



THE STATE
of **ALASKA**
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Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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Memorandum

To: Nicki Neal
Director

Thru: Keith Murry *KM*
Class Studies Supervisor

From: Erin Kelly *EK*
Class Studies Analyst

Date: August 13, 2013

Subject: AIAS Badge Study 2013

Preamble:

In December 2012, the Department of Transportation and Public Facilities requested a study to examine the work of six positions performing badge duties at the Anchorage and Fairbanks International Airports. The specific request was to examine the work and determine if a new job class should be created, or to evaluate the possibility of modifying an existing job class(es) such as the Motor Vehicle Customer Service Representative job class series. It was felt by the Agency that either of these options could help with recruiting and retaining the right applicants as it was believed that duties assigned to the badging staff were operationally different than those typically classified under the Office Assistant job class series.

Study Scope:

The job classes of the positions primarily being studied included Office Assistant II and Office Assistant IV. One position was allocated as an Administrative Assistant I (PCN 253053). This position was initially reviewed for information regarding badging duties while the Agency was undergoing an organizational restructure. Later it was determined since the position was still performing badging duties to formally place the position into the study and make the changes of the organizational restructure simultaneous with the completion of the study.

Study Contacts:

Contacts for this study included Trudy Wassel (Division Operations Manager) and Terri Tibbe (Airport Operations Superintendent) for the Anchorage International Airport positions and Angie Spear (Division Operations Manager) and Melissa Osborn (Airport Operations Specialist) for the Fairbanks International Airport.

History of the Positions

Since establishment, the majority of badging positions have been allocated within the Office Assistant job class series. This job class series was also known as the Administrative Clerk prior to the 2009 Administrative Clerk Study. Besides being reviewed in the Study, the only other measures relevant to the six positions has been an internal memo within the Agency requesting to work with Classification on these positions in April of 2010. The full study submittal however never materialized and positions have remained in the Office Assistant job class series ever since.

Class Analysis:

Positions performing badging duties are responsible for the badging process, record keeping, and security training for those individuals who work at either the Anchorage or Fairbanks International Airport or require access to designated airport areas. Duties include analyzing documents to ensure they are not fraudulent, performing fingerprinting of applicants, and electronic submittal of data for security threat analysis (STA) and criminal background checks as required under 49 CFR part 1542. Other duties include calculating and accepting payment for badge and security related fees, ensuring all records and logs are up-to-date and maintained by entering data or verifying existing data, and processing returned and revoked badges.

After observing those individuals performing badge work in the Anchorage International Airport and interviewing all remaining incumbents it was evident that the work performed by these positions continues to remain clerical in nature. The work involves processing data normally initiated elsewhere that can be readily ascertained and is subject to verification, revision, correction and forwarding for action, referral, or archiving. The work is structured, often repetitive, and performed in accordance with established guidelines. Variances in duties at the two airports included general aviation tie downs, lost and found, and some permitting work. These differences were however inconsequential as the work was still clerical in nature.

The State's classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that: 1) the same title can be used to clearly identify each position; 2) the same minimum qualifications for initial appointment can be established for all

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positions; 3) the same rate of basic pay can be fairly applied to all positions; and 4) employees in a particular class are considered an appropriate group for purposes of layoff and recall. Job classes should be constructed as broadly as is feasible as long as the tests of similarity are met.

Similar to advanced clerical job classes, positions in the badge study conduct specialized document examinations and independently make and implement decisions on validity, eligibility, and legality of requested transactions. The decisions require particular knowledge of program requirements and policies, as well as computer systems specific to the airports. This type of independent judgment, scope of responsibility, and application of policies, and regulations indicates the work does not require particular knowledge in a professional area that would justify their separation from the general clerical class, as do the Medical Records Assistant and Accounting Clerk.

Additionally, in comparison, the badge positions do not have a progressive body of work with increasingly distinct specialization similar to that of the Motor Vehicle Customer Services Representative where the work constitutes a subject area where encouraging a career service requires progression in the specialization, rather than in a body of knowledge that is transferable to other programs. The clerical nature of the work performed by the badging positions requires continued consideration of grouping the positions in the general Office Assistant job class series.

To further research this matter, additional measures were taken to review other badging positions at other in state airports such as the Juneau International Airport and out of state airports such as the Port of Seattle. Though not all airports responded, research results indicated that badging work is performed by clerical staff and have even been classified as an Office Assistant.

It is common for employees and hiring managers to consider the particular programmatic knowledge required in an organization's work as making their positions sufficiently different from other organization's positions to justify a separate classification. In evaluating requests to create a new job class for positions we follow sound classification principles. These principles require examining the whole job to ensure the proper elements dictate its classification and that job classes are constructed as broadly as they can be while remaining workable. Careful examination of the tests of similarity protects employees from the consequences of excessive fragmentation of classes and ensures we maintain maximum equity.

As it stands the current work of the badging positions is not outside the encompassing job class series of the Office Assistant, which includes positions that perform tasks such as drafting and editing correspondence, entering data, and providing general reception; retrieving and/or disseminating information on programs and services; performing examinations of documents, histories, and other articles, using databases, software applications, and spreadsheets; preparing and maintaining case files and file documents; receiving and processing applications and issuing permits, licenses, vital documents, and/or benefits of limited scope; preparing, tracking, and processing staff

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travel arrangements; reviewing office invoices for payment on purchases; determining appropriate collocation codes, ledgers, programs, and account codes appropriate to the intended purpose of the product or service; and verifying that coding is correct and requisite documents are complete regardless of a specific program.

Conclusions:

The positions performing badging duties continue to meet the four tests of similarity and remain properly allocated within the Office Assistant job class series.

Positions are being processed as updates through the Online Position Description (OPD) System. PCN 253053 is being held for further review and will be allocated when the review is completed.

Correspondence on the allocation of study positions is being distributed through the OPD system including all FLSA determinations that apply.

Attachments:

Allocation Spreadsheet

cc: Steven Hatter, Deputy Commissioner
Department of Transportation and Public Facilities

Mary Siroky, Director
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