MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel & Labor Relations

To: Nicki Neal
Director

Date: June 16, 2008

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Subject: Equipment Fleet District Manager Study

Preamble:
The Department of Transportation & Public Facilities requested a study of the Equipment Fleet District Manager job class to address the removal of the Equipment Fleet Maintenance Manager from the department's management structure and the reassignment of duties and responsibilities.

Study Scope:
This study covers the Equipment Fleet District Manager job class. Positions in the class are in the State Equipment Fleet in the Department of Transportation and Public Facilities. The class specifications for the Equipment Fleet Parts Manager and State Equipment Fleet Manager job classes were updated to remove references to the Equipment Fleet Maintenance Manager class.

Study Contacts:
Nancy Slagle, Administrative Service Director, served as the department's Study Contact. Diana Rotkis, State Equipment Fleet Manager, served as Occupational Consultant and provided information on the organizational structure changes and their impact on the work.

History of Job Classes:
The classes in this study were established in November, 2004, at the conclusion of a study examining the department's reorganization of the equipment fleet management structure, and replaced District Equipment Superintendent and District Equipment Manager.

Class Analysis:
When the Equipment Fleet Maintenance Manager position became vacant in 2007 the department decided to reassign the duties rather than fill the vacancy. This resulted in the Equipment Fleet District Managers being assigned greater independence within their respective districts and more responsibility for coordination with managers of other districts on issues affecting multiple districts and statewide policies and practices. The supervision of the Equipment Fleet District Managers was assumed by the State Equipment Fleet Manager.

The class defining duties of the Equipment Fleet District Managers of managing multiple maintenance shops within a geographically defined district has not significantly changed as a result of the organizational change. The duties include working with the Equipment Fleet Parts Manager to coordinate the work of the maintenance shops with the parts depots. The loss of the Equipment Fleet Maintenance Manager has resulted in the district managers having increased interaction with the fleet's administrative management and more responsibility for coordinating with other district managers on issues affecting more than one district.

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 layoff and recall. Job classes should be constructed as broadly as is feasible as long as the tests of similarity are met.

The additional independence and responsibility for coordination with other district managers is similar in all the Equipment Fleet District Manager positions. The organizational changes have not caused the duties and responsibilities to change in a way that prevents the positions from meeting the tests of similarity. They remain appropriately grouped into the same job class.

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.

Equipment Fleet District Manager continues to describe the type and level of work assigned positions in the job class. No change in class title is being made.

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 to be performed.

The organizational changes have not impacted the nature and type of work of the positions in a way that would warrant changes to the minimum qualifications. The agency has not indicated any recruitment issues that would support either narrowing or broadening the required qualifications. The minimum qualifications previously established for the class are retained.

Class Code:

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

The Equipment Fleet District Manager remains properly grouped in the Maintenance Administration job family (PD07). The class code remains PD0711.

AKPAY Code:
AKPAY Codes are assigned to job classes for use in legacy computer systems which cannot use the six-digit Class Codes. The Equipment Fleet District Manager's AKPAY Code remains P9711.

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 determined based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the class and its influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

The employees in Equipment Fleet District Manager positions are primarily responsible for managing all of the maintenance shops within a geographically defined district. This primary duty meets the definition of management in 29 CFR Part 541.102, is over a recognized subdivision, and includes responsibility for regularly directing the work of more than two full-time subordinates. The employees have authority to hire and make other changes of status of their subordinates. Full-time employees in these positions are paid on a salary basis at a rate that exceeds the FLSA's minimum of $455 per week. Based on these facts full-time employees in Equipment Fleet District Manager positions are exempt from the minimum wage and maximum hour provisions of the FLSA as executive employees and are not eligible to be compensated for overtime.

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 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 in the same occupational group and job family or related job families.

To determine if the changes in duties and responsibilities justified a change in assigned salary range, I compared them with other classes in the Maintenance Administration job family (PD07). To ensure the internal integrity of the pay plan was maintained, I made comparisons with similar classes in the Airport Administration job family (PD 05) and Ferry System Administration job family (PD06). All of these families are in the Government Management and Infrastructure group. My analysis examined the scope, type, and level of management authority, the nature of work managed, the scope and level of independent authority, the requirement for innovation and

creativity, the nature of typical decisions and commitments, the likelihood of error by a competent employee, and the typical consequences of such errors.

The classes used for comparisons in the Maintenance Administration job family (PD07) are:

Code	Rg	Class Title	Primary Characteristic
PD0712	20	Equipment Fleet Parts Manager	Mng all depots statewide
PD0721	20	Asst Manager, Airfield Maintenance	Supvs equip maint, electricians, and admin @ AIA
PD0731	21	Maintenance and Operations Specialist	Asst regional mgmt w/ maint of hwys, airfields, harbors
PD0732	21	Maintenance and Operations Supt	Mng maint for a district
PD0722	22	Manager, Airfield Maintenance	Mng maint of all paved areas @ AIA
PD0714	23	State Equipment Fleet Manager	Mng maint of auto equip stwd
PD0733	23	Maintenance and Operations Manager	Regional mgr of maint

The job classes in this job family are not the same as the classes used in aligning the Equipment Fleet District Manager in 2004. A study of the Transportation Maintenance classes was completed in July, 2005, that abolished the Transportation Maintenance Superintendent I (Rg 18) and Transportation Maintenance Manager I (Rg 19) classes. The study also revised, retitled, and changed ranges so that the Transportation Maintenance Superintendent II (Rg 20) became Maintenance and Operations Superintendent (Rg 21), the Transportation Maintenance Manager II (Rg 20) became Maintenance and Operations Specialist (Rg 21), and the Transportation Maintenance Manager III (Rg 22) became Maintenance and Operations Manager (Rg 23).

The classes used for comparisons in the Ferry System Administration job family (PD06) are:

Code	Rg	Title	Primary Characteristic
PD0643	17	Vessel Scheduling Coordinator	Sets all ferry schedules
PD0644	17	Passenger Services Inspector	Inspect svcs and public reaction on ferries
PD0619	18	Ferry Terminal Operations Manager	Mng all terminal ops stwd
PD0648	19	AMHS Security Officer	Prog coord for security in AMHS
PD0642	20	Marine Pilot Coordinator	Exec Asst to Marine Pilot Board
PD0685	20	Vessel Supervisor	Mng ops and maint of law enf vessels
PD0646	21	Ship Services Manager/Port Steward	Mng all pass svcs on all ferries
PD0652	21	Assistant Port Captain	Asst mgr of ferry ops and maint
PD0639	23	Marine Traffic Manager	Mng ferry movement, tariffs, and PR
PD0653	23	Port Captain	Mgr of ferry ops, maint, and repair
PD0670	24	Marine Transportation Svcs Manager	Mgr of 1 of the 3 branches of AMHS

In this job family only the Ferry Terminal Operations Manager has changed since 2004. A study completed in May, 2006, changed the salary range from 17 to 18.

The classes used for comparisons in the Airport Administration job family (PD 05) are:

Code	Rg	Title	Primary Characteristic
PD0511	18	Airport Operations Officer	Day2day ops and reg compliance

PD0562	18	Regional Safety & Airpt Security Officer	Asst w/ region planning and cert/security programs
PD0512	19	Airport Operations Specialist	Section mgr or first-level supv
PD0581	20	Aircraft Supervisor	Mng ops of dept aircraft fleet
PD0513	21	Airport Operations Superintendent	Mng ops of AIA or FIA
PD0502	24	Airport Manager, Fairbanks	Mgr of ops, maint, and business @ FIA
PD0505	24	International Airports Controller	Control finances and revenue fund for AIA and FIA
PD0501	25	Airport Manager, Anchorage	Mgr of ops, maint, and business @ AIA

In this job family the Airport Operations job classes have changed since 2004. A study implemented on July 16, 2005, changed the Airport Operations Officer from range 17 to range 18; established the Airport Operations Specialist job class; and combined the Airport Operations Superintendent-AIA (Rg 20) and Airport Operations Superintendent-FIA (Rg 19) into Airport Operations Superintendent at range 21.

Within the Maintenance Administration job family, the Equipment Fleet District Managers' responsibility for multiple maintenance shops staffed by Automotive Mechanics is similar in levels of difficulty and complexity to the Equipment Fleet Parts Manager's (Rg 20) responsibility for multiple parts depots staffed by Stock & Parts Services employees. The classes have similar responsibility for coordination on statewide issues, with similar independence on issues within their respective scope. Both classes operate within the same program with the same overall goals and work together to meet those goals. The substantial similarity in duties, responsibilities, authority, and consequence of decisions, commitments, and errors indicates the classes are properly aligned at the same range. The Assistant Manager, Airfield Maintenance (Rg 20), has a greater variety of LTC trades to manage as well as administrative support staff, but does not have the complexities created by overseeing multiple, geographically dispersed, shops. Weighing the differences between the Assistant Manager, Airfield Maintenance, and the Equipment Fleet District Manager does not indicate alignment at the same range would be inappropriate.

When the Maintenance and Operations Superintendent and Maintenance and Operations Specialist were established they were assigned range 21 based, in part, on comparisons with the District Equipment Manager (Rg 20), which had not yet been abolished due to a delay in deleting vacant positions in the class, and the Assistant Manager, Airfield Maintenance. In that study, the analyst found the Maintenance and Operations classes' greater responsibility for working directly with federal and local-government employees and complexities of funding sources and their related regulations warranted the higher range. These differences in complexity and responsibility continue to exist between the Maintenance and Operations classes and the Equipment Fleet District Manager. In addition, the Equipment Fleet District Managers are responsible for a smaller geographic area with less variety of operations managed than was true of the District Equipment Manager job class. This indicates the Equipment Fleet District Managers are properly aligned at a lower range than the Maintenance and Operations Superintendent and Specialist's range 21.

Within the Ferry System Administration job family the Equipment Fleet District Managers' duties and responsibilities are similar to the Ferry Terminal Operations Manager (Rg 18) and the Vessel Supervisor (Rg 20). The Ferry Terminal Operations Manager has statewide responsibility

for terminals staffed by Ferry Terminal Managers and Ferry Terminal Assistants. The Vessel Supervisor has statewide responsibility for Department of Public Safety vessels, which includes overseeing Boat Officers and vessel maintenance tradesmen. The similarity in the nature of work managed, responsibilities and authority, and types of decisions and commitments indicates the Equipment Fleet District Manager should be more closely aligned with the Vessel Supervisor job class' range 20.

In the Airport Administration job family the Equipment Fleet District Managers' duties and responsibilities are similar to the Airport Operations Specialist (Rg 19), the Aircraft Supervisor (Rg 20), and the Airport Operations Superintendent (Rg 21). The Aircraft Supervisor's responsibility for managing the operations and maintenance of State-owned aircraft and overseeing the work of Aircraft Mechanics has the greatest similarity with the nature, scope, complexity, and decision-making characteristics of the Equipment Fleet District Managers. This significant similarity indicates the classes are properly aligned at the same range.

The comparisons with job classes currently in the Maintenance Administration job family support assigning the Equipment Fleet District Manager to salary range 20. Comparisons with job classes in the Ferry System Administration job family and Airport Administration job family corroborate the internal integrity of aligning at salary range 20. I recommend the Equipment Fleet District Manager's salary range be changed from 19 to 20.

Conclusions:

The Equipment Fleet Maintenance Manager job class is abolished. The Equipment Fleet Parts Manager and State Equipment Fleet Manager have been updated to remove the references to Equipment Fleet Maintenance Manager. The Equipment Fleet District Manager job class has been revised to reflect the additional responsibilities. The salary range of the Equipment Fleet District Manager job class has been reviewed and changed to range 20.

The above revisions to class specifications are effective June 16, 2008.

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

Attachments:
Final class specifications
Allocation Spreadsheet

cc: Frank Richards, Deputy Commissioner
Highways and Public Facilities
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Amanda Holland, Human Resource Manager
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