

Corrections Class Study FREQUENTLY ASKED QUESTIONS for Study Conclusion

This FAQ was compiled to address a range of questions common to the conclusion and implementation of a class study, is by no means all-inclusive, and may be updated periodically.

Q: What did Corrections study (Phase I) review and what are the changes?

A: 1. The study included 981 positions, all in the Department of Corrections at the Correctional Officer I/II (coupled class) and Correctional Officer III levels.

2. Job analysis identified a new body of work between the Correctional Officer II and III levels, resulting in a shift in the Correctional Officer titles; the new job class is titled Correctional Officer III. The legacy Correctional Officer III job class is retitled Correctional Officer IV. The legacy Correctional Officer IV job class will be retitled to Correctional Supervisor to reflect primary responsibility as a supervisory job class and addressed in a separate phase.

a. Correctional Officers I learn and perform skills for the custody, security, and rehabilitation of prisoners in an adult correctional institution or facility. Incumbents participate in on-the-job and classroom training programs through the Department of Corrections Training Academy and Field In-Service Training Program.

b. Correctional Officers II are the journey level of the series and perform the full range of security duties in an adult correctional institution or facility.

c. Correctional Officers III are the specialized level of the series with increased responsibility and authority to make higher level decisions such as training and certifying security staff, conducting prisoner transports, and making disciplinary decisions for prisoner conduct.

Positions assigned to this job class perform specialty functions requiring additional training and/or certifications. Due to the specialized nature of these positions, when present in institutions their numbers are limited and tied to their primary duty assignment. Specialized training and/or certifications are substantiated in individual position descriptions. Other positions may possess specialty certifications without having specialized duty assignments.

d. Correctional Officers IV are the lead level of the series. Incumbent's lead the work of one or more subordinate Correctional Officers and/or administrative staff or serve as an instructor at the Department of Corrections Training Academy.

3. Existing salary range assignments remain unchanged and the new Correctional Officer III job class is inserted in the series at range 14.

a. Correctional Officers I remain at range 11; Correctional Officers II at range 13; Correctional Officers IV (legacy CO III) at range 15.

4. Class specifications for all affected job series have been updated and placed in the appropriate job class family.

Q: Do all positions holding PTO certification qualify for the CO III (specialist) level?

A: No. PTO duties need to be a regular and reoccurring part of the position's duties, so not every CO who has PTO certification will qualify for the reclassification. There is no set percentage, but a general guideline would be: if a prisoner needs to be transported, what positions are usually given that responsibility? This doesn't apply to COs who transport when someone calls in sick/is on vacation and no one else is available; It's intended for designated PTO positions.

Q: I'm a lead-level Correctional Officer IV and I hold a special certification to perform my work. Why isn't my work at a higher range?

A: In Classification Studies, we identify the work being performed in a job class or series, describe the work, and set the ranges. We do not set the salary assigned to a range.

Positions are classified at the highest level of class-controlling work they regularly perform. For example, an Administrative Officer I who periodically performs clerical duties and must maintain a certification to do so is compensated at the level of Administrative Officer I, not the clerical level. If the higher-level duties were removed and the position only performed the clerical duties, they would be classified in the appropriate clerical-level job class. Similarly, a Correctional Officer is classified at the CO IV level when their regular and reoccurring duties are at the lead-level. This may include maintaining certifications to perform or lead other, lower-level duties. If the lead-level responsibilities were removed, but the position was still responsible for performing the class-controlling duties that met the CO III specifications, the position would be reclassified down to the CO III level. If the duties requiring certification, such as PTO work, were only being performed occasionally (e.g. filling in when someone was sick or on vacation) they would not meet the level to be considered class-controlling and the position would be reclassified down to the CO II level.

Q: How are salary ranges assigned to a job class?

A: The salary range of a job class is determined by internal consistency within the State's pay plans, in accordance with the merit principle and with the goal of providing fair and reasonable compensation for services rendered, while maintaining the principle of like pay for like work. In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with other job classes of a similar nature, kind, and level. The greater the similarity with the studied job class, the greater that weight is given for alignment.

The classification plan groups bodies of work in a hierarchical structure that includes (in descending order) occupational groups, job families, job class series, and then the actual job class. Each position in the classified and partially exempt services has a position description that is reviewed to determine its proper place within this structure. The classification plan is linked to the pay plan in such a fashion that job classes align for salary range placement not only within their own families and occupational groups, but also across all other occupational groups.

The pay plan links the classification plan to the compensation schedule articulated in AS 39.27.110 or other such schedules as may be determined by collective bargaining.

Job classes align within the pay plan by the eight classification factors; nature, variety and complexity of work; nature of supervision received; nature of available guideline to do the work; initiative and originality required; purpose and nature of person to person work relationships; nature and scope of recommendations, decisions, commitments and consequences of error; nature and extent of supervision exercised over work of other employees, and qualification(s) required.

The parameters of the State's pay plan are articulated at AS 39.25.150(2). The State Personnel Act requires that the State's pay plan be: (A) Based upon the position classification plan; and (B) provide for fair and reasonable compensation for services rendered, and reflect the principle of like pay for like work.

Q: What will happen if my salary range changes or if I'm reallocated?

A: Please refer to your current Collective Bargaining Agreement's language governing reclassification. For reference:

- Relevant contract language for ACOA members is found in Article 21.13(F) of the ACOA Collective Bargaining Agreement.
- There will be differences across Collective Bargaining Agreements, but to quickly paraphrase:
 - For reclassification to another class of the same salary range most Collective Bargaining Agreements call for employees to retain their merit anniversary date (MAD), status (probationary or permanent), and step placement.
 - For reclassification to a higher salary range based upon work already being performed most Collective Bargaining Agreements call for employees to retain their MAD, status, and be placed at the same step within the new salary range. Employees at a Pay Increment step will have a new Pay Increment anniversary date upon entering the higher range.
 - If your position is reclassified to a lower salary range your pay will remain the same. How this is specifically implemented depends on your bargaining unit contract and where you are in step placements within the salary range.
 - More specific inquiries should be directed to your HR Service Center contact.

Q: Do the changes in range for some positions result in a change to the rate that leave is accrued?

A: No. The rate of leave that an employee may accrue is determined by time of service at a rate consistent with your Collective Bargaining Agreements. Relevant language may be found in Article 20 of the ACOA Collective Bargaining Agreement.

Q: When will changes to my position take effect?

A: All study actions are effective November 1, 2016. No actions will be retroactively applied to any date prior to November 1st.

Q: I'm receiving a salary range increase as a result of the study. When will I see the increase in pay?

A: All study actions are effective November 1, 2016, and will show-up on the November 30th payday.

Q: What if my overtime eligibility changes?

A: Please meet with your supervisor to discuss internal policy and procedures.

Q: My position is currently a Correctional Officer III. The new class title is Correctional Officer IV. How do the new titles relate to the other class titles?

A: Job analysis identified a new body of work between the Correctional Officer II and III levels, resulting in a shift in the Correctional Officer titles; the new job class is titled Correctional Officer III. The legacy Correctional Officer III job class is retitled Correctional Officer IV. The legacy Correctional Officer IV job class will be retitled to Correctional Supervisor to reflect primary responsibility as a supervisory job class and addressed in a separate phase.

Q: If my position has changed ranges, do I have to serve a new probationary period, and how long will it be?

A: An employee's status (probationary or permanent) does not change.

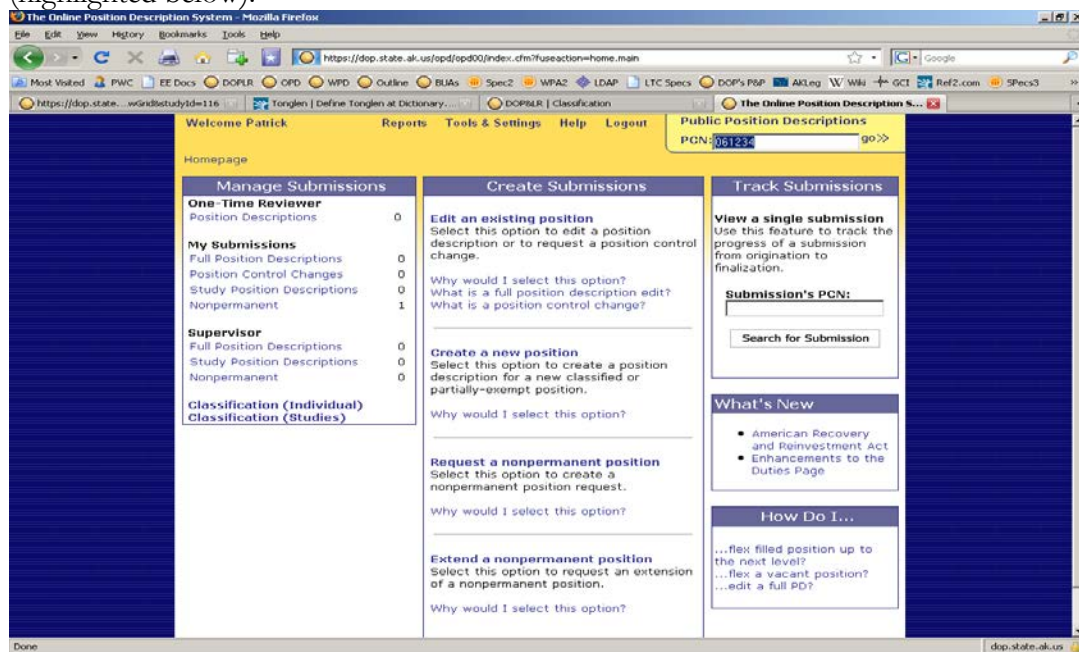
Q: I don't think my position was allocated correctly. What can I do?

A: Check with your supervisor. If your position needs to be reviewed, an updated Position Description (PD) should be submitted for review by Individual Allocations.

Q: My question wasn't really answered by the above FAQ information. How may I seek additional information?

A: Good question. Of course, one should always consult with his/her supervisor, first; however, there are additional resources available:

1. If you have further questions about this study or the study and classification processes in general, you may: Reference the Classification Homepage at <http://doa.alaska.gov/dop/classification/>.
2. If you wish to review your formal PD, please go to the Online Position Description (OPD) system at <https://opd.doa.alaska.gov/opd/>
 - a. Your username and password is the same as your State email account.
 - b. Once in the system, you may type your PCN (with no dashes) into the "Public Position Descriptions" function in the upper-right corner of your OPD homepage and follow the links (highlighted below).



3. You may also direct inquiries to your department's HR Service Center payroll or management services representative for additional questions.