



# Memorandum

To: Nicki Neal  
Director

Thru: Keith Murry   
Class Studies Supervisor

From: Pat Morrissey   
Human Resource Consultant

Date: September 18, 2013

Subject: **Biometrician IV Internal Alignment Review**

## Introduction:

The Department of Fish and Game (ADF&G) requested a review of the internal alignment of the Biometrician IV job class. Of particular concern to ADF&G was that the current alignment of the class to salary range 21 was misaligned with comparable and more recently reviewed job classes within the PH01 job family, and the alignment was compressed in comparison to the lower level Biometrician III, which is aligned at salary range 20.

## Study Scope and Objectives:

The scope of this review was limited to the internal alignment review of a single job class composed of two currently vacant positions:

- PCN 114187, employed in the Division of Sport Fish; and,
- PCN 117025, employed in the Division of Commercial Fisheries.

It did not involve any substantial review and modification to the definition; distinguishing characteristics; examples of duties (EODs); knowledge, skills, and abilities; or minimum qualifications (MQs) of the class concept.

## Study Contacts:

Initial study discussions were conducted with Carol Petraborg (Division Operations Manager, Division of Administrative Services). Stacie Bentley (Human Resource Manager) and Lisa Myers (Administrative Officer I, Division of Commercial Fisheries) were notified of the start of this review.

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### **Pertinent Class History:**

The current Biometrician IV job class was established June 22, 1972, as Biometrician III (P6132/SR 21), the highest level of a three class series, which also included Biometrician I (P6130/SR 17) and Biometrician II (P6131/SR 19). The MQs were revised effective September 16, 1976, and again on September 18, 1986. The entire series was studied in 1989, which resulted in the establishment of a new class level responsible for either supervising the biometric activities of a defined region or biometric-related policy review, which was aligned to salary range 20. As a result, the four classes were re-titled and re-coded and the former Biometrician III was amended to Biometrician IV (P6138/SR 21). These changes were implemented November 1, 1989. The distinguishing characteristics and EODs were amended April 1, 1998, and the MQs and MQ Questions were amended April 14, 1999. Other than the class code being established as PH0144 on July 1, 2006, there have been no substantial changes to this job class since.

### **Class Review Process, Methodology, and Analysis:**

Position descriptions (PDs) for both vacant positions were updated and submitted to the Division of Personnel and Labor Relations on July 30, 2013. The nature, scope, latitude, and complexity of formal duties and responsibilities as provided in the current Biometrician IV class specifications and supported in the updated PDs were reviewed for appropriate internal alignment within the State's pay plan.

There are currently two Biometrician IV positions in the State, each reporting to a Fisheries Scientist II:

- PCN 114187, in the Division of Sport Fish, supervises all statistical research, analysis, and reporting conducted by the division's Biometrics Unit, as well as providing oversight of the division's operational planning process to ensure the quality of data collected, analyzed, and utilized for management of statewide sport fisheries.
- PCN 117025, in the Division of Commercial Fisheries, serves as the division's statewide salmon fisheries biometrician. The position provides broad statistical and biometric advice and oversight for research and management of commercial and subsistence salmon fisheries and is responsible for general oversight and review of division project operational plans for biometric design and adherence to department operational plan policy.

Both positions are assigned substantive responsibility regarding the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates, which include Biometricians III.

Review of the updated PDs indicates that these positions design, plan, and perform biometric research, analysis, and problem solving for fisheries research and management programs and, as supervisory biometricians, are responsible for either: all information and research analysis or statistical reporting for an information management and biometric technical services section of a division, or serving as the principal salmon biometrician providing policy review and technical

expertise in statistical and biometric issues related to research and management of commercial and subsistence salmon fisheries.

The scope, latitude, and complexity of predominant duties and responsibilities continue to meet the definition and distinguishing characteristics of the contemporary Biometrician IV class, indicating no updates to the concept or class specification were necessary.

To be direct, this review was atypical to those normally conducted by Classification Studies in that it is exclusively focused on the internal alignment of a single job class within a larger class series without benefit of the PD updates, review, incumbent interviews, and assessment and update of the class concepts for the entire series and its impacted positions as is standard classification practice and procedure. In addition, comparative review of the nature, scope, variety, and complexity of updated duties and responsibilities with the existing class specification indicated no dramatic changes typically associated with the necessity of realignment.

That stated, this review was initiated as a unique, non-standard project in consideration of the substantial lapsed time since last review (approximately twenty-four years) and in assessment of the significant concerns presented by ADF&G with regards to the internal alignment of the Biometrician IV job class in more recent reviews and range structures of other class series within the PH01 family.

### **Internal Alignment Analysis:**

Under internal alignment, the salary range of a job class is determined based on internal consistency within the State's pay plans with the goal of providing fair and reasonable compensation for services rendered and 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 job classes of a similar nature, kind, and level first in the same job family; then within other job families within the same occupational group. Comparisons with classes in job families outside the occupational group are made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the class has particular characteristics that justify comparisons with another job family. The greater the similarity with the study class the more weight should be given. Comparisons within the job family are typically given greater weight than those outside of the job family.

The Biometrician IV job class is categorized as performing Professional/Managerial (Category B) work, is assigned to the PH (Biological Sciences) occupational group and, more specifically, the PH01 (Fish and Wildlife) family.

Overall, with the exception of comparable classes aligned to salary range 23, there was no lack of comparable classes within the PH01 family with which to draw valid comparisons to the work of the Biometricians IV for purposes of internal alignment. The sole PH01 class aligned to salary range 23 (PH0199, Executive Director II, Boards of Fish & Game) is in the partially exempt service and is not suitable for valid internal alignment comparisons. The review was slightly expanded into the larger occupational group to include comparison to one class from the PH03 (Natural Resources and Forestry) family in order to facilitate a valid comparison with work performed by a class aligned to salary range 23.

Range	Job Class	Description	Range Characteristics
Range 21	Fisheries Geneticist III (PH0162)	A single-position class that serves as at the department's Genetics Laboratory supervisor responsible for providing leadership in fish and shellfish genetic research and related laboratory services. The incumbent is responsible to direct genetics research projects and exercise supervision over lower level fish geneticists, technicians, and biometricians.	Comparable classes aligned to this range are predominantly supervisory and responsible for directing and administering major research projects.  The work is characterized by providing the highest level of technical expertise and substantive responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates. Preparation for these job classes is typically through a combination of graduate level study and extensive prior experience.
	Wildlife Physiologist III (PPH0173)	Designs, directs, supervises, and manages major wildlife physiology research programs and related scientific investigative projects.	
Range 22	Fisheries/Wildlife Scientist I (PH01x6)*	Supervisory class responsible for independently planning and managing expert original research; determining methodologies or disciplines in addressing complex problems and issues; directing statewide research projects and technical services, some of which have national or international implications; and may be responsible for statewide management of a specialized research unit or functional area of research.	Comparable classes aligned to this range are supervisory and responsible managing a division's major research and/or management programs.  The work is characterized by substantial responsibility for planning, organizing, directing, coordinating, and controlling activities and resources to efficiently accomplish the functions and goals of a division. Preparation for these job classes is typically through a combination of extensive prior experience and either baccalaureate or graduate level study.
	Fish & Game Coordinator (PPH0190)	A supervisory class responsible for: managing all of a division's fisheries, wildlife, or habitat management and research activities within a geographic region of the State; managing the research or management of major fisheries or wildlife programs that include multiple species, single species with federal or international involvement, or whose scope exceeds regional boundaries; or providing technical expertise to policy level executives for resource management with federal or international implications.	
Range 23	Natural Resource Specialist V (PH0315)	Serve as a division's chief policy analysts and advisors regarding oil, natural gas, and forestry development within the state.	Comparable classes aligned to this range are responsible for policy analyses, recommendations, and decisions regarding highly complex, politically, environmentally, and economically sensitive matters pertaining to resource exploration and development.  The work is characterized by significant scrutiny from the legislature, other governmental agencies, the public, and oil companies, as well as national and international advocacy groups. Preparation for these job classes is typically through a combination of advanced study and/or extensive resource management experience.

<b>Range 24</b>	Fisheries Scientist II (PH0167)	Supervisory class responsible for serving as either chief of research for the Division of Sport Fish or as chief of research for either salmon fisheries, or ground fish and shellfish fisheries for the Division of Commercial Fisheries.	Comparable classes aligned to this range are supervisory and serve as the chiefs of all research for their respective divisions.
	Wildlife Scientist II (PH0177)	This is a single position job class that serves as the Chief of Research for the Division of Wildlife Conservation.	The work is characterized by responsibility for the division's quality of research, its applicability to management of the State's resources, and service as the line authority and policy for all research activities in multiple function areas. Preparation for these job classes is typically through graduate level study and considerable prior experience.

\*Please note that for purposes of this review, the Fisheries and Wildlife Scientist I job classes, have been consolidated into single concepts due to substantial similarities in work that are separated only by biological area of specialization (e.g., wildlife vs. fish).

Chief among the concerns behind this review was that the Biometrician IV, as currently aligned to salary range 21, was compressed in relation to its subordinate Biometrician III, which aligns to salary range 20. Although frequently practiced, there is no formal provision in the State's pay plan that explicitly determines that defined professional supervisory classes are aligned two ranges above the highest level of professional work typically supervised. Instead, this type of structuring is determined by consistency with the structures of comparable class series within the job family or, barring sufficient comparisons, the greater occupational grouping. In reviewing comparable Category B classes within the PH01 family, it was determined that the structure of defined supervisory to subordinate job classes maintained a two range separation with significant consistency. For example, the Fishery/Habitat/Wildlife Biologist I-IV classes are aligned to salary ranges 14, 16, 18, and 20, respectively, with defined regional supervision assigned to the Fish and Game Coordinator class, which is aligned at salary range 22. In contrast, the Biometrician I-IV class series is currently aligned to salary ranges 17, 19, 20, and 21, respectively, indicating substantial compression within the series.

Similar range characteristics across the class structures comprising a job family are not sufficient in themselves to support aligning a supervisory job class two ranges above the highest level of work supervised if the difficulty, responsibility, knowledge, skills, and other characteristics of the work performed by the studied class are not sufficiently commensurate with others at the higher salary range. In other words, under internal alignment, the work performed by the Biometrician IV job class must also be comparable to that performed by other similar classes aligned to salary range 22 (or higher) in order to justify a change in alignment.

Biometricians IV are supervisory biometricians responsible for either all information and research analysis or statistical reporting for an information management and biometric technical services section of a division, or serving as the principal salmon biometrician providing policy review and technical expertise in statistical and biometric issues related to research and management of commercial and subsistence salmon fisheries.

The two Biometrician IV positions report to Fisheries Scientists II and are not responsible for a sufficiently comparable scope, complexity, and controversy of administered programs, policies, and associated decisions as attributable to those classes aligned to either salary range 23 or 24.

Like the Fisheries Scientist I and Wildlife Scientist I classes, the Biometrician IV performs advanced, specialized scientific work requiring similar developmental backgrounds with regards to requisite education and/or experience.

Biometrician IV shares a similar scope and latitude of supervisory authority with the Fisheries/Wildlife Scientists I and Fish and Game Coordinator classes with regards to managing or otherwise directing fish, wildlife, and/or habitat research programs. All of these classes share sufficiently similar scope and complexity of responsibilities with regards to planning and managing research and analysis activities related to similar varieties of fish and/or wildlife species, determining the methodologies and disciplines that will be applied within their areas of responsibility, and providing technical expertise and policy input to indicate appropriate alignment with each other at salary range 22.

### **Conclusions:**

Concerned that the current alignment of the Biometrician IV job class to salary range 21 was misaligned with comparable job classes within the PH01 job family and compressed in comparison to the subordinate Biometrician III, ADF&G requested a review of the internal alignment of the Biometrician IV job class.

The preceding class review and internal alignment analysis indicates that the Biometrician IV job class should be changed to salary range 22.

No other changes were made to the Biometrician IV class specification.

The range change and all related actions are effective September 20, 2013.

Correspondence on the allocation of study positions is being distributed through the OPD system.

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