

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 II) review and what are the changes?

- A:**
1. The study included 51 positions, all in the Department of Corrections at the Correctional Officer IV (Supervisory), Assistant Correctional Superintendent, and Correctional Superintendent I-II levels.
 2. Job analysis confirmed four supervisory job class levels and affirmed the need to update job class titles. To emphasize the related work performed and natural progression of management positions within the same Job Family, the Correctional Officer IV is retitled Correctional Supervisor; the Assistant Correctional Superintendent is retitled Correctional Superintendent I; the Correctional Superintendent I is retitled Correctional Superintendent II; and the Correctional Superintendent II is retitled Correctional Superintendent III.
 - a. Correctional Supervisors supervise floor operations and inmate populations through subordinate Correctional Officers IV in a correctional institution or facility.
 - b. Correctional Superintendents I assist higher level Correctional Superintendents in the administration, operation, and maintenance of an adult correctional institution, and act in their absence.
 - c. Correctional Superintendents II manage and direct the administration, operation, and maintenance of an adult correctional, maintaining appropriate control and custody of inmates and providing necessary services and rehabilitation programs within a secure environment.
 - d. Correctional Superintendents III manage and direct the administration, operation, and maintenance of an adult correctional institution, maintaining appropriate control and custody of inmates and providing necessary services and rehabilitation programs within a secure environment. At this level, facilities include diverse populations and provide a variety of budgeted and regularly reoccurring educational, reentry, and treatment programs which, when combined, result in increased organizational complexity. Contributing factors may include facilities housing populations that must remain separate from each other such as female, male, and juvenile offenders; the custody levels the facility is responsible for; and responsibility for significant populations requiring additional resources and designated housing, such as sex offender treatment programs, acute and/or sub-acute mental health units, protective custody, medical segregation, and administrative segregation.
 3. Existing salary range assignments remain unchanged.
 - a. Correctional Supervisors remain at range 18; Correctional Superintendents I at range 19; Correctional Superintendents II at range 21; and Correctional Superintendents III at range 22.
 4. Class specifications for all affected job series have been updated and placed in the appropriate job class family.

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 APEA members is found in Article 24.8(F) of the APEA 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 29 of the APEA Collective Bargaining Agreement.

Q: When will changes to my position take effect?

A: All study actions are effective December 16, 2016. No actions will be retroactively applied to any date prior to December 16, 2016.

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 December 16, 2016, and will be included in the pay period ending December 31, 2016.

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: How many staff and what type of work do Correctional Officers IV typically lead?

A: Positions allocated to the Correctional Officer IV lead one or more staff engaged in security and/or administrative functions in a correctional setting.

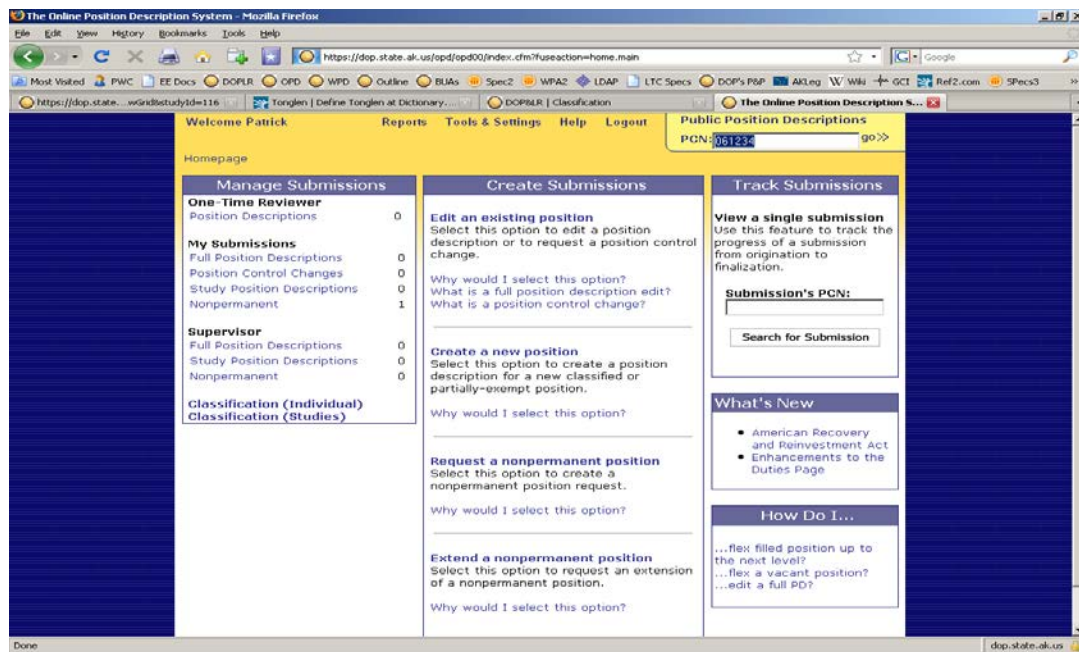
Q: Our Institution is reorganizing. Can we have both a Correctional Superintendent II and Correctional Superintendent III?

A: No. An Institution will have either a Correctional Superintendent II or Correctional Superintendent III based on the complexity of the Institution. However, an Institution may have multiple Correctional Superintendents I and Correctional Supervisors to assist with the administrative and operational needs of the Superintendent.

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 their 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.