project Assistant=**73**
  - **Labor:** 15 Program Coor, 2 Project Coor & 6 Project Assistant=**23**
  - **F&G:** 11 Program Coor, 1 Project Coor & 2 Project Assistant=**14**
  - **Educ:** 2 Program Coor, 1 Project Coor & 5 Project Assistant=**8**
  - **DEC:** 4 Program Coor, 2 Project Coor, 1 Assoc Coor & 1 Proj Asst=**8**
  - **Comm:** 2 Program Coor, 1 Associate Coor & 2 Project Assistant=**5**
  - **Corr:** 3 Program Coor, 1 Project Coor & 1 Project Assistant=**5**
  - **Revenue:** 2 Program Coor & 2 Project Coor=**4**
  - **Pub Safety:** 1 Program Coor, 2 Project Coor & 1 Project Assistant=**4**
  - **DOT:** 2 Program Coor & 2 Project Assistant=**4**
  - **Admin:** 2 Project Coor & 1 Project Assistant=**3**
  - **M&VA:** 1 Project Assistant=**1**
- TOTAL=152**

# Projected Timeline

- 02/21 Study planning meeting
- 02/26 DOP presentation on PD writing
- 03/26 OPD Deadline
- 04/09-04/13 Onsite audits in Anch
- 04/16-04/20 Audits in Juneau; 04/23-05/02 JD gone; 05/03-05/07 telephone audits elsewhere
- 05/31/07 First draft of class specs
- 07/20/07 Class specs finalized
- 09/30/07 Internal alignment & allocations

# Factors

- Will address outdated, inadequate class specs with last major work done in the late 1970's
- Due to outdated info, unknowns & controversy, will follow traditional study process
- May consider specialty (health, resources, etc) program job classes established in last twenty years

# Factors

- Will have increased focus of one analyst, full-time
- Will require active participation of one study team member from a dept (top 5 users?)-ASD or designee
- Will require (of study team members) active participation & decision-making; communication; liaison; & support of products to dept.
- Will produce as end products 1) new class specs, 2) study memo (includes salary analysis), 3) allocation memo & worksheet