



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

## Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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# Memorandum

To: Kate Sheehan  
Director

Thru: Keith Murry *Keith*  
Classification Studies Supervisor

From: Kirk Thorsteinson *Kut*  
Human Resources Consultant

Date: July 1, 2014

Subject: Juvenile Probation Officer IV Job Class Study

### Preamble:

In January, 2013, a study request was made by the Alaska Public Employees Association/AFT to review the Juvenile Probation Officer IV job class. The request was to examine both the class specification content and salary alignment. The study was started in April, 2013.

### Study Scope:

The study request included the review of all positions in the Juvenile Probation Officer IV job class. Ultimately, the study included four positions within the Division of Juvenile Justice.

### Study Contacts:

Study contact for the Juvenile Probation Officer IV Job Class Study was Jana Heard (Administrative Operations Manager II) from the Department of Health and Social Services.

### History of Job Class:

Prior to 1990 the general Probation Officer job class series was used for both adult and youth probation positions. That year, the Alaska Police Standards Council adopted new regulations regarding certification of adult Probation Officers established in the Department of Corrections (DOC), causing a change to the job requirements for the DOC positions only. As a result, youth probation positions were removed from the Probation Officer series which was revised and re-titled Adult Probation Officer for use exclusively by the DOC.

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The Juvenile Probation Officer I-IV series was created on May 16, 1990. The Department of Health and Social Services also requested creation of a Juvenile Probation Officer V but at that time no PCNs performed duties of a higher level.

On April 1, 2004, the Juvenile Probation Officer series was revised and the Salary Range of the Juvenile Probation Officer IV changed from 19 to 20. The increase aligned the Juvenile Probation Officer IV with the Adult Probation Officer IV, a class having comparable duties of managing large and complex probation offices through subordinate supervisors. The Department of Health and Social Services again requested the Division of Personnel and Labor Relations consider the creation of a Juvenile Probation Officer V. The study of the responsibility for supervision of juveniles in a community detention program, in comparison with other detention programs, community program positions, and other youth counselor positions did not reveal significant differences in function, type, or complexity of duties that would warrant creation of a higher level in the series. The duties, responsibilities, and level of authority were appropriately defined and described in the Juvenile Probation Officer IV class specification, therefore the Juvenile Probation Officer V was not created.

**Class Analysis:**

Evaluation of the Juvenile Probation Officer IV job class revealed the positions continue to be responsible for the performance, implementation, development, supervision, and management of juvenile justice probation programs and services. Juvenile Probation Officer IVs have placed greater emphasis on public relations and working relationships and their established role in community relations, working with senior leaders, and developing additional programs; continue to use change management techniques to motivate and train Juvenile Probation Officers when new State and federal acts, laws, methods, and tools are adopted; have adapted to technological advances with regards to radio communications, electronic monitoring, video conferencing, cell phones, and computers; and are successfully and effectively transitioning from paper processes to computer processes. The Juvenile Probation Officer IVs are meeting the responsibilities (training staff, investigation of violations, audit to ensure compliance) and protecting the agency from liability (substantial loss of federal funding; federal, criminal, and civil law suits; and emotional and physical trauma to youth and their families) under the Juvenile Justice Delinquency Prevention Act of 1974 and Prison Rape Elimination Act of 2003 (focused on juveniles in youth facilities); meeting deadlines for completing quality assurance in the form of casework assessment audits and evaluation; and participating with members of Division senior management concerning statewide planning and initiatives.

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 position descriptions for the four positions studied are essentially the same, the primary differences being the area of Alaska they manage and the number of staff they supervise. Neither of these differences would require a separate job class level with respect to the four tests of similarity.

The job class specification was updated and modified to reflect the current specification format used by the State of Alaska; the examples of duties and knowledge, skills, and abilities were fleshed out to reflect the full scope and meet current specification standards; and the minimum qualifications and special note regarding supervisory responsibility, appropriate job classes meeting the required experience, and basic employment eligibility requirements were modified.

**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 Juvenile Probation Officer IV class title continues to concisely and accurately reflect the level of work; therefore, the class title shall remain the same.

**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 required experience was updated to reflect current titles (Juvenile Probation Officer III, Protective Services Specialist III) and appropriate levels providing supervisory experience (Juvenile Justice Unit Supervisor, supervisory Adult Probation Officer III). The Special Note was updated to reinforce the basic eligibility requirements listed in 13 AAC 85.210. Updates to the Juvenile Probation Officer IV minimum qualifications will also require updating the minimum qualifications for the entire Juvenile Probation Officer series for consistency. The changes to the Juvenile Probation Officer I-III will be processed after this study is implemented.

**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 families it was determined the nature of the work performed by the Juvenile Probation Officer IV has not significantly changed, does not fit into any other specialized areas available, and will appropriately remain in PJ04 with the same Class Code (PJ0454) and AKPAY Code (P4359).

**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.

Employees in the Juvenile Probation Officer IV job class meet the Executive Employee exemption as they are compensated on a salary basis of \$455.00 per week exclusive of board, lodging, or other facilities; their primary duty is management of juvenile justice probation programs in a geographic area; which includes directing the work of more than two full-time employees; with the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees are given particular weight.

Employees in the Juvenile Probation Officer IV job class do not meet the Administrative or Professional Employees exemption because their primary duty is management of a line function of the agency and 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 Juvenile Probation Officer IV performs work that falls under the Probation and Parole (PJ04) Job Family, which includes classes of positions that advise on, administer, supervise or perform probation or parole services. Initial preparation for employment is typically through specialized training with subsequent career progression based on progressively responsible experience.

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

| Range | Job Class/Job Family                              | Description  |
|-------|---|--|
| 20    | Adult Probation Officer IV (PJ04)                 | Functions under one of three options as the first managerial level in the Adult Probation Officer series: <ul style="list-style-type: none"> <li>• Under supervisory Option One, manages and administers the operations of two or more units consisting of Adult Probation Officers supervised by an Adult Probation Officer III within either the Anchorage Office or a large field office.</li> <li>• Under supervisory Option Two, manages at least three rural (remote location) offices each consisting of a subordinate Adult Probation Officer III.</li> <li>• Under Option Three, supervisory authority is optional for program manager duties including the development, evaluation, management, and statewide coordination of multiple major programs or the parole function.</li> </ul> |
| 22    | Adult Probation Officer V (PJ04)                  | Functions under one of two options as the second managerial level in the Adult Probation Officer series: <ul style="list-style-type: none"> <li>• Under supervisory Option One, manages and administers all probation operations for a large geographic region.</li> <li>• Under supervisory Option Two, manages all probation operations, services, and major statewide programs in the Anchorage Probation Office.</li> </ul>  |
| 23    | Executive Director, Alaska Board of Parole (PJ04) | Under the general administrative direction of the Commissioner of the Department of Corrections, this single position job class functions as the State's expert on parole. Manages the Alaska Board of Parole, implements Board policies, advises Board members on parole related matters and represents the Board to the Legislature, organizations, and agencies.  |

In the April 1, 2004, class study of the Juvenile Probation Officer series implemented for the Division of Juvenile Justice, based on the strong similarities and number of comparable factors

shared with the Adult Probation Officer IV, the Juvenile Probation Officer IV salary was internally aligned at range 20.

While both job class series had similarities, caution was given to viewing them as identical:

“The Adult Probation Officer series contains several supervisory levels necessary to manage large probation offices providing services to a large client population. The Juvenile Probation Officer series, with smaller facilities and a smaller client population, has two supervisory levels. Both Adult Probation Officers III and Juvenile Probation Officers III function as first level supervisors over a probation unit or district office. The scope of work, span of control and supervisory authority are very comparable.

Adult Probation Officers IV manage large and complex probation offices through subordinate full supervisors. This is comparable to the Juvenile Probation Officer IV. While the Juvenile Probation Officer IV and Adult Probation Officer V are both identified as regional managers, Adult Probation Officers V manage regions of greater size and scope. There is no counterpart in the Juvenile Probation Officer series to the Adult Probation Officer VI.

The minimum qualifications for both the Adult Probation Officer and Juvenile Probation Officer series are similar. As a condition of continued employment Adult Probation Officers are required to obtain a basic probation officer certificate issued by the Alaska Police Standards Council (APSC) within 14 months of hire, while Juvenile Probation Officers are not subject to APSC standards and do not require certification. However the minimum qualifications for both series require college education or allowable work experience as a substitution for education at each level. The full-performance, supervisory, and management levels require progressively responsible work experience as the series moves upward. Both require possession of an Alaska driver license.”

The April 1, 2008, class study of the Adult Probation Officer series was implemented for the Department of Corrections. The two major objectives of the study were to broaden out the Adult Probation Officer IV and examine internal alignment. The work in itself was found to have not changed since the last job class study was completed in 2001. The job class specifications for the Adult Probation Officer IV were updated to recognize management responsibilities and allow for promotional opportunities, at the time intended to meet the need of opening up the job class to include additional Adult Probation Officer IVs, as only three PCNs were filled. The alignment re-examined similarities with the Juvenile Probation Officer series and maintained the parity between the Adult Probation Officer IV and the Juvenile Probation Officer IV.

This Juvenile Probation Officer IV class study confirmed incumbents are responsible for managing juvenile justice probationary programs in a geographic region or the Anchorage Juvenile Probation Office. Duties include supervising professional level staff and directing the implementation of regional probation service programs; ensuring all new programs and initiatives adopted by the Division are effectively implemented through audits, guidance, oversight, and training; and collecting and/or analyzing research data to determine program effectiveness and resource needs. The job class also develops and implements regional long-range strategic goals and objectives consistent with the Division's strategic plan, designs new program models and coordinates implementation in field offices, and participates on a variety of division committees. Additionally, the job class works with others to draft legislation and analyze proposed legislation; assists with drafting and recommending revisions to the Alaska Statutes, Alaska Administrative Code, and Alaska Rules of Court; and works with peers and participates in the Division's probation policy and procedure committee. Furthermore, the job class liaises extensively between regional and district offices, government entities, justice agencies, and community organizations involved in enhancing the effectiveness of rehabilitation programs; performs site visits and transports juveniles to and from housing, probation office, and program appointments as needed; and investigates and responds to all complaints concerning probation services.

This review found the changes in duties, independence, and technologies are not sufficient to alter the relationships found in prior studies. Aligning the Juvenile Probation Officer IV with the Adult Probation Officer IV continues to provide the best assurance of providing like pay for like work.

The union's original request stated the Juvenile Probation Officer IV job class should be more closely aligned with Adult Probation Officer V (SR22), Protective Services Manager I (SR21), Protective Services Manager II (SR 22), and elements of a handful of related fields such as Child Support Manager (SR21), Vocational Rehabilitation Manager (SR21), Social Services Program Officer (SR21), and Social Services Program Administrator (SR23). With the exception of the Adult Probation Officer V discussed already, the job classes mentioned are part of the Social, Benefit, and Employment Services Occupational Group (PF). Internal alignment focuses on comparisons within the job family and the occupational group. Comparisons with other occupational groups were not necessary due to sufficient, similar, and historical comparisons within the job family.

**Conclusions:**

The Juvenile Probation Officer IV retains the same job class title and the definition; distinguishing characteristics; examples of duties; knowledge, skills, and abilities; and minimum qualifications were updated.

The Juvenile Probation Officer IV job class remains part of the PJ04 Job Family and the codes remain the same.

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The Salary Range for the Juvenile Probation Officer IV remains Range 20.

The employees in the Juvenile Probation Officer IV job class remain exempt under the Fair Labor Standards Act under the executive exemption and remain not eligible for overtime.

The revised job class and position allocations are effective July 1, 2014.

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

Attachments:  
Final class specification

cc: Sana Efird, Assistant Commissioner  
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