

MEMORANDUM

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

To: Nicki Neal
Director

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Subject: Health Facility Surveyor Study

Preamble:

In response to ongoing recruitment and retention problems in Health Facilities Surveyor positions, the Department of Health and Social Services requested a classification study to ensure the class specifications accurately reflected the difficulty and responsibility of the work, to examine the salary ranges assigned, and to reflect changes in the organizational structure.

Study Scope:

The study covers the Health Facilities Surveyor I/II job classes and the Certification & Licensing Consultant job class. The Health Facilities Surveyor positions were in the Division of Public Health and the Division of Behavioral Health; however, the positions in Behavioral Health were reclassified out of the Health Facilities Surveyor series before this study was implemented. The Certification & Licensing Consultant position is in the Division of Public Health.

Study Contacts:

Jane Urbanovsky, Certification & Licensing Administrator, served as Occupational Consultant for the Division of Public Health. Diana Mason, Administrative Manager, served as the department's Study Contact.

History of Job Classes:

Medicare Facility Surveyor (P5138/18) was established on August 1, 1970. The class covered positions conducting on-site surveys of health care facilities and programs for compliance with State and federal laws and standards. On October 16, 1972 the title and code were changed to Facilities Surveyor (P5450/18). On December 6, 1974 the title and code were changed to Health Facilities Surveyor (P5451/18). The last study of the class was implemented on December 1, 1991. The study revised the class specification, changed the title to Health Facilities Surveyor I, and established the Health Facilities Surveyor II (P5452/20) to cover supervisory positions.

The Certification & Licensing Consultant (P5921/21) was established on January 16, 2005. The class covered a single position serving as technical expert on licensing and certification of health facilities, residential care facilities, and community-based care programs.

Class Analysis:

Health Facilities Survey is a regulatory function performed in the Department of Health & Social Services. The program investigates health care facilities to determine eligibility for State licensure and Medicare/Medicaid certification and to monitor compliance with State and federal regulations. The inspections cover the full range of services provided by a facility as well as administrative and business management functions.

Surveys are conducted under federal guidelines that call for multi-disciplinary teams of experienced professionals and require that every survey team include a registered nurse. Other professions commonly represented on survey teams are medical technology, dietetics, sanitation, health administration, and social work. The need for at least one team member to be a registered nurse is based on the assessment of nursing services requiring activities within the protected scope of practice of nursing (for example assessing the condition and care of patients). The survey of other functions, such as laboratory services, nutritional services, administrative and patient records, etc., does not require activities within a statutorily restricted scope of practice and so does not require the assessment be performed only by those with the relevant license or certification.

The Health Facilities Survey unit is a subdivision of the Department's Certification and Licensing section in the Division of Public Health. The unit previously contained journey level surveyors with a single supervisor. Concurrent with this review the division is reorganizing and establishing a new managerial level over the Health Facilities Survey program and a specialized position responsible for training. During the review we also examined the need for an entry/trainee level and the potential efficiencies gained by adding a paraprofessional level.

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.

Analysis of the positions in the Division of Behavioral Health and the position in the Public Health Laboratory found they lack class controlling work of inspecting health facilities for compliance with State licensure and Medicare/Medicaid certification requirements. The lack of this principal similarity in duties and responsibilities with the positions in the Health Facilities Survey unit indicate they should not be grouped together for purposes of personnel administration. The positions were removed from the study and allocated to other current job classes.

Of the eleven positions in the Health Facilities Survey unit, six are assigned identical duties and responsibilities. The primary duty is working as a survey team member to plan, conduct, and report on inspections of a variety of facilities. Incumbents in these positions are required to attain and maintain federal certification in facilities survey. The initial certification, acquired after passing the Surveyor Minimum Qualifications Test (SMQT), is typically gained within six months of entry into a survey position. With this first certification a surveyor may participate as a member of a survey team. Proficiency is typically acquired over the six to twelve months after passing the SMQT. An additional certification, specific to the type of facility, must be possessed by at least one team member when surveying the various facilities. Which additional certifications are acquired, when, and in what order are determined based on the interests and aptitude of an incumbent, the needs of the unit, and the availability of required training. Three of these six positions are vacant, the incumbents of the others are registered nurses.

A seventh position is assigned substantially the same duties as the six above. The full scope of duties differs in the emphasis on life and safety inspections, including such areas as fire load, fire containment, fire extinguishment, and evacuation measures, but the primary duty as a survey team member is the same. The incumbent in this position is a Medical Technologist and is prohibited from conducting the parts of a survey that fall within the restricted scope of practice of nursing, but is responsible for conducting surveys of all other areas. The required training and certification in facility survey are the same as the six positions above.

Analyzing these positions for grouping into job classes was complicated by the different professional areas with their particular license or certification standards. A focus on the differences in professional backgrounds could lead to creating separate job classes for each profession. However, in this body of work the professional backgrounds provide areas of specialty that permit survey teams to be more efficient through division of labor. The knowledge and skills in health facilities survey are the main criteria for success in the positions and are the appropriate basis for personnel administration decisions such as class title, required qualifications, rate of basic pay, and appropriate pools for layoff and recall. When a particular specialty is under-represented in the unit the division may use the standard Unique and Unusual criteria to restrict recruitment to candidates with the needed specialty. Based on the substantive similarity in survey duties and responsibilities these seven positions are appropriately grouped into a single job class. As the scope of duties comprise the full range of survey work, with independent authority and professional responsibility, this class is considered a journey or full-proficiency level class.

To determine whether or not to create a trainee level I examined the nature of the formal and on-the-job training, the typical time required to complete the training, the nature of work performed during training, and the orientation, training, and assessment that are part and parcel of serving a probationary period for professionals. The initial training required to pass the SMQT is intensive but is expected to be completed within the probationary period. After passing the test, knowledge and skills are mainly gained through mentored practice. After considering the amount of time typically spent in training, the duration of a probationary period at this level, development standards common to professional work, and the potential impact of a lower-salaried training level on the ability to recruit experienced professionals, I determined the nature of duties performed during the training period does not prevent the positions from meeting the tests of

similarity and creating a trainee level class would not be in the best interests of the unit or the State.

While examining the work I considered the need for a higher level class to recognize the additional authority and responsibility that comes with leading a survey team. Based on the different facility certifications, the lack of a standard progression through the certifications, and the practice of employees serving as survey team members for all facilities with irregular lead responsibilities, I determined acquiring facility-specific certification and periodically leading a survey team was not sufficient to prevent these positions from meeting the tests of similarity.

One position in the unit is assigned supervisory authority over the journey level surveyors in addition to conducting surveys. The duties include coordinating, assigning, and evaluating the work of surveyors and providing guidance and information to subordinates on program and State license and Medicare/Medicaid certification requirements. The responsibility for overseeing journey level positions and directing their activities indicates this position is properly assigned a different class title, minimum qualification requirements, and rate of basic pay than the journey level positions supervised.

One position in the unit is assigned responsibility for overseeing, coordinating, and conducting the training of new employees and the continuing education training of experienced surveyors in addition to conducting surveys. The responsibility for evaluating the performance of new and experienced surveyors, identifying training needs, and developing methods to meet those needs indicates this position is properly assigned different minimum qualification requirements and rate of basic pay than the journey level positions.

The supervisory position and training position have similar responsibilities for evaluating the work of employees in the unit and mentoring, guiding, and developing surveyors to meet the goals of the program. The positions are also assigned similar authority and responsibility for representing the program to health facilities and providing definitive guidance on statutes, regulations, and compliance requirements. The similarities in roles in the unit, required knowledge and skills, and level of authority indicate the positions may properly be assigned the same class title, required qualifications, and rate of basic pay, and employees in the positions are an appropriate group for purpose of layoff and recall.

Current practice is to set supervisory classes apart from the classes of positions supervised instead of making them a higher level in a class series. In this case, the role as a working supervisor and inclusion of working trainer in the same class, along with the similarity in nature, scope, and level of survey work with journey level positions, indicates it is more appropriate to designate this class as a higher level in a class series that includes the journey level class.

One position in the unit is assigned program management duties, such as planning, directing, and controlling program activities, determining methods, and implementing policies and strategies set by higher level management. This middle management role includes supervision of the first level supervisor, trainer, and support positions. The differences in duties, responsibilities, authority, and nature and consequence of decisions, commitments, and errors indicates this position should be assigned a different class title, required qualifications, and rate of basic pay than the two

classes described above. The managerial role is significantly different from the work of the above groups and supports separating this class rather than including it in a class series.

One position in the unit serves as technical and professional expert and consultant on licensing and certification of health facilities, residential care facilities, and community-based care programs. The primary purpose of the position is as a subject matter expert, providing technical and professional assistance, expertise, and consultation. The duties and responsibilities, required knowledge and skills, and nature and consequence of decisions, commitments, and errors indicates this position should be assigned a separate class title, required qualifications, and rate of basic pay than the classes described above.

While gathering data on the work and working with management to identify issues and possible ways to address them, the potential usefulness of paraprofessional support positions was discussed. Such positions could perform work in assisting the surveyors with survey planning, preparation, and reporting; receiving and responding to complaints; and provide technical assistance to surveyors and provider facilities in maintaining and using the various computer systems and databases required in the program. The mix of information technology and health care knowledge and skills required to perform the duties indicate placing such a position in an existing job class would not meet the tests of similarity requirements for titling, required qualifications, and layoff or recall. If positions with such a role are to be established a separate job class is necessary. Current practice is to not create a class series that includes both paraprofessional and professional work; therefore, the class will not be established as a lower level of the series covering the professional surveyors.

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.

The journey and supervisory levels were previously titled Health Facilities Surveyor. This title is descriptive of the type and level of work and is retained for the class series. The program management class is titled Health Facilities Survey Manager. The program support class is titled Health Facilities Survey Assistant. The Certification and Licensing Consultant title remains descriptive of the technical and professional expert and consultant class and is retained.

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 customary preparation for candidates to be reasonably expected to succeed in a Health Facilities Surveyor I position is advanced education in one of the health professions and

sufficient professional experience to be competent in the profession. In keeping with this nationwide practice, our minimum qualifications require an appropriate degree and sufficient experience to permit a hiring manager to assess an applicant's competence. To make it easier to identify the professional specialty of candidates, and to limit recruitment to a specific profession when business needs require doing so, each professional area is addressed as a separate qualifying option.

The minimum qualifications for the Health Facilities Surveyor II and the Health Facilities Survey Manager draw from experienced surveyors and, to provide as broad a pool of candidates as viable, allow for consideration of non-surveyors with similar experience in a health profession or regulatory health program.

The minimum qualifications established for the Certification & Licensing Consultant address the knowledge and skills required of candidates and are retained without revision.

The knowledge and skills needed of candidates in Health Facilities Survey Assistant positions are in two major areas: information technology and health administration. The minimum qualifications allow for consideration of applicants with a background in either area.

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. 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.

The Health Facilities Survey series has been in the Health Administration job family (PG01) in the Medical, Public Health and Related group (PG). This family includes classes that manage, advise on, plan or coordinate health programs and services, whose initial preparation for employment typically requires advanced education in a medical field and experience. As the classes plan, coordinate, and manage the licensing and certification services for health care facilities, and none of the other job families in the group are a closer match for the variety of professional backgrounds required, the classes remain in the Health Administration job family. Class Codes beginning PG01 have been assigned.

AKPAY Code:

AKPAY Codes are assigned to job classes for use in legacy computer systems which cannot use the six-digit Class Codes.

Health Facilities Surveyor I/II and Certification & Licensing Consultant retain the AKPAY Codes previously assigned. Health Facilities Survey Manager and Health Facilities Survey Assistant are assigned AKPAY Codes K0057 and K0058, respectively.

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 Act's

minimum wage and maximum hour provisions are determined based on the circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

The characteristics of the Health Facilities Survey Assistant job class do not include elements that indicate incumbents would meet the criteria for exemption from the FLSA as executive, professional, administrative, or computer employees. Incumbents in these positions are not exempt from the overtime requirements of the FLSA.

The Health Facilities Surveyor I/II and Certification and Licensing Consultant job classes have as their primary duty the performance of work requiring advanced knowledge in a health profession. Such knowledge is in a recognized field of science or learning and is customarily acquired by a course of post-secondary education. Salaried incumbents in these classes who are compensated at a rate of \$455 per week or more are exempt from the overtime provisions of the FLSA as professional employees.

The primary duty of the Health Facilities Survey Manager is the management of a customarily recognized subdivision of the organization. The incumbent regularly directs the work of four full-time employees and is delegated full authority to make decisions in hiring, promotion, merit pay advancement, and other changes of status of subordinates. A salaried incumbent in this class compensated at a rate of \$455 per week or more is exempt from the overtime provisions of the FLSA as an executive employee.

The Certification and Licensing Consultant and positions in the trainer option of the Health Facilities Surveyor II perform, as their primary duty, work in administrative functional areas that are directly related to the general business operations of the section and includes the exercise of independent judgment and discretion in matters that directly affect the operations of the unit. Salaried incumbents in these classes who are compensated at a rate of \$455 per week or more are exempt from the overtime provisions of the FLSA as administrative employees.

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 ensure the classes were properly aligned I analyzed comparisons within the Health Administration job family (PG01). Due to the variety of professional specialties from which recruitment draws I analyzed comparisons with other families within the occupational group whose classes included similar levels of professional responsibility and expertise. The job families used for comparisons are Nursing, Professional (PG03), Mental and Behavioral Health Services (PG05), and Health Laboratory and Related (PG07). The Nursing, Assistive (PG02),

Medical, Professional (PG04), and Special Health Services (PG06) job families were not used because analysis revealed insufficient similarities to support alignment recommendations.

The classes in the Health Administration job family include:

Code	Rg	Title	Level
PG0120	16	Health Program Associate	Advanced Paraprofessional
PG0141	16	Medical Records Administrator	Professional, w/ Supv of Clerks
PG0111	17	Health & Social Services Planner I	Journey Professional
PG0121	17	Health Program Manager I	Program Coord, limited scope
PG0165	17	Assisted Living Care Coordinator	Supv of a direct care unit
PG0131	18	Public Health Specialist I	Technical/clinical expert, limited specialty
PG0112	19	Health & Social Services Planner II	Lead/Advanced Professional
PG0122	19	Health Program Manager II	Program Coord, stwd scope
PG0132	20	Public Health Specialist II	Technical/clinical expert, stwd basis
PG0113	21	Health & Social Services Planner III	Supv of major functions & prof staff
PG0123	21	Health Program Manager III	Mgr mult programs, stwd basis; asst chief
PG0161	21	Asst Admin, Anch Pioneers' Home	Deputy chief
PG0150	22	Executive Director, DHSS Boards	Administrative chief
PG0101	23	Certification & Licensing Administrator	Section Chief, mult functions
PG0124	23	Health Program Manager IV	Senior Mgr, deputy to director
PG0162	23	Pioneers' Home Administrator I	Senior Mgr of an Asst Lvg Facility
PG0170	23	Long-Term Care Ombudsman	Senior mgr, stwd program
PG0180	23	Exec Director, AK Comm on Aging	Admin Chief and Program Mgr
PG0163	24	Pioneers' Home Administrator II	Senior Mgr & Asst to Director
PG0190	24	Hospital Administrator	Chief Admin for API

The classes in the Nursing, Professional job family include:

Code	Rg	Title	Level
PG0301	15	Licensed Practical Nurse	Skilled Paraprofessional
PG0311	16	Nurse I	Entry Professional
PG0312	17	Nurse II	Journey Professional
PG0322	17	Nurse II (Psychiatric)	Journey Professional
PG0331	17	Public Health Nurse I	Entry Specialized Professional
PG0313	18	Nurse III	Supv of shift or unit
PG0323	18	Nurse III (Psychiatric)	Supv of shift or unit
PG0332	19	Public Health Nurse II	Journey Specialized Professional
PG0314	20	Nurse IV	Supv of small facility or mult units in Lg fac
PG0324	20	Nurse IV (Psychiatric)	Supv of mult units in Lg fac
PG0341	20	Nurse Consultant I	Technical Expert, specialty w/ limited impact
PG0333	21	Public Health Nurse III	Lead prof or itinerant specialist
PG0351	21	Assistant Nursing Director	Deputy chief
PG0380	21	Exec Administrator, Board of Nursing	Administrative chief
PG0334	22	Public Health Nurse IV	Mgr of Lg urban health ctr
PG0342	22	Nurse Consultant II	Technical Expert, specialty w/ broad impact
PG0370	22	Quality Assur & Util Review Nurse	Program Mgr
PG0335	23	Public Health Nurse V	Program mgr of stwd services
PG0361	24	Asst Chief, Public Health Nursing	Deputy chief, operations mgr

The salary ranges shown in the preceding table are not the same as the ranges currently assigned the job classes. These job classes received salary range adjustments on March 1, 2001, under a pilot project, and on July 1, 2006, under the State's Market Based Pay policy. Market Based Pay adjusted ranges are not authorized for use in internal alignment analysis. However, the Director of Personnel and Labor Relations has sanctioned using the ranges set in 2001 for internal alignment. The table shows the sanctioned salary ranges for the job classes.

The classes in the Mental and Behavioral Health Services job family include:

Code	Rg	Title	Level
PG0521	16	Psychological Counselor I	Journey Professional
PG0511	17	Mental Health Clinician I	Entry specialized professional
PG0522	17	Psychological Counselor II	Skilled professional
PG0512	19	Mental Health Clinician II	Skilled specialized professional
PG0531	19	Dev Disabilities Prgm Spec I	Coord of svcs fm community providers
PG0532	20	Dev Disabilities Prgm Spec II	Expert/lead level
PG0513	21	Mental Health Clinician III	Senior lead, expert in specialty
PG0533	21	Dev Disabilities Prgm Spec III	Supv or staff specialist
PG0550	21	Coordinator, Suicide Prevention Council	Administrative Chief
PG0570	21	Regional Alcoholism Prgm Coordinator	Coord of prgm w/in geographic area
PG0560	22	Exec Dir, Gov's Cncl on Dis & Spec Ed	Admin Chief and Program Mgr
PG0514	23	Mental Health Clinician IV	Program Chief
PG0540	23	Comm Mental Hlth Svcs Prog Admin	Program Chief

The classes in the Health Laboratory and Related job family include:

Code	Rg	Title	Level
PG0711	12	Autopsy Assistant	Journey paraprofessional, limited variety
PG0730	13	Laboratory Technician	Journey paraprofessional
PG0712	14	Embalmer	Journey professional
PG0741	14	Microbiologist I	Entry professional
PG0742	16	Microbiologist II	Journey professional
PG0751	17	Public Health Microbiologist I	Journey specialized professional
PG0743	18	Microbiologist III	Advanced professional, program expert
PG0752	19	Public Health Microbiologist II	Advanced professional, specialty expert
PG0748	21	EH Biological Analysis Manager	Asst to chief, operations mgr
PG0753	21	Public Health Microbiologist III	Mgr of lab operations
PG0749	23	Chief, Env Health Laboratories	Program Mgr, stwd program
PG0759	23	Chief, Public Health Laboratories	Program Mgr, stwd program

Comparing the Health Facilities Surveyor I with the classes in the Health Administration job family revealed the Public Health Specialist I (Rg 18), Health & Social Services Planner II (Rg 19), and Public Health Specialist II (Rg 20) have similar levels of complexity, required professional expertise, and independent judgment and discretion. The Health Facilities Surveyor I does not have supervisory, managerial, or administrative responsibilities similar to the Health Program Manager II (Rg 19), Health & Social Services Planner III (Rg 21), and Health Program Manager III (Rg 21). The nature of the required training, over and above the professional expertise; regulatory nature of interactions with facility administrators, rather than consultative; nature of decisions and commitments made and their impact on facility operations and patient health and safety; and lack of regular, recurring responsibility for leading the work of other

professionals indicates the Health Facilities Surveyor I should be aligned alongside the Public Health Specialist I and Health & Social Service Planner II.

Comparing with classes in the Nursing, Professional, job family revealed the Public Health Nurse II (Rg 19) and Nurse Consultant I (Rg 20) have similar levels of complexity, requirement for specialized knowledge and skills, independent judgment and discretion, and nature and impact of decisions and commitments. The duties and responsibilities for leading survey teams are similar to the characteristics of the Public Health Nurse III (Rg 21), but are not sufficiently regular and recurring to provide a basis for aligning the Health Facilities Surveyor I at the same range.

Comparing with classes in the Mental and Behavioral Health job family revealed the Mental Health Clinician II (Rg 19) has similar levels of complexity, required professional expertise, and independent judgment and discretion. The Health Facilities Surveyor I's irregular lead duties do not provide sufficient similarity to the lead responsibilities of the Developmental Disabilities Program Specialist II (Rg 20) and Mental Health Clinician III (Rg 21) to support aligning at the same ranges.

Comparing with classes in the Health Laboratory and Related job family revealed the Public Health Microbiologist I (Rg 17), Microbiologist III (Rg 18), and Public Health Microbiologist II (Rg 19) have similar levels of complexity, required professional expertise, and independent judgment and discretion. The lack of responsibility for regularly guiding and mentoring the work of other professionals gives greater weight to aligning the Health Facilities Surveyor I alongside the Public Health Microbiologist I.

When assessing the results of alignment comparisons standard practice is to give greater weight to the comparisons within the job family of the class being aligned. However, in this instance, the fact that the class requires some employees be registered nurses supports giving more weight to comparisons within the Nursing, Professional job family than would otherwise be applied. The comparisons in these two families support aligning the Health Facilities Surveyor I at range 19 or 20. Based on careful evaluation of the nature of the nursing duties and responsibilities, and the weight this is reasonably given in aligning the class, I recommend assigning salary range 20.

Comparing the Health Facilities Surveyor II with the classes in the Health Administration job family revealed the Public Health Specialist II (Rg 20), Health & Social Services Planner III (Rg 21), and Assistant Administrator, Anchorage Pioneers' Home (Rg 21), have similar levels of responsibility for supervision and training, required professional expertise, and nature and consequence of decisions, commitments, and errors. The Health Facilities Surveyor II does not have a similar level of authority and responsibility for managing multiple programs or executive independence as distinguishes the Health Program Manager III (Rg 21) and Executive Director, DHSS Boards (Rg 22). The substantial similarities indicates the Health Facilities Surveyor II is most appropriately aligned with the Health & Social Service Planner III.

Comparing with the classes in the Nursing, Professional, job family revealed the Nurse IV (Rg 20), Public Health Nurse III (Rg 21), and Nurse Consultant II (Rg 22) have similar levels of responsibility for supervision and training, required professional expertise, and nature and consequence of decisions, commitments, and errors. The Health Facilities Surveyor II does not

have a similar level of authority and responsibility for management or executive independence as distinguishes the Assistant Nursing Director (Rg 21), Public Health Nurse IV (Rg 22), Quality Assurance & Utilization Review Nurse (Rg 22), and Public Health Nurse V (Rg 23).

Comparing with the classes in the Mental and Behavioral Health job family revealed the Mental Health Clinician III (Rg 21) and Developmental Disabilities Program Specialist III (Rg 21) have similar levels of responsibility for supervision and training, required professional expertise, and nature and consequence of decisions, commitments, and errors. The Health Facilities Surveyor II does not have a similar level of authority and responsibility for management or executive independence as distinguishes the Executive Director, Governor's Council on Disabilities & Special Education, (Rg 22) and Mental Health Clinician IV (Rg 23).

Comparing with the classes in the Medical Laboratory and Related job family revealed the EH Biological Analysis Manager (Rg 21) and Public Health Microbiologist III (Rg 21) have similar levels of responsibility for supervision and training, required professional expertise, and nature and consequence of decisions, commitments, and errors. The Health Facilities Surveyor II does not have a similar level of authority and responsibility for management or executive independence as distinguishes the Chief, Environmental Health Laboratories, (Rg 23) and Chief, Public Health Laboratories, (Rg 23).

Evaluating the internal comparisons, with reasonable weight given the comparisons within the Health Administration and Nursing, Professional, job families, provides the preponderance of support to aligning the Health Facilities Surveyor II at salary range 21. Standard practice is to align supervisory classes two ranges above the principal subordinate class, which would argue for aligning this class at range 22. Based on the preponderance of internal comparisons, the organizational hierarchy and managerial positions above this supervisory level, the potential for skewing the alignment of higher level managerial classes, and reasonable consideration of salary compression and other issues, I recommend assigning salary range 21.

Comparing the Health Facilities Survey Manager with the classes in the Health Administration job family revealed the Health Program Manager III (Rg 21), Assistant Administrator, Anchorage Pioneers' Home, (Rg 21), and Executive Director, DHSS Boards, (Rg 22) have similar levels of managerial responsibility for planning, organizing, and controlling operations, finances, and program goals. The Health Facilities Survey Manager does not have the senior managerial or executive authority that distinguishes the Certification & Licensing Administrator (Rg 23), Health Program Manager IV (Rg 23), Pioneers' Home Administrator I (Rg 23), and Long-term Care Ombudsman (Rg 23).

Comparing with the classes in the Nursing, Professional, job family revealed the Assistant Nursing Director (Rg 21), Public Health Nurse IV (R22), and Quality Assurance and Utilization Review Nurse (Rg 22) have similar levels of managerial responsibility for planning, organizing, and controlling operations, finances, and program goals. The Health Facilities Survey Manager does not have the senior managerial or executive authority that distinguishes the Public Health Nurse V (Rg 23) and Assistant Chief, Public Health Nursing (Rg 24).

Comparing with the classes in the Mental and Behavioral Health job family revealed the Executive Director, Governor's Council on Disabilities & Special Education, (Rg 22) has a similar level of managerial responsibility for planning, organizing, and controlling operations, finances, and program goals. The Health Facilities Survey Manager does not have the senior managerial or executive authority that distinguishes the Mental Health Clinician IV (Rg 23).

Comparing with the classes in the Medical Laboratory and Related job family revealed the EH Biological Analysis Manager (Rg 21) and Public Health Microbiologist III (Rg 21) have some similarity in managerial responsibility for planning, organizing, and controlling operations, finances, and program goals. The Health Facilities Survey Manager does not have the senior managerial or executive authority that distinguishes the Chief, Environmental Health Laboratories, (Rg 23) and Chief, Public Health Laboratories, (Rg 23).

Based on the preponderance of internal comparisons, and consideration of the same organization and salary issues that influence the alignment of the Health Facilities Surveyor II, I recommend assigning the Health Facilities Survey Manager to salary range 22.

Comparing the Certification & Licensing Consultant with classes in the Health Administration job family revealed the Public Health Specialist II (Rg 20), Health & Social Services Planner III (Rg 21), and Health Program Manager III (Rg 21) have similar duties and responsibilities as subject matter experts, developers of new procedures and program modifications, and consultant to senior management. The Certification & Licensing Consultant does not have the supervisory or managerial responsibilities that characterize the Health & Social Services Planner III (Rg 21), Health Program Manager III (Rg 21), Assistant Administrator, Anchorage Pioneers' Home, (Rg 21) and Certification & Licensing Administrator (Rg 23).

Comparing with the classes in the Nursing, Professional, job family revealed the Nurse Consultant I (Rg 20), Public Health Nurse III (Rg 21), and Nurse Consultant II (Rg 22) have similar duties and responsibilities as subject matter experts, developers of new procedures and program modifications, and consultant to senior management. The Certification & Licensing Consultant does not have the supervisory or managerial responsibilities that characterize the Assistant Nursing Director (Rg 21), Public Health Nurse IV (Rg 22), and Quality Assurance & Utilization Review Nurse (Rg 22).

Comparing with the classes in the Mental and Behavioral Health job family revealed the Developmental Disabilities Program Specialist II (Rg 20), Mental Health Clinician III (Rg 21), and Developmental Disabilities Program Specialist III (Rg 21) have similar duties and responsibilities as subject matter experts, developers of new procedures and program modifications, and consultant to senior management. The Certification & Licensing Consultant does not have the supervisory or managerial responsibilities that characterize the Regional Alcoholism Program Coordinator (Rg 21) and Executive Director, Governor's Council on Disabilities & Special Education, (Rg 22).

Comparing with the classes in the Medical Laboratory and Related job family revealed the Microbiologist III (Rg 18), Public Health Microbiologist II (Rg 19), and EH Biological Analysis Manager (Rg 21) have similar duties and responsibilities as subject matter experts, developers of

new procedures and program modifications, and consultant to senior management. The Certification & Licensing Consultant does not have the supervisory or managerial responsibilities that characterize the EH Biological Analysis Manager (Rg 21) and Public Health Microbiologist III (Rg 21).

Based on the preponderance of internal comparisons and the reporting relationships within the unit I recommend the Certification & Licensing Consultant remain at salary range 21.

Comparing the Health Facilities Survey Assistant with the classes in the Medical, Public Health, and Related occupational group revealed insufficient similarities for salary range determinations. The greatest similarity is with the Health Program Associate, who performs routine monitoring, review, data management, evaluation of eligibility, and participates in field work such as outbreak investigations. On the surface these tasks are similar, but analysis of the type, level, and amount of knowledge and skills required revealed the Health Facilities Survey Assistant is not at an equivalent level as the Health Program Associate and is properly aligned at a lower salary range. To ensure full consideration of the work I broadened the comparisons to include computer classes, general administrative support classes, and other paraprofessional classes. The program support duties have a level of complexity, responsibility, and required knowledge and skills which is similar to the characteristics of the Administrative Assistant II (Rg 14) and Administrative Assistant III (Rg 15). The computer support duties have a level of complexity, responsibility, and required knowledge and skills which has similarities to the Data Processing Technician I (Rg 13), Data Processing Technician II (Rg 15), and Microcomputer/Network Technician I (Rg 14). Comparing the type and level of knowledge and skills required with other paraprofessional level job classes revealed similarities primarily at ranges 13 and 14, for example with Education Associate I (Rg 13), Human Rights Field Representative I (Rg 13), Criminal Justice Technician II (Rg 14), Fish & Game Regulatory Program Assistant (Rg 14), and Natural Resource Technician III (Rg 14).

Based on the nature and level of duties, the required knowledge and skills, the role of the class in the program, and the pattern of alignment for paraprofessional job classes, I recommend the Health Facilities Survey Assistant be assigned salary range 14.

Conclusions:

Health Facilities Surveyor I and II have been revised to reflect the revised organizational structure and the salary ranges changed from 18 and 20 to 20 and 21, respectively.

Health Facilities Survey Manager is established, assigned class code PG0108 and salary range 22.

Health Facilities Survey Assistant is created and held in suspense pending establishment of positions performing the work of the job class. The class is assigned class code PG0104 and salary range 14.

Certification & Licensing Consultant has been reviewed and retained without changes.

The revisions to the Health Facilities Surveyor I/II and establishment of the Health Facilities Survey Manager are effective August 1, 2008.

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

Attachments:

Final class specifications

Allocation Spreadsheet

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