



Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry *Keith*
Classification Studies Supervisor

From: Kirk Thorsteinson *KT*
Rob Weber *Rob*
Classification Studies Analysts

Date: April 25, 2016

Subject: Employment Services Study

Introduction:

In July of 2014 a study request was made by the Department of Labor and Workforce Development (DLWD) to review the Community Development Specialist I-III, Employment Counselor I-II, Employment Security Specialist I-IV, and Employment Service Manager I-IV job classes located in job centers. The request was made to review the duties to determine how core, intensive, and training services could be more cohesive, graduated, and integrated; to examine the minimum qualifications and determine if a structure could be created to encourage movement across the bodies of work and clarify upward progression; and to determine if Employment Services duties should be separated from Unemployment Insurance duties versus remaining in the same job class. The Employment Counselor I-II portion of the study can be found in its own study memo.

Study Scope:

The study request was broadened to review all positions in the four job class series within the DLWD and the Department of Health and Social Services (DHSS). In addition, the Employment/Unemployment Insurance Technical Manager, and Unemployment Insurance Support Services Manager job class series were examined for possible inclusion in an updated structure. At the time of implementation the study included 285 positions as shown below:

	CDS I – III	EC I – II	ESS I – IV	ESM I – IV	E/UITM	UISSM
DLWD	25	10	198	20	4	1
DHSS	0	0	27	0	0	0

Study Contacts:

James Harvey, Ken Mill, and Patsy Westcott (Assistant Directors – Division of Employment and Training Services) for the DLWD and Aimee Olejasz (Division Operations Manager – Division of Public Assistance) for the DHSS.

History of Job Classes:

The Employment Security Specialist job class series was created January 16, 1976. Previously the series was titled Manpower Specialist Trainee and Manpower Specialist I-V (October 29, 1969-January 15, 1976). Effective June 1, 1977, the Department of Labor requested the expanded Employment Security Specialist structure used today.

The Employment Services Manager I-IV job class series was created April 16, 1994, following the reorganization of the Employment Security Division's field operations. Previously the series was titled Employment Security Manager I-IV (June 1, 1977-April 16, 1994). Effective June 1, 1977, the Department of Labor requested the expanded Employment Services Manager structure used today.

The Benefits Assistant and Benefits Specialist job class series were established in 1969. In 1978 it was determined a job class study was necessary due to an increase in the number of positions, larger work units, and various changes in the Benefits Section. One goal of the study was to look at the possibility of developing a class series which would parallel the Employment Security Specialist job classes which included IA, IB, II, III, and IV levels.

As a result, the Unemployment Insurance Specialist series was created on June 16, 1978. At that time the series included Unemployment Insurance Specialist IA, IB, II, III, IV, and V job classes. As a result of the reorganization of the Employment Security Division, the Department of Labor requested several class specification revisions, reclassifications, and updating of position descriptions. On November 16, 1979 the Supervisor of Benefits job class was revised and became the Unemployment Insurance Specialist VI. Per the request of the Director of Employment Security, the minimum qualifications for the Unemployment Insurance Specialist III and IV job classes were revised on September 1, 1980 to allow more freedom of movement between the Division's various job classes. Due to extended periods of time without PCNs allocated, the Unemployment Insurance Specialist V and VI were abolished on October 17, 1994; the Unemployment Insurance Specialist IV was abolished on January 26, 2000; and the Unemployment Insurance Specialist IA and IB were abolished on April 2, 2013. After reclassification of positions to the existing Employment Security Specialist job class series, the Unemployment Insurance Specialist II and III were abolished on October 15, 2013.

The Community Development Specialist I-II series was created on August 1, 1984. Previously the series was titled Project Field Representative Assistant I-II (April 1976-September 15, 1979) and CETA (Comprehensive Employment and Training Act) Field Representative I-II (September 16, 1979-July 31, 1984). A complete rewrite of the Community Development Specialist series occurred on May 16, 1989 which included the creation of the supervisory Community Development Specialist III level.

The Unemployment Insurance Support Services Manager was created on November 16, 1998. This single position job class was responsible for overseeing the Unemployment Insurance integrity functions of Quality Control and Benefit Payment Control and the Unemployment Insurance Support and Data Processing Liaison Units.

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

Evaluation of work performed in **Employment Services Job Centers** identified three technical levels and three management levels.

At the first-working level, incumbents receive formal and/or on-the-job training to provide core services regarding employment, reemployment, and employer services to job seekers, employers, and partner customers. At the full-working level, incumbents provide core and intensive services regarding employment, reemployment, and employer services to job seekers, employers, and partner agencies. At the supervisory level, incumbents oversee a work unit and supervise multiple program staff.

At the first management level, incumbents oversee and/or provide for the delivery of program services for a single office within a geographic region. Incumbents may have subordinate staff but subordinate supervisors are typically not present. The full scope of employment programs are typically not implemented through this office. At the second management level, incumbents oversee and supervise the program services for one or more job centers in a community or region and directly supervise subordinate levels of technical and professional staff. Subordinate unit supervisors may be present. At the third management level, incumbents oversee the delivery of employment service functions and programs for multiple offices within a geographic region. Incumbents directly supervise multiple subordinate managers, unit supervisors, and multiple subordinate levels of technical and professional staff.

Evaluation of work performed in **Work Services** identified three technical levels and one management level.

At the first-working level, incumbents learn to provide intensive case management, client focused support, and program services to individuals participating in a Work First and/or Family First Program. At the full-working level, incumbents provide intensive case management, client focused support, and program services to individuals participating in a Work First and/or Family First Program. At the supervisory level, incumbents supervise staff who provide intensive case management, client focused support, and program services to individuals participating in a Work First and/or Family First Program.

At the management level, incumbents administer and oversee the Work Services program thru one or more Work Services Supervisors.

Evaluation of work performed in **Unemployment Insurance Claim Centers** identified three technical levels and two management levels.

At the journey level, incumbents work with increasing independence and responsibility while applying knowledge of federal and state programs and delivering program services. At the advanced/lead level, incumbents apply knowledge of federal and state programs, provide support services, deliver program services, or lead the work of lower level Unemployment Insurance Technicians. At the supervisory level, incumbents oversee and supervise a defined Unemployment Insurance work unit with subordinate staff at the journey and advanced/lead levels.

At the first management level, incumbents are working supervisors who oversee and manage office space and programmatic functions for a Claim Center typically not having multiple subordinate supervisors and lead level staff present, supervise multiple Claim Center staff, perform both operational and supervisory work, and report to a higher level manager. At the second management level, incumbents are working supervisors who oversee and manage office space and programmatic functions for a Claim Center having multiple work units, subordinate supervisors, and lead level staff.

Evaluation of the Unemployment Insurance Support Services Manager in the Juneau Unemployment Insurance Claim Center revealed this position no longer performs duties meeting the original intent of the job class. Supervision of program support and integrity functions are now performed by the Assistant Director and Employment/Unemployment Insurance Technical Managers. The Unemployment Insurance Support Services Manager oversees the management and operations of the Juneau Claim Center, the statewide management and operations of the Anchorage and Fairbanks Claim Centers through subordinate managers, and of the three managers has final authority for decision making related to Claim Center collaborative decisions. The study scope was expanded to include this position.

Evaluation of the Employment/Unemployment Insurance Technical Manager in the Juneau Central Office revealed these four positions perform policy development, training development, program development, and budgeting functions not similar with (or present among) the managers in the Unemployment Insurance Claim Centers. The study scope was not expanded to include this class.

Whereas Employment Services duties are sufficiently similar to be grouped with Work Services duties, Unemployment Insurance duties are not sufficiently similar to continue being grouped together with the Employment Services duties.

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.

Employment Security Specialist and Employment Service Manager class titles are changed to Employment Services Technician I-III and Employment Services Manager I-III. These reflect a three level technician series which removed the coupled IA/IB and created a single journey level and integrated the Employment Security Specialist and Community Development Specialist series.

New Unemployment Insurance class titles are created: Unemployment Insurance Technician I-III and Unemployment Insurance Claim Center Manager I-II. These reflect a three level technician series with a single journey level, an advanced/lead level, a supervisory level; and a two level manager series which made the Chief of Benefits role an example of duty within the highest level of Unemployment Insurance Claim Center Manager.

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. "Minimum qualifications" should not be confused with "desired qualifications."

The minimum qualifications for the study job classes were simplified, and structured to provide for advancement through department training programs while retaining the ability to enter each series at higher levels with the possession of applicable work experience.

Minimum qualifications at all levels continue to allow equivalent experience elsewhere to allow for those with experience outside of Alaska to qualify and incumbents to progress through the series.

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.

Upon review of current Occupational Groups and Job Families it was determined the nature of the work performed by the study job classes (including the Community Development Specialist I-III located in the Development and Infrastructure Planning family) does not fit into any other specialized areas available and fits best within the Labor and Employment Services family (PF05). A combination of current and new Class Codes and AKPAY Codes will be used. The study class codes are as follows:

Job Class	AKPAY Code	Class Code
Employment Services Technician I	P4649	PF0521
Employment Services Technician II	P4650	PF0522
Employment Services Technician III	P4651	PF0523
Employment Services Manager I	P4655	PF0531
Employment Services Manager II	P4656	PF0532
Employment Services Manager III	P4657	PF0533
Unemployment Insurance Technician I	P4611	PF0526
Unemployment Insurance Technician II	P4612	PF0527
Unemployment Insurance Technician III	P4613	PF0528
Unemployment Insurance Claim Center Manager I	P4614	PF0537
Unemployment Insurance Claim Center Manager II	P4615	PF0538

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 classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

While employees in the Employment Services Technician I-II and Unemployment Insurance Technician I-II job class series are compensated on a salary basis exceeding \$455.00 per week, they:

do not meet the Executive Employees exemption because their primary duty is not management of a line function of the agency or supervision of employees;

do not meet the Administrative Employees exemption because their primary duty level of authority does not include the exercise of discretion and independent judgment with respect to matters of significance; and

do not meet the Professional Employees exemption because their primary duty does not require knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction.

Employees in the Employment Services Technician III, Unemployment Insurance Technician III, Employment Services Manager I-III, and Unemployment Insurance Manager I-II job classes are compensated on a salary basis exceeding \$455.00 per week. In addition they:

meet the Executive Employees exemption if they customarily and regularly direct the work of two or more employees because their primary duty is management of a line function of the agency or supervision of employees;

meet the Administrative Employees exemption because their primary duty level of authority includes the exercise of discretion and independent judgment with respect to matters of significance; and

do not meet the Professional Employees exemption because their primary duty does not require knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction.

Salary Analysis:

The State aligns the salary ranges of job classes internally and not to market. Under internal alignment, the salary range of a job class is determined based on internal consistency within the State's pay plans with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work. In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level first in the same job family; then within other job families within the same occupational group. Comparisons with classes in job families outside the occupational group are made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the class has particular characteristics that justify comparisons with another job family. The greater the similarity with the

study class the more weight should be given. Comparisons within the job family are typically given greater weight than those outside of the job family.

The job classes studied perform work that falls under the Labor and Employment Services Job Family (PF05), which includes classes of positions that advise on, administer, supervise, or perform work related to employment counseling, unemployment insurance, and other labor and employment services. Initial preparation for employment is typically through training or experience with subsequent career progression based on progressively responsible experience.

Due to the small number of comparable job classes in the PF05 Job Family, analysis was broadened to include appropriate job classes from the Social, Benefit, and Employment Services Occupational Group (PF): PF01 (Public Programs); PF02 (Social Work); PF03 (Special Social Service); and PF04 (Vocational Rehabilitation).

The Public Programs Job Family (PF01) includes classes of positions that advise on, administer, supervise, or perform services in a social, government benefit, or public assistance program. Initial preparation for employment is typically through training or experience with subsequent career progression based on progressively responsible experience.

The Social Work Job Family (PF02) includes classes of positions that advise on, administer, supervise or perform professional or paraprofessional social work, training, or consultation. Initial preparation for employment is typically through advanced education in social work with subsequent career progression based on progressively responsible experience.

The Special Social Service Job Family (PF03) includes classes of positions that advise on, administer, supervise or perform social services related to human rights, social services specialties, and miscellaneous services not specifically classifiable in another family. Initial preparation for employment is typically through advanced education with subsequent career progression based on progressively responsible experience.

The Vocational Rehabilitation Job Family (PF04) includes classes of positions that advise on, administer or supervise vocational rehabilitation programs or perform vocational rehabilitation counseling services. Initial preparation for employment is typically through advanced education or experience with subsequent career progression based on progressively responsible experience.

The following table shows the job classes selected for alignment comparison, their family, and their category (A-Clerical/Technical/Paraprofessional and B-Professional/Managerial). The summary of range characteristics was not included in the table due to the differences between the families (e.g., the same range for one family's journey professional level, another family's entry professional, or one of a family's technician classes).

Salary Range	PF01	PF02	PF03	PF04	PF05
13	Eligibility Technician I (A)		Human Rights Field Representative I (B)	Vocational Rehabilitation Assistant III (A)	

14	Eligibility Technician II (A) PFD Technician III (A)				
15		Protective Services Specialist I (B)	Civil Rights Programs & Compliance Specialist I (B)	Vocational Rehabilitation Counselor I (B)	Unemployment Insurance Quality Control Auditor (A) Employment Security Analyst I (B)
16	Eligibility Technician III (A) Eligibility Quality Control Technician I (A) PFD Specialist I (B)		Human Rights Field Representative II (B)		Field Auditor I (B)
17	Eligibility Technician IV (A)	Protective Services Specialist II (B)	Civil Rights Programs & Compliance Specialist II (B)	Vocational Rehabilitation Counselor II (B)	Employment Security Analyst II (B) Field Auditor II (B) Appeals Officer I (B)
18	Eligibility Quality Control Technician II (A) Eligibility Office Manager I (B) PFD Specialist II (B)		Human Rights Field Representative III (B)		Employment Security Analyst III (B)
19	Eligibility Office Manager II (B)	Protective Services Specialist III (B)	Civil Rights Programs & Compliance Specialist III (B)	Vocational Rehabilitation Counselor III (B)	Supervisor, Audit Operations (B) Appeals Officer II (B)
20	Social Services Program Coordinator (B)	Protective Services Specialist IV (B)	Human Rights Field Representative IV (B)	Vocational Rehabilitation Counselor IV (B)	Employment/Unemployment Insurance Technical Manager (B)
21	Public Assistance Programs Officer (B)	Protective Services Manager I (B)		Vocational Rehabilitation Manager (B)	Appeals Officer III (B)

The Employment Services Technician I-III and Unemployment Insurance Technician I-III exceed the characteristics of job classes at Salary Range 13 either performing technical level duties in preparation for journey level work or providing advanced/lead level technical and administrative support. Duties performed by the previous Community Development Specialist I at Salary Range 13 are found to be more appropriately aligned with the Employment Services Technician I after joining the Labor and Employment Services family.

The Employment Services Technician I and Unemployment Insurance Technician I have similarities to the job classes at Salary Range 14 performing journey level technical duties and/or leading lower level technicians while completing complex and sensitive assignments. Entrance requirements include one year of entry/journey level experience. Each independently performs the full spectrum of assignments applicable to their related field; each implements applicable state and federal guidelines to perform their work; and the purposes and nature of person-to-person work relationships focus on giving information, rendering personal service, and explaining policies. The similarities with comparable classes and each other provide strong support for aligning both at the same salary range and serve as a benchmark for the remainder of the technical series.

The Employment Services Technician II and Unemployment Insurance Technician II share similarities with each other. Both possess a similar level of complexity; may exercise lead level authority and or perform advanced level duties in their related field; and like the comparison class require considerable knowledge of subject matter and specific qualifications gained at the previous level. The similarities provide strong support for aligning both at the same salary range, which for technical level positions would be Salary Range 15, one salary range higher than the staff led or Journey level work performed.

The Employment Services Technician III and Unemployment Insurance Technician III have similarities with each other. Both complete complex assignments and responses to the public and exercise supervisory authority over subordinate staff in their related field. The similarities provide strong support for aligning both at the same salary range, which for technical level positions would be Salary Range 16, one salary range higher than the lead/advanced level work performed.

The Employment Services Manager I and Unemployment Insurance Claim Center Manager I have many similarities with each other and to the job classes at Salary Range 16. When supervisory authority is present, it is over a small team of lower level, non-supervisory authority technicians. The absence of supervisory authority over lower level technical supervisors mitigates the additional managerial requirements which may include additional supervisory authority, independent policy and procedure development, facility/office responsibilities, and strategic planning as a member of a management team. The similarities with comparable classes and each other provide strong support for aligning both at the same salary range and serve as a benchmark for the remainder of the managerial series.

The Employment Services Manager II has many similarities to the job classes at Salary Range 18. Managers oversee the full scope of program delivery associated with their field, may have supervisory authority over professional level staff, and manage one or more offices in a community or region. Aligning at Salary Range 18 also provides a two salary range increase over the Employment Services Manager I. The similarities with comparable classes provide strong support for aligning at the same salary range.

The Employment Services Manager III and Unemployment Insurance Claim Center Manager II have many similarities to each other and the job classes at Salary Range 20. Managers' report directly to an Assistant Director, ensure statewide policy is implemented by their team, and may have supervisory authority over professional and/or technical staff located in multiple offices within a region who supervise program delivery associated with their field. Statewide policy is developed by Employment/Unemployment Insurance Technical Managers at Salary Range 20, who also report directly to an Assistant Director of Employment Security, and then is implemented by these study classes. Aligning at Salary Range 20 also provides a two salary range increase over the Employment Services Manager II. The similarities provide strong support for aligning both at the same salary range.

The Employment Services Manager III and Unemployment Insurance Claim Center Manager II do not compare favorably to the job classes at Salary Range 21, who are responsible for statewide program administration, policy development, and specialized subject matter expertise.

Salary Ranges and Coding:

Job Class Title	Salary Range	FLSA	AKPAY Code	Class Code
Employment Services Technician I	14	N	P4649	PF0521
Unemployment Insurance Technician I	14	N	P4650	PF0522
Employment Services Technician II	15	N	P4651	PF0523
Unemployment Insurance Technician II	15	N	P4655	PF0531
Employment Services Technician III	16	Y	P4656	PF0532
Unemployment Insurance Technician III	16	Y	P4657	PF0533
Employment Services Manager I	16	Y	P4611	PF0526
Unemployment Insurance Claim Center Manager I	16	Y	P4612	PF0527
Employment Services Manager II	18	Y	P4613	PF0528
Employment Services Manager III	20	Y	P4614	PF0537
Unemployment Insurance Claim Center Manager II	20	Y	P4615	PF0538

Conclusions:

The Employment Security Specialist series was reduced from five levels to three, the class specification updated, the title revised to Employment Services Technician, and the salary ranges unchanged. The Employment Security Specialist IA and IV classes are abolished.

The Employment Service Manager series was reduced from four levels to three through combining the two middle levels. The title was revised to correspond with the Technician series. The first and third levels retained their previous salary range with the second level slotted between them to provide a reasonable salary progression.

The Unemployment Insurance Technician series is created and its salary ranges aligned with the corresponding levels of the Employment Services Technician series.

The Unemployment Insurance Claim Center Manager series is created and its salary ranges aligned with the corresponding levels of the Employment Services Manager series. The Unemployment Claim Center Manager is abolished.

The new and revised job class series and position allocations are effective May 1, 2016.

Correspondence on the allocation of study positions is being distributed through the Online Position Description system.

Attachments:

Final class specifications
Allocation Spreadsheet

cc: Mike Andrews, Director
Division of Employment & Training Services
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Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry *Keith*
Class Studies Supervisor

From: Kirk Thorsteinson *Kirk*
Rob Weber *Rob*
Class Studies Analysts

Date: April 25, 2016

Subject: Employment Services Study – Employment Counselor I and II

Introduction:

The positions allocated to the Employment Counselor I and II job classes were examined as part of the Employment Services job class study. The examination indicated grouping is not appropriate with the work assigned to the other classes in the study therefore, a separate view was conducted.

Study Scope:

There are six positions allocated to the Employment Counselor I and II job classes.

Study Contacts:

James Harvey– Division of Employment & Training Services

History of Job Class:

The Employment Counselor series was established on January 16, 1972 as a four level series: Employment Counselor Trainee, Employment Counselor, Senior Employment Counselor, and Principal Employment Counselor. Employment Counselor III and IV levels were abolished and a complete revision was implemented on July 16, 1990.

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

Employment Counselors are assigned to regional and local Job Centers and typically report directly to the Job Center Manager. Incumbents typically coordinate with other counselors within the department to seek advice and direction regarding program policies and practices. Incumbents provide professional-level assessments and counseling services to assist and guide client choices regarding, job loss, education and training, community resources, re-entry, returning to work, working with a disability, and life style choices.

Positions in this series are flexibly-staffed and incumbents are reclassified to the journey level after meeting minimum qualifications. At the entry level, incumbents typically have a bachelor's degree in counseling or a closely related field, complete a department specific Competency Based Training Plan, and provide theory based counseling practices to specific Job Center customers. At the journey level, incumbents typically have one year of counseling experience, provide theory based counseling practices to specific Job Center customers, and have completed the department's Competency Based Training Plan.

At both levels, incumbents apply theory based techniques and skills to assess and engage with clients to change their behavior and determine the most appropriate steps forward in regards to a diverse range of individual employment issues. Employment Counselors assess for issues related to coping skills, stress, trauma, mental health issues, disabilities, self-esteem, motivation, anger management, relationship issues with peers and/or supervisors, and other issues that require professional counseling skills.

The scope of this work is unique to the Employment Counselor I and II job classes and is not appropriate for grouping with other classes. This two level counselor series remains as such.

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 Employment Counselor I and II class titles concisely and accurately reflect the assigned duties, responsibilities, and authorities.

Minimum Qualifications:

The minimum qualifications established for these classes relate to the individual behavioral and counseling theory knowledge, skills, and abilities necessary to conduct, provide, and interpret formal behavior and job related assessments. These established requirements do not create an artificial barrier to employment of individuals in protected classes. The required training is limited to the basic formal training that customarily prepares individuals for work in the field. The experience requirement is intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. The required experience should be directly related to the actual duties of positions in the class and is not equivalent to the work to be performed.

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 job classes in the Employment Counselor series have historically been placed in PF05 Labor and Employment Services. This job family includes classes of positions that advise on, administer, supervise or perform work related to employment counseling, unemployment to support placing the Employment Counselor classes in PF05. The job class levels and their corresponding codes are in the following table.

Job Class	Class Code	AKPAY Code
Employment Counselor I	PF0501	P4616
Employment Counselor II	PF0502	P4617

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 classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

Employment Counselor I: an incumbent typically does not meet the criteria for exemption as an incumbent is typically at an entry level and not assigned the level of authority and responsibility to provide the advanced knowledge typical of the Employment Counselor II.

Employment Counselor II: an incumbent typically meets the professional criteria for exemption. Incumbents work at the journey level, have completed the department's specific counseling training, and provide the full scope of counseling duties that require advanced knowledge acquired by a prolonged course of specialized instruction.

Internal Alignment:

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 (AS 39.25.010(b)(2)).

Employment Counselors I and II provide professional-level assessments and counseling services requiring advanced education in a counseling field in order to assist and guide client choices regarding, job loss, education and training, community resources, re-entry, returning to work, working with a disability, and life style choices. The scope of work and education assigned these classes is significantly different than other classes in the newly created Employment Services Technician series and will be aligned using primarily classes that provide professional counseling services.

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 job family or related job families. Following these guidelines, the analyst selected classes in PF05 that display the most comparable characteristics when examining the nature of work and level of authority and responsibility.

Along with classes from PF05, this alignment was expanded to appropriate job classes within PF02 and PF04 as these job families have classes are assigned similar professional counseling duties, tasks, authorities, and responsibilities.

The following table describes the job classes selected for alignment comparison and their class characteristics.

Range	Job Class (Job Family)	Description	Range Characteristics
15	Protective Services Specialist I (PF0201)	Incumbents learn and apply the concepts and techniques of professional social work by attending training, assisting experienced caseworkers with their caseloads, and carrying a caseload.	Classes at this range are the entry level to their respective series. Characteristics include close supervision, assignments that promote familiarity and learning, and completion of courses that provide knowledge for advancement to the journey level.
	Vocational Rehabilitation Counselor I (PF0431)	Developmental professional level. Incumbents learn to apply the principles, practices, and techniques necessary to provide rehabilitation counseling to clients with disabilities to retain or obtain gainful employment.	
	Vocational Rehabilitation Evaluator I (PF0451)	Developmental professional level. Incumbents learn to apply the principles, practices, and techniques of professional rehabilitation evaluation and assessment services to clients with disabilities.	
	Employment Security Analyst I (PF0511)	Incumbents are responsible for programs demanding few alterations to manuals and no development of employee training aids. Assignments at this level require independence within well-defined guidelines after an initial orientation phase.	
17	Protective Services Specialist II (PF0202)	Incumbents provide professional social services in response to a broad spectrum of social problems or issues.	Classes at this range are the journey level to their respective series. Characteristics include limited supervision, assignments that
	Vocational	The journey professional level.	

		<p>procedures available. Positions in this class accomplish all levels of Employment Security Analyst work. May deal with special assignments which require total development of methodology and location, organization and research of material or sources of information. Positions at this level may supervise lower level professionals.</p>	<p>counseling work or program assignment of the series, and completion of courses that provide knowledge for advancement to the expert level.</p>
	<p>Protective Services Specialist III (PF0203)</p>	<p>The advanced level. Incumbents perform casework or serve as a staff consultant or subject matter expert.</p>	
	<p>Vocational Rehabilitation Counselor III (PF0433)</p>	<p>The advance level. Incumbents provide professional counseling services to clients designated as significantly disabled with multiple impediments to employment, and in need of rehabilitation planning and services in overcoming barriers to achieve successful employment outcomes. Incumbents are nationally certified rehabilitation counselors.</p>	
	<p>Vocational Rehabilitation Evaluator III (PF0453)</p>	<p>The advanced level. Incumbents provide vocational evaluations, administering and interpreting the results of psychometric testing, real work assessments, and other complex tests, and working in the community with employers to establish and administer community based assessments for those clients with the most significant disabilities. Incumbents are nationally certified rehabilitation evaluators.</p>	

Analysis:

Employment Counselor I is the entry level to a professional level counseling job class requiring advanced course work in counseling, psychology, or human behavior or extensive case management experience. Positions assigned to this class typically complete a Competency Based Training Plan in order to advance to the next level while completing on-the-job assignments in employment assessment and counseling, observing and identifying occupational issues of select clients, or referring clients to other counseling services. The scope of work assigned this class aligns well with the type and level of developmental/learning duties and tasks present among classes at salary range 15.

Employment Counselor II is the journey level of a professional level counseling job class requiring advanced level education and experience in counseling, psychology, or human behavior.

Positions in this class provide employment assessment and counseling services for all difficulty levels of employment-related problems such as preparing and maintaining records, identifying occupational problems, conducting holistic employability assessment, and developing an occupational plan of action. Incumbents exercise extensive independent judgment in choosing and delivering services to employment services clientele. This scope of work aligns well with other professional counseling classes at salary range 17.

Conclusions:

Job Class	Class Code	AKPAY Code	FLSA	Salary Range
Employment Counselor I	PF0501	P4616	N	15
Employment Counselor II	PF0502	P4617	Y	17

The revised job class and position allocations are effective May 1, 2016.

Correspondence on the allocation of study positions is being distributed through the Online Position Description system.

Attachments:

Final class specifications
Allocation Spreadsheet

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