



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

DIVISION OF PERSONNEL AND LABOR
RELATIONS

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Memorandum

To: Kate Sheehan
Division Director

Thru: Kate Orozco
Classification Manager

From: Chris Moniz
Classification Analyst

Date: August 21, 2023

Subject: Adult Probation Officer Study

Summary:

The Division of Personnel & Labor Relations (DOP&LR) Classification Section has completed the Adult Probation Officer study. This study was initiated by the Department of Corrections (DOC) to address changes in the work of Adult Probation Officers as a result of the passage of Senate Bill 91 by the Alaska State Legislature in 2016, and the subsequent creation and merging of the Pretrial Enforcement Division into the former Division of Probation and Parole to form the Division of Pretrial, Probation and Parole (DP3).

Job analysis supported the establishment of three class series to address the changes in probation and parole work in the State of Alaska. Adult Probation Officers perform a broad range of probation/parole functions and provide rehabilitative services for an adult offender population in an institutional or community setting. Pretrial Services Officers supervise and enforce court-ordered conditions of release for unsentenced defendants awaiting trial in a community setting. Pretrial, Probation and Parole Administrators manage probation, parole, and/or pretrial functions and oversee community-based services and operations.

Classification determined that it is appropriate to create three distinct class series. The Adult Probation Officer 1-3 series retains the existing trainee, journey, and supervisory levels, but differentiates institutional and field probation/parole work into two separate classes. The Pretrial Services Officer 1-3 series is established to address the pretrial enforcement program established under AS 33.07.010. The

Pretrial, Probation and Parole Administrator 1-3 is essentially a retitling of the existing Adult Probation Officer 4-6 classes to address the managerial aspects of the probation, parole, and pretrial functions.

The final job and salary analysis are as follows:

Study Results:

Class Title	Class Code	Pay Grade
Adult Probation Officer 1	PJ04A1	15
Adult Probation Officer 2A	PJ04A2	17
Adult Probation Officer 2B	PJ04A3	18
Adult Probation Officer 3	PJ04A4	20
Pretrial Services Officer 1	PJ04B1	15
Pretrial Services Officer 2	PJ04B2	18
Pretrial Services Officer 3	PJ04B3	20
Pretrial, Probation and Parole Administrator 1	PJ04C1	21
Pretrial, Probation and Parole Administrator 2	PJ04C2	23
Pretrial, Probation and Parole Administrator 3	PJ04C3	25

All study actions regarding the Adult Probation Officers, Pretrial Services Officers, and Pretrial, Probation and Parole Administrator job classes are effective August 21, 2023. Correspondence on the allocation of this study position is being distributed through the OPD system.

cc: Jennifer Winkelman, Commissioner
Office of the Commissioner
Department of Corrections

April Wilkerson, Deputy Commissioner
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