

# MEMORANDUM

## State of Alaska Department of Administration Division of Personnel

To: Linda Perez  
Division of Administrative Services  
Office of the Governor

Date: November 8, 2002

From: Lee Powelson  
Classification Manager

Subject: Chief of Enforcement, Alaska  
State Commission for Human  
Rights

**HISTORY.** The Office of the Governor requested a classification study to establish a single-position job class in the partially exempt service to serve as the Chief of Enforcement for the Alaska State Commission for Human Rights (ASCHR). In support of that request a position description and draft class specification were submitted.

The ASCHR is established at AS 18.80 et seq. AS 39.25.120(5) places the staff in the partially exempt service. Positions in the partially exempt service are included in the state's classification plan and are compensated according to the pay plan under AS 39.27.011. The salary assignment for positions in the partially exempt service is determined through internal alignment with other state classifications.

**SCOPE.** The study included a single position (PCN 01-9010) that will serve as the Chief of Enforcement of the ASCHR.

**ANALYSIS.** The Chief of Enforcement supervises approximately one-half the staff of the ASCHR and directs the work of staff attorneys and the Investigations Unit. The primary purpose of the position is to supervise the ASCHR's Hearing Unit (staffed by attorneys) and the Investigations Unit. The position will supervise all investigations and hearings on behalf of the ASCHR and will assist the Executive Director in development and execution of long-range planning for the ASCHR. The position will have responsibility for policy development governing the administration and enforcement of Alaska's Human Rights Law.

These duties are a combination of those normally expected of a Deputy Director and those required of attorneys in the Department of Law and the Public Defender's Office who supervise attorneys and represent a state agency in legal proceedings.

The duties of this position are sufficiently different from those of the Attorney series and the other Deputy Director job classes to warrant creation of a separate job class.

## **SALARY ANALYSIS**

Deputy Directors or the functional equivalents are traditionally established at salary range 23. The position has administrative and supervisory responsibility for a major segment of the ASCHR staff. Unlike most Deputy Directors, this position requires admission to the Alaska State Bar and supervises staff attorneys for the ASCHR; therefore, comparison with the Attorney series is the most appropriate for purposes of internal alignment.

Attorney IV positions (SR 24) render legal services of a difficult nature in a variety of fields of law. The Attorney IV is the typical full working level class requiring a broad knowledge of legal precedents and trends required for application to the cases assigned. Attorneys at this level are expected to exercise their own judgment on supervision needed and otherwise to provide complete analysis and response to the problem, subject to review for important policy or precedent effect. Assigned cases or legal problems often involve difficult legal issues (e.g., several and conflicting issues, precedents are lacking or highly arguable) difficult policy issues, or significant potential ramifications. Assignments may also require supervising other attorneys in specific legal matters.

Attorney V positions (SR 25) perform and supervise a variety of complex and specialized legal work. This is the "expert" or supervisory class in which positions serve as section chiefs, as District Attorneys or Assistant Public Defenders for moderately active geographic areas, as assistant chiefs in large metropolitan offices, or as experts in highly technical and specialized areas of law. They work almost exclusively on the most difficult cases. Complex factual or policy issues require extensive research, analysis, obtaining and evaluating expert testimony or information in controversial or highly technical areas (scientific, financial, corporate, etc.). Cases typically have substantial impact on large-scale and important activities of state agencies or public or private parties, and cases are often contested by extremely capable legal talent.

The Chief of Enforcement will supervise other ASCHR Attorneys and will be expected to perform at the full working level under the administrative supervision of the Executive Director. The duties lack the variety of legal matters and the staff size typical of a District Attorney. The most appropriate comparison for purposes of internal alignment is the Attorney IV, salary range 24.

## **CONCLUSION**

Based upon a review of the duties of the position and comparison with other job classes the Chief of Enforcement, ASCHR is established in the partially exempt service at salary range 24 effective November 8, 2002.