

# STATE OF ALASKA

Department of Administration  
Division of Personnel & Labor Relations

Sean Parnell, GOVERNOR

P.O. Box 110200  
Juneau, AK 99811-0200  
Phone: (907) 465-2200  
Fax: (907) 465-2135

## Memorandum

To: Nicki Neal  
Director

Thru:   
Keith Murry  
Class Studies Supervisor

From: Erin Kelly   
Human Resource Specialist II

Date: May 31, 2012

Subject: Deputy Fire Marshal Study

### Preamble:

January 2012 a study request was made to update and revise the Deputy Fire Marshal I and II job class specifications, as well as explore adding a new supervisory level to the Building Plans Examiner job class.

### Study Scope:

This study included eight positions in the Department of Public Safety. Two were allocated to the existing Deputy Fire Marshal II job class and six were allocated to the existing Deputy Fire Marshal I job class.

### Study Contacts:

The study contacts for the Deputy Fire Marshal Study included David Tyler, Director of Fire and Life Safety and Cheri Cadiente, Special Assistant to the Commissioner II from the Department of Public Safety.

### History of Job Class:

In 1974, the State of Alaska created the Deputy Fire Marshal job class (P7867) to define work performed by incumbents who planned, organized, and coordinated state wide programs relating to fire safety and functioned as second in command under the State Fire Marshal.

Two years later a study was requested to review the Regional Fire Marshal, Deputy Fire Marshal, Fire Prevention Inspector, Assistant State Fire Marshal, and State Fire Marshal job classes. This review changed class concepts, salary range assignments, and class titles. The final result was the abolishment of the Regional Fire Marshal, Deputy Fire Marshal, and Fire Prevention Inspection job classes effective January 1, 1977; an update to the Assistant State Fire Marshal and State Fire Marshal job class specifications; and the creation of a new Deputy Fire Marshal class series. This series included Deputy Fire Marshal I (P7864), Deputy Fire Marshal II (P7863), and Deputy Fire Marshal III (P7862). The Deputy Fire Marshal I performed journey level work of conducting life and fire safety surveys of buildings, occupancies, and premises; investigated questionable conditions; prepared safety reports; and testified as to circumstances and incidents. The Deputy Fire Marshal II was responsible for conducting special projects/assignments and for conducting complete fire investigations within a region. The Deputy Fire Marshal III job class defined positions responsible for all life and fire safety surveys and investigations for a major region in the State of Alaska. Since the agency did not adopt the regional structure used to create the Deputy Fire Marshal II level, none of the positions were allocated to the job class at that time.

As the Deputy Fire Marshal II job class (P7863) was not utilized for a few years it was abolished in 1979. In December of 1982 the series was revised to update the specifications based on the work performed and to renumber the Deputy Fire Marshal job classes to make them consecutive. The most significant change was the Deputy Fire Marshal III (P7862) retitled to Deputy Fire Marshal II (P7862).

Since that time, besides a salary range change in 1984 for the Deputy Fire Marshal II job class as a result of a negotiated agreement, all other changes to the specifications have been primarily to the minimum qualifications regarding experience and training through the Alaska Police Standards Council, the most recent in 2008.

### **Class Analysis:**

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 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 lay off and recall.

Deputy Fire Marshals have been defined as positions assigned to supervise and perform a variety of duties directly and indirectly related to the statewide programs of life and fire safety, prevention, engineering, training, and investigation. The purpose of this study was determine whether or not the

work performed by Deputy Fire Marshals I and II was accurately reflected in the class specifications, to update law enforcement authorities described in the position descriptions and specifications, and to ensure positions are allocated correctly. To examine this, position descriptions were submitted, telephonic interviews completed, and comparative analysis performed.

Evaluation of the Deputy Fire Marshals I indicated that the work continued to be journey level fire investigation and building inspection work. What had changed were some of the codes that are applied, some of the technology utilized, and an expanded role in fire investigations that required different training requirements. To reflect these changes the specifications were updated and modified to reflect the current specification format being utilized by the State of Alaska and the examples of duties and knowledge, skills, and abilities were expanded.

Of the two Deputy Fire Marshals II positions that were examined in this study one position, PCN 122027, is responsible for supervising fire and life safety surveys and investigations in the State of Alaska. The other position, PCN 122006, is tasked with supervising fire and life safety construction inspection and plan reviews of primarily architectural and engineered construction plans encompassing the disciplines of mechanical, electrical, survey and structural engineering. Since this type of work necessitates different knowledge, skills, abilities, and training, and did not meet the tests of the similarity, grouping the positions together for personnel administration was not appropriate.

To resolve this, the Deputy Fire Marshal II job class was updated and modified to better reflect the knowledge, skills, and abilities of the supervisory work being performed by PCN 122027.

PCN 122006 is responsible for overseeing and supervising a unit of professional and technical staff, primarily Building Plans Examiners, which ensure compliance with building and fire and life safety requirements. The incumbent serves as a working supervisor that performs and evaluates all plan reviews including complex designs, specifications, and plans of predominately nonstructural aspects and is responsible for allocating resources within the unit.

This work best aligns with the work of the Building Plans Examiner job class that defines specialists who review and examine the most complex designs, specifications and plans for predominantly nonstructural aspects such as mechanical, electrical, plumbing, and related systems and components. However, the Building Plans Examiner class specification fails to address the supervisor's higher level of skills and responsibilities in relation to the nature, variety and complexity of the work; the nature of supervision received; the nature of guidelines available for performing the work; the initiative and originality required; the purposes and nature of person-to-person work relationships; the nature and scope of recommendations, decisions, commitments, and consequence of error; the nature and extent of supervision exercised over the work of other employees; and the qualifications required. Subsequently, the work performed by PCN 122006 is now being distinguished by a new job class, written as a second level to the Building Plans Examiner, which reflects supervisory responsibilities and will be titled Building Plans Examiner II.

**Class Title:**

A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

Based on the predominant body of work performed by the Deputy Fire Marshal I and II continuing to remain the same, the Deputy Fire Marshal series title continues to concisely and accurately reflect the level of work and is used as a common name for other positions that perform this type of work in other states. Therefore, the series class title shall remain the same for the two Deputy Fire Marshal job classes.

The work performed by PCN 122006 is now being distinguished by a new job class and will be titled Building Plans Examiner II. It reflects the type of work being performed and is easily recognized and understood by applicants as the next level in the series performing and supervising the review and examination of specifications and plans of predominantly nonstructural aspects of buildings.

**Minimum Qualifications:**

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work performed.

Given that there is a history of successful applicant pools that elicit qualified candidates and the Deputy Fire Marshal I and II job class specifications remain the same at their core, the minimum qualifications will remain the same with the exception of the Building Plans Examiner experience qualifying for the Deputy Fire Marshal II being removed.

The minimum qualifications for the newly defined body of work, Building Plans Examiner II which functions as a working supervisor, were established as requiring one year of experience conducting technical plan reviews and analysis for fire and life safety and building code compliance which can be met by service as a Building Plans Examiner I with the State of Alaska, or the equivalent elsewhere. This provides the basic formal training that prepares individuals for this supervisory level and is consistent with other such supervisory job classes within the State of Alaska.

**Class Outline:**

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families

and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

Based on the nature of the worked performed, both the Deputy Fire Marshals and the Building Plans Examiner II fall into the Occupational Group PJ that includes families of classes that advise on, administer, supervisor or perform law enforcement, fire fighting, public protection, corrections, or probation or parole work.

When evaluating the specific job family for the Deputy Fire Marshal's two families were determined as suitable for potential placement. The first being PJ01 Law Enforcement family that includes classes of positions that advise on, administer, supervise or perform law enforcement work involving protection of life and property; prevention of crime; and enforcement of statutes, ordinances, or laws including traffic and safety and initial preparation for employment is typically through specialized training and positions normally require the incumbent be certified by the Alaska Police Standards Council as a Police Officer. The second being PJ02 which includes classes of positions that advise on, administer, supervisors, or perform work involved in fighting fires and maintaining firefighting equipment; inspecting for fire hazards; and developing plans, procedures, and standards concerned with fire prevention. Initial preparation in this Job Family is typically through specialized training in fire fighting with subsequent career progression based on progressively responsible experience.

Although the work of the Deputy Fire Marshal's has evolved since the last review and does carry more enforcement related duties which include training through the Alaska Police Standards Council it was determined that the job classes best fall in the PJ02 job family. This decision is based on the primary duties of the series relating to inspecting for fire hazards; and developing plans, procedures, and standards concerned with fire prevention.

The responsibilities of the Building Plans Examiner II to ensure compliance with building and fire and life safety requirements by performing and supervising complex technical plan reviews and analysis places the job class in the PJ02 Job Family along with its series class, Building Plans Examiner (I).

Subsequently, the following Class Codes and AKPAY Codes are as follows.

Deputy Fire Marshal I	Class Code: PJ0242	AKPAY code: P7864
Deputy Fire Marshal II	Class Code: PJ0241	AKPAY code: P7862
Building Plans Examiner II	Class Code: PJ0251	AKPAY code: K0117

### **Fair Labor Standards Act**

The positions in this study are covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemption for employees in a bona fide executive, professional, or administrative positions that can be addressed in general by job class.

Deputy Fire Marshals I are not overtime exempt under the Fair Labor Standards Act and are overtime eligible. The work performed by Deputy Fire Marshals I is considered work of a First Responder. First Responders include those who perform work such as preventing or detecting crimes, conducting investigations or inspections for violations of law, performing surveillance, interviewing witnesses, interrogating and finger printing suspects, preparing investigative reports, or other similar work. They are not executive because the primary duty is not management of the enterprise; even if they direct the work of others in the conduct of an investigation or fighting a fire. They are not administrative because the primary duty is not work directly related to the management or general business operation of the employer or the employer's customers and they are not professional because their primary duty does not require knowledge of an advanced type in a field of science or learning. Although some education/college degrees qualify for meeting the minimum qualifications, a specialized academic degree is not standard preparation for employment in such occupations.

Deputy Fire Marshals II are not considered First Responders as their primary duty is the management of people who are First Responders. For this reason Deputy Fire Marshals II meet the executive criteria as they are responsible for the management of an enterprise, duties include the customary and regular direction of the work of two or more other employees, and includes the authority to hire or fire other employees. They are not administrative because the primary duty is not work directly related to the management or general business operation of the employer or the employer's customers and they are not professional because their primary duty does not require knowledge of an advanced type in a field of science or learning. Therefore, Deputy Fire Marshals II are overtime exempt under the Fair Labor Standards Act under the executive exemption and are not eligible for overtime.

Building Plans Examiners II, supervise a group of technical and professional positions, primarily Building Plans Examiners I, that perform fire and life safety construction inspections and plan reviews of architectural and engineered construction plans encompassing the disciplines of mechanical, electrical, survey, and structural engineering. Building Plans Examiners II are executive because the primary duty is management of the enterprise, duties include the customary and regular direction of the work of two or more other employees, and includes the authority to hire or fire other employees. They are not administrative because the primary duty is not work directly related to the management or general business operation of the employer or the employer's customers and

they are not professional because their primary duty does not require knowledge of an advanced type in a field of science or learning.

### Salary Analysis:

The salary range of a job class is determined based on internal consistency within the State's pay plans, in accordance with merit principles, with the goals 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 in the same occupational group and job family or related job families. Comparisons with classes in job families outside the occupational group are made only 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 the job family.

As previously discussed, the Deputy Fire Marshal I, Deputy Fire Marshal II and Building Plans Examiner II all perform work that falls under the Occupational Group PJ: Police, Fire Fighters, and Corrections. Further, the job classes all perform work defined within the Firefighting and Inspection Job Family (PJ02), which includes positions that advise on, administer, supervise or perform work involved in fighting fires and maintaining firefighting equipment; inspecting for fire hazards; and developing plans, procedures, and standards concerned with fire prevention.

In analyzing and determining the salary range for the classes under review, comparisons were made to various job classes within two particular job families; PJ01 Law Enforcement and PJ02 Fire Fighting and Inspection. The Law Enforcement Family (PJ01) defines positions that advise on, administer, supervise or perform law enforcement work involving protection of life and property; prevention of crime; and enforcement of statutes, ordinances, or laws including traffic and safety. This expanded comparison was made to better confirm internal alignment as there was a limited number of job classes within the PJ02 Job Family for comparison.

Seeing as analysis necessitated comparison across job families it was determined that for evaluating consistency the most effective way was to individually take each study class and compare it to the characteristics of similar job classes within the two job families by range. This method is outlined below using tables that illustrate the comparison job classes and the characteristics that are common among each range in relation to the eight classification factors.

### Deputy Fire Marshal I

To ensure internal consistency with the State's plan the Deputy Fire Marshal I job class was compared to Airport Police & Fire Officers (I-IV); State Trooper Recruit; State Trooper; Corporal, Department of Public Safety; and Sergeant, Department of Public Safety job classes. Other job

classes within these two families were excluded as to not skew results by comparing across pay plans.

Range	Job Class	Description	Range Characteristics
Range 74	Airport Police & Fire Officer I	Novice work related to crash/fire/rescue, law enforcement, and safety functions at state owned international airports.	Entry level work characterized by enforcement work that focuses on training, applying, and implementing law enforcement field training, principles, and practices.
	State Trooper Recruit	Structured training work consisting of academic study, physical training, and practical field training to apply basic law enforcement practices.	
Range 75	Airport Police & Fire Officer II	Incumbents independently perform law enforcement and crash/fire/rescue duties on a regular rotating basis.	Developmental work consisting of law enforcement activities. Work is performed under limited supervision with continued training as part of a coupled class.
Range 76	Airport Police & Fire Officer III	Lead level positions responsible for a patrol shift or lower level officers.	Journey-level work consisting of law enforcement activities such as patrolling, performing investigations, and writing and compiling reports all under limited supervision.
	State Trooper	Perform law enforcement work in the protection of public safety, or fish and wildlife.	
Range 77	Airport Police & Fire Officer IV	Watch commanders and/or senior representatives for the entire airport operation.	Lead-level work of mentoring others in the field, handling some of the more complex cases, assigning work, setting task priorities, and possibly preparing evaluations.
	Corporal, Department of Public Safety	Working leader over two or more Regularly Commissioned Officers or commands a marine vessel which requires a crew of one or more.	
Range 78	Sergeant, Department of Public Safety	Permanent assignment as working leader over a team of law enforcement personnel performing a wide range of diverse law enforcement activities.	Advanced lead-level work consisting of unusual, difficult or exceptional matters; modifying approaches, methods, or techniques; represents expertise in a specialist area and includes some lead level responsibilities.

Deputy Fire Marshals I direct the administration of State and Federal fire regulations and laws to conduct fire and life safety surveys of existing buildings; enforce State fire safety codes for the correction of fire hazards in facilities; investigate fires of any cause; and examine and review plans and specifications involving new construction, alterations, and remodeling for compliance with applicable codes and standards. The initiative and originality that is exercised and the nature and scope of recommendations, decisions, commitments, and consequence of error indicate that the Deputy Fire Marshal I best aligns to the Airport Police & Fire Officer III and State Trooper that perform professional journey level work. Work is comparable in the initiative and originality required; the scope of recommendations, decisions, commitments, and consequence of error; and in the diverse nature, variety, and complexity of the work. Subsequently, the Deputy Fire Marshals remains aligned as a Range 76.

Deputy Fire Marshals II

The Deputy Fire Marshal II was compared to Building Plans Examiner (I); Training Coordinator, AK Police Standards Council; Fire Training Specialist; Airport Police & Fire Officers (V-VI); TransAlaska Pipeline Fire Safety Specialist; Administrative Investigator I-DPS; Fire Training Administrator; Assistant State Fire Marshal; Administrative Investigator II-DPS; Lieutenant, Alaska State Troopers; and Executive Director Alaska Police Standards Council. Other job classes within these two families were excluded as to not skew results by comparing across pay plans.

Please note the following table includes the same job classes as those used for analysis for the Building Plans Examiner II salary alignment. These job classes fall within the same pay plan and exhibit the same characteristics used for internal alignment comparison based on internal consistency within the State's pay plans, in accordance with merit principles, with the goal of providing fair and reasonable compensation of like pay for like work.

Range	Job Class	Description	Range Characteristics
Range 19	Building Plans Examiner (I)	Performs technical plan reviews and analysis for new construction or building renovation to ensure compliance with state building, fire and life safety codes.	Journey to Lead level professional work conducting code compliance, training, and/or education.
	Training Coordinator, AK Police Standards Council	Develop and coordinate training programs leading to all levels of police certification by the APSC.	
	Fire Training Specialist	Develop, coordinate, and teach fire suppression and public fire prevention education training programs statewide.	

Range 20	Airport Police & Fire Officer V	Supervisory job class that plans, organizes, and manages the airport crash/fire/rescue, safety and security programs for one of the two international airports.	Supervisory work with the authority to effectively recommend or independently take action to employ (appointment, transfer, and promotion), discipline or discharge, or adjudicate the grievances of a subordinate employee or employees.
Range 21	Airport Police & Fire Officer VI	Single position job class with sole responsibility for the planning, organizing, and managing the crash/fire/rescue, safety, and security programs at the Anchorage International Airport.	Eclectic variety of work that is distinguished by either supervisory responsibility or advanced knowledge within a field. Often directly responsible for organizing or administering line functions.
	TransAlaska Pipeline Fire Safety Specialist	One-position specialist class that conducts the State of Alaska fire prevention programs for the TransAlaska Pipeline (TAPS) and associated operations.	
	Administrative Investigator I-DPS	Journey level of the series that conducts administrative investigations and inquiries in response to complaints and allegations against department employees.	
	Fire Training Administrator	Supervisory class responsible for developing, directing, coordinating and supervising fire suppression training, certification and public education programs statewide.	
Range 22	Assistant State Fire Marshal	Serves as the principal assistant to the State Fire Marshal through management and direction of statewide fire prevention programs.	Primary assignment is managerial responsibility of one or more major programs or functions focusing on work flow and operating procedures; personnel and equipment needs; and directing and controlling resources and program delivery.
	Administrative Investigator II-DPS	Supervisory and program management level that coordinates, directs, and oversees administrative investigations and inquiries conducted in response to complaints and allegations against department employees.	

Range 23	Lieutenant, Alaska State Troopers	Supervisory job class with substantial responsibility for directing the activities of a large detachment, statewide bureau, or major specialized line function.	Mid to senior managerial responsibility of broad programs or functions. Duties include expanded decision making authority and responsibility for planning and revising the organizational structure, operating procedures, and developing work goals and standards.
	Exec. Director Alaska Police Standards Council	Executes, monitors, and implements the programs and policies of the Alaska Police Standards Council (APSC) and the Alaska Police Standards Act. Note: Partially-exempt position.	

Deputy Fire Marshals II are responsible for supervising fire and life safety surveys and investigations in the State of Alaska. Incumbents are responsible for implementing the Fire and Life Safety Program through training; reviewing and implementing policy, procedures and regulations; supervising office and field inspection staff; and ensuring that all program resources are utilized in the most efficient manner. This is a supervisory job class responsible for exercising independent judgment in employing, disciplining, or adjudicating grievances of subordinates. Given that the primary class controlling factor is based on supervision, it was heavily weighted in aligning its placement.

Founded on the nature of supervision over others and the other eight classification factors in relation to the distinguishing range characteristics, Deputy Fire Marshals II seem to align between Range 20 and 21. Deputy Fire Marshals II exercise greater authority and responsibility than those classes performing journey work within the two job families but does not include as similar characteristics of those found in the managerial classes of the two job families. Alignment was further distinguished and confirmed through a rough analysis of base wages for those positions that the Deputy Fire Marshal II supervises.

Final analysis results demonstrated that the Deputy Fire Marshals II responsibility and knowledge within a field, supervisory authority, and responsibility for organizing or administering line functions indicates alignment is better suited at Range 21.

Building Plans Examiner II

The Building Plans Examiner II was compared to Building Plans Examiner (I); Training Coordinator, AK Police Standards Council; Fire Training Specialist; Airport Police & Fire Officers (V-VI); Deputy Fire Marshal II; TransAlaska Pipeline Fire Safety Specialist; Administrative Investigator I-DPS; Fire Training Administrator; Assistant State Fire Marshal; Administrative Investigator II-DPS; Lieutenant, Alaska State Troopers; and Executive Director Alaska Police Standards Council. Other job classes within these two families were excluded as to not skew results by comparing across pay plans.

Building Plans Examiners II is the supervisory job class responsible for overseeing a unit of professional and technical staff that ensures compliance with building and fire and life safety requirements. Incumbents in this job class serve as working supervisors that perform and evaluate all plan reviews including complex designs, specifications, and plans of predominately nonstructural aspects (i.e. mechanical, electrical, plumbing, and related systems and components), and ensure that the Bureau mission and services standards are being met.

Alignment analysis indicates this job class best aligns with other supervisory job classes with similar characteristics similar to the Deputy Fire Marshal II; Ranges 20 and 21. Since the only comparison to Range 20 is based more on supervisory responsibilities rather than additional responsibility for overseeing line functions which carries greater nature, variety, and complexity in work; the exercise of greater initiative and originality; more person to person work relationships; and a greater scope of recommendations, decisions, commitments, and consequence of error, alignment is indicated at Range 21.

Further indication of alignment at range 21 is supported by the State's common practice of providing a two range interval between levels in a professional series and a two range separation for supervisory classes from the highest level supervised. The ranges determined through internal alignment follow the standard pattern and provide the appropriate separation between levels and between the supervisory level and the classes supervised. As such the Building Plans Examiner II is appropriately aligned to range 21.

### **Conclusions:**

The Deputy Fire Marshal I and II job class definition, distinguishing characteristics, examples of duties, and minimum qualifications were updated and remain part of the PJ02 job family.

A new job class, Building Plans Examiner II, was created to address the position responsible for overseeing a unit of professional and technical staff that ensure compliance with building and fire and life safety requirements. This job class is also assigned to the Fire Fighting and Inspection job family PJ02.

Salary alignment for the Deputy Fire Marshal I and II remain the same, Range 76 and 21. The salary range assigned to the new Building Plans Examiner II job class will be 21.

The revised job classes and allocations of positions are effective June 1, 2012.

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

Attachment:  
Final class specifications

Nicki Neal  
May 31, 2012  
Page 13

cc: David Tyler, Director  
Division of Fire & Life Safety  
Department of Public Safety

Danial Spencer, Director  
Division of Administrative Services  
Department of Public Safety

Cheri Cadiante, Special Assistant to the Commissioner II  
Department of Public Safety

Jennifer Smith, Human Resource Specialist II  
Department of Public Safety