



Memorandum

To: Nicki Neal
Director

Thru: Keith Murry *Keith*
Class Studies Supervisor

From: Rob Weber *RW*
Class Studies Analyst

Date: June 11, 2013

Subject: Marine Engineering Assistant Manager Class Study

Introduction

The Department of Transportation and Public Facilities (DOTPF), Alaska Marine Highway System (AMHS), submitted a request to establish a Marine Engineering Assistant Manager job class in the classified service. This class will be responsible for supervising and overseeing the operations and budgets for the Marine Engineering Section.

Study Contacts

- Shanna Burns (acting Human Resource Manager/ DOTPF)

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.

This study addresses a single position (PCN 253821). An incumbent working in this position reports directly to the Marine Transportation Services Manager (Marine Engineering Manager). The study position is one of four managerial positions that report to the Marine Engineering Manager and assist in managing the Marine Engineering/Facilities Operations branch. The focus of these positions is vessel construction and facilities management, while PCN 253821 focuses on managing the Marine Engineering section through subordinate Port Engineers in order to ensure the operational readiness of AMHS vessels, specifically engine room and machinery. This responsibility

includes planning, budgeting, scheduling, and managing the ongoing maintenance and repair of AMHS vessels. Other responsibilities include managing AMHS fleet regulatory requirements and coordinating with AMHS Vessel Construction Managers and Port Engineers within the branch to maintain the fleets' operational readiness.

The assigned management and supervisory responsibilities distinguish PCN 253821 from the Port Engineer job class. Management of the Marine Engineering Section and the specific responsibility for ensuring the operational readiness of AMHS vessels regarding the engine room and machinery distinguishes PCN 253821 from the Vessel Construction Manager and Facilities Manager job classes.

The scope of work assigned PCN 253821 is sufficiently unique to justify creating a single job class.

Class Title

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

The title selected for this class is Marine Engineering Assistant Manager. This title meets the above guidelines as this class assists the Marine Engineering Manager (working title) and supervises the Vessel Engineering section.

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 the position in the class and should not be equivalent to the work to be performed.

Marine Engineering Assistant Manager minimum qualifications facilitate movement into the class from two main groups. The first includes those shipboard staff certified as merchant marine engineers that perform the work supervised by the Marine Engineering Assistant Manager. The second includes academically trained engineering professionals with professional maritime-related engineering experience.

Class Coding

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 most comparable classes to Marine Engineering Assistant Manager are Port Captain (PD0653), and Ship Services Manager/Port Steward (PDO646); these classes are in the Ferry System Administration job family (PD06) of the Government Management and Infrastructure group. The Marine Engineering Assistant Manager's role as the section manager and supervisor makes its placement in this family appropriate. The class is assigned code PD0669.

Fair Labor Standards Act

An employee is exempt under Section 13(a)(1) of the Fair Labor Standards Act, as Amended (FLSA), from the Act's minimum wage and overtime requirements, when the criteria under either the executive exemption set forth in subpart B, the administrative exemption set forth in subpart C, or the professional exemption set forth in subpart D are met.

The work assigned this position requires managing a recognized subdivision of the AMHS. This includes managing daily matters, section budget, vessel maintenance contracts, and personnel. The assigned work requires knowledge of an advanced nature and type, specifically marine engineering or a closely related field. These responsibilities meet subpart B – Executive Employees and subpart D – Professional Employees. Accordingly, an incumbent working in the Marine Engineering Assistant Manager job class is not overtime eligible.

Internal Alignment – method and 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 (AS 39.25.010(b)(2)). In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same occupational group and job family or related job families. Comparisons with classes in other job families may be made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the study class displays characteristics that justify comparisons with another job family. The greater the similarity with the study class, the more weight should be given to the comparable class. Comparisons within the job family are typically given greater weight than comparisons to classes located in other job families.

Table 1 describes the job classes selected for alignment comparison and their range characteristics.

Range	Job Class (Family Code)	Description	Range Characteristics
21	Ship Services Manager/Port Steward (PDC646)	Under general administrative direction of the Marine Transportation Services Manager for Vessel and Terminal Operations, the Ship Services Manager/Port Steward is responsible for planning, budgeting, implementing, supervising, and evaluating passenger service activities of the AMHS.	The work characteristic of this range requires managing and supervising multiple levels of personnel in delivery of quality passenger service operations onboard AMHS vessels. This includes planning, budgeting, implementing, supervising, and evaluating passenger services of the AMHS. This includes participating in short and long range planning; establishing goals and time frames; formulating evaluative tools and methods to achieve results; and identifying, balancing, and prioritizing budgetary needs. This range works with and/or through multiple contacts such as: subordinate staff to implement the program and ensuring quality assurance/quality control is met; AMHS managers, supervisors, and staff to develop and implement AMHS policies and procedures; and State and

			<p>federal representatives to establish and continue safety regulations, sanitation controls, food service compliance, certifications, and periodic inspections. Consequence of error associated with this range includes meeting statewide quality assurance/ quality control; program budget; supervision of multiple staffing levels; identifying and authorizing employee training programs; and developing and implementing goals and objectives for operational services.</p>
23	<p>Marine Traffic Manager (PD0639)</p>	<p>Under general administrative direction, the Marine Traffic Manager is responsible for statewide ferry movements and scheduling; authorizing special voyages; establishing and revising tariffs; maximizing traffic and revenue; reservations and ticketing; and public relations.</p> <p>This is a supervisory class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinates.</p>	<p>The work characteristic of this range includes professional and management level assignments required for the scheduling, movement, operation, and maintenance and dry-docking of AMHS vessels. The characteristic of this range include supervising and managing multiple levels of subordinate supervisors and licensed deck crew, vessel masters, booking agents, and administrative personnel in delivering AMHS vessel services and maintenance.</p> <p>The classes of this range typically work with Port Engineers; federal, State, and local authorities in coordinating dry-docking and shipyard work and communicating AMHS passenger vessel operations and communication systems; AMHS management in the review of policy and procedure, budget, and other broad administrative functions; and subordinate supervisors to implement AMHS goals and objectives.</p>
	<p>Port Captain (PD0653)</p>	<p>Under the general direction of the Director of Marine Operations, Port Captain is responsible for the operation, safety, general maintenance (except engine room and machinery), and annual dry-docking, repair and modification of State operated ferries.</p>	<p>The classes of this range draft operating procedures and maintenance standards for deck departments; determine when annual repairs and alterations are needed; and recommend training programs for shipboard crew; promoting travel aboard AMHS vessels; and developing ways to improve ticket sales and system delivery.</p>

24	Marine Transportation Services Manager (PD0670)	Under general administrative direction of the Division Director, manages one of three primary branches of the Marine Highways Division of the Department of Transportation and Public Facilities. The primary branches of the Marine Highways Division are Customer Services, Support Services, and Vessel Operations. Positions in this class function in a dual capacity as deputy to a Division Director and as in-line managers of a primary service. Incumbents have substantial responsibility for determination of policy and for determining the way in which policy is carried out.	The work characteristic of this range requires managing one of three AMHS branches. Instructions are typically general and big picture and specific to administering policies and regulations, fiscal management, and planning for the programmatic activities unique to each branch. The characteristics of this range include supervising subordinate managers and supervisors in order to implement administrative and branch operations. The guidelines characteristic of this range relate to vessel management and operation, division policies and procedures, bargaining unit contracts and personnel management, procurement and contracts, and budgeting and fiscal management.
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Analysis:

Marine Engineering Assistant Manager (PD0669)

The Marine Engineering Assistant Manager manages the engineering operations for AMHS vessels. The class receives direction from the Marine Transportation Services Manager for the Marine Engineering/Facilities Operations branch.

An incumbent assigned to this class works through subordinate supervisors (Port Engineers) in planning, budgeting, scheduling, and accomplishing the ongoing maintenance and repair of vessel mechanical and electrical systems. This class manages AMHS fleet regulatory requirements to maintain compliance and coordinates with AMHS Vessel Construction Managers and Port Engineers to maintain operational readiness.

The guidelines for performing the work characteristic of this range are specific to AMHS policies and procedures, USCG regulations, personnel rules and bargaining unit contracts, and budget, procurement, and contracts. The contacts characteristic of this range include subordinate supervisors and personnel, other AMHS managers, and regulatory bodies in managing fleet operations, maintaining and repairing vessels, and maintaining fleet's regulatory compliance; and human resource management in managing personnel. The recommendations, decisions, commitments, and consequence of error characteristic of this range includes daily management of the section; maintaining regulatory compliance; fleet maintenance and repair; and budget, personnel, and contracts.

The characteristics of the Marine Engineering Assistant Manager are substantially similar to classes at range 23. The class does not serve as a deputy director which distinguishes the Marine Transportation Services Manager job class (range 24). Based on the similarities with classes at range 23, the Marine Engineering Assistant Manger is assigned range 23.

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Conclusions:

The Marine Engineering Assistant Manager job class is established.

The class code is PD0669; the AKPAY code is K0100; and the salary range is 23.

The class is established effective June 16, 2013.

PCN 253821 is allocated to the Marine Engineering Assistant Manager job class.

Additional correspondence regarding the allocation of the study position is being distributed through the OPD system.

Attachment includes:

Final class specification

cc:

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