

# STATE OF ALASKA

Department of Administration  
Division of Personnel & Labor Relations

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## Memorandum

To: Nicki Neal  
Director

Thru:   
Keith Murry  
Class Studies Supervisor

From:   
Rob Weber  
Class Studies Analyst

Date: June 22, 2012

Subject: Social Work Study

### Introduction

This study examined the professional and managerial level job classes of the Social Work family. This family includes eighteen job classes that manage, advise on, administer, supervise, or perform social work. The Alaska State Employees Association (ASEA) bargaining unit thru Article 17.02 – Class or Class Series Reviews requested the Children’s Services Specialist I – III job classes as their top study priority for FY 12. The positions allocated to these classes are assigned to the Office of Children Services (OCS), Department of Health & Social Services (DHSS).

In July 2011 a study planning meeting was held between OCS and Division of Personnel & Labor Relations (DPLR) management to discuss the scope of the study. During this meeting management agreed that the scope would be expanded to include the Children’s Services Specialist IV – V, Social Worker (CS) I – V, and Children’s Services Manager job classes.

After examining the position descriptions of record for Social Workers and Social Service Specialists in other divisions and departments the DPLR decided to expand the scope of the study to include the Social Worker I – IV and Social Services Specialist I – III job classes.

### The goals of this study include

- Examining the differences between positions that work with children and those that work with adults;
- Examining the differences between positions that work in rural settings versus those working in urban settings; and

- Examining the possibility of developing a separate management class series.

### **Study Contacts**

This study includes four departments and eight divisions, programs, and schools. The study contacts are listed below.

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### **History of Job Classes**

This job class history covers the development of the Children's Services Manager, Children's Services Specialist I – V, Social Worker (CS) I – V, Social Worker I – IV, and Social Services Specialist I – III job classes.

The Social Worker class was established in August 1968 as a five level class series that included trainee, developmental, journey, advanced/supervisory, and manager levels. This class was

written as a general class covering all social work functions assigned State positions, such as those performed by positions in Adult Protective Services and the Office of Children's Services.

In 1998, the Children's Services Manager was established as a non-licensed manager for the regional offices for Office of Children's Services.

The first major reworking of the class was in 2001 in anticipation of the social worker licensing law (AS 08.95) which became effective July 1, 2001. This law required employees using the "social worker" title to have a Social Work degree and license.

To abide by the enacted title restriction, the Division of Personnel revised the single Social Worker I – V series into four separate class series – two licensed and two non-licensed. The licensed classes included the Social Worker I – IV and Social Worker (CS) I – V. The non-licensed or parallel classes included the Social Services Specialist I – III and the Children's Services Specialist I – V. The Social Worker (CS) I – V and Children's Services Specialist I – V were created specifically for the Division of Family and Youth Services. The Social Worker I – IV and Social Services Specialist I – III were created for use in other State departments – Department of Education and Early Development (DEED), Department of Corrections (DOC), Department of Administration (DOA).

In November 2010 Classification completed maintenance of the minimum qualifications for the Social Worker (CS), Social Worker, Children's Services Specialist, Social Services Specialist and the Children's Services Manager job classes. The class specifications for Social Worker (CS) IV / Children's Services Specialist IV and Social Worker V (CS) / Children's Services Specialist V were revised into separate class specifications to represent licensed and unlicensed job classes.

### **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.

In developing the analysis for the study positions the study team followed standard practices in reviewing occupational information, gathering information from a designated occupational consultant, developing audit questions, and scheduling and conducting desk audits. The team audited 45 of the 315 permanent positions. The positions were selected in order to examine the cross section of social work performed throughout the State. This selection included the positions from each of the four departments and eight divisions participating in this study. The sampling of positions included those in rural and urban areas, those working in specialty areas of a social work program, those positions managing or supervising work as well as those positions working in school settings, offender rehabilitation, and with children, adults, and seniors.

Description by agency of the work as observed in position descriptions and desk audits.

There is one social work position in the DOA – Public Defender Agency. This position works at the professional level, in a rural office, and reports to an Attorney V. There are no supervisory duties assigned to this position. This position assists staff attorneys with clients who are not mentally capable to represent themselves. The position interviews and observes clients and identifies what mental health services are appropriate and available. The position also coordinates with government bureaus such as the Office of Children Services or Mental Health Trust Authority to gather or share information regarding their client and prepares summaries and affidavits for staff attorneys.

There are two social work positions in the DOC – Institution. One of the positions is assigned to the Hiland Mountain Correctional Center, Substance Abuse Treatment Program. The position works at the professional level, reports to a Criminal Justice Planner, and assigned no supervisory duties. The other position is assigned casework with female inmates who are transitioning into the community as well as women in the community either on furlough or probation/parole. The position is the liaison between DOC and OCS in assisting female inmates who are engaged in reunification and/or permanency planning for their children. The position also serves as the liaison for referrals and placements with community resources.

There are two social work positions in the DEED – Mt. Edgecumbe High School. These positions work at the professional level and report to the Assistant Director of Instruction and Housing. One of the two positions is assigned supervisory duties of technical level staff. These positions provide support to students in a dorm setting and work with students on peer relationships such as resolving peer conflicts, homesickness, dating issues, personal hygiene, resolve student staff conflicts, suicide prevention, and healthy lifestyles. These positions screen students for depression, suicide risk, and substance abuse. They assist in crisis intervention by gathering information and facilitating access to outside care providers such as substance abuse and mental health services.

There are eight social work positions in the DHSS – Alaska Pioneer Homes (APH). The positions work at the professional level and typically report to the APH Administrator, some positions are assigned supervisory duties. The positions provide education and information to residents, their family, or support network regarding the services provided at the home. They interview potential residents and make initial assessment of their mental health and coordinate with staff in developing long term treatment plans for residents. The positions advocate for residents rights in legal matters and care planning. They also liaise with other State divisions such as Adult Protective Services to begin requests for guardianship/conservatorship. The positions assist residents and families in accessing outside resources such as Medicare, Medicaid, Social Security, Long Term Care Benefits, and Veterans Benefits.

There are two hundred and eighty-three social work positions in the DHSS – OCS. OCS has the responsibility for responding to reports of harm or neglect of children. There are three general program areas: intake, assessment, and family services. Within this structure there are other specialty areas of information such as the Indian Child Welfare Act or Adoption Specialist. This agency has two management levels and four professional levels. The regional manager is the top level manager and reports to a higher level administrator. They are the face of the agency for the region and coordinate with regional stakeholders to build consensus and community connections.

Their primary responsibility is managing the administrative and program staff and programs for a geographic region. The second level of management is the staff manager. These positions report directly to the regional managers and have responsibility for directly supervising unit supervisors and managing line staff productivity.

The professional levels include the unit supervisors and the advanced, journey, and trainee level staff. The unit supervisors directly supervise line staff and engage in difficult cases that may be complicated by factors such as media exposure. The advanced, journey, and trainee levels report to a unit supervisor. The advanced level positions work in a capacity that engages them in specialty areas where greater program knowledge is required but supervisory duties are absent. For example, the positions examined during the desk audit phase are assigned to the Family-to-Family Program and facilitate multi-disciplinary teams in reaching decisions about placement issues that protect and provide safety for children. The journey and trainee levels work in one of the three general OCS program areas.

There are fifteen social work positions in the DHSS – Division of Senior and Disability Services – Adult Protective Services (APS). APS receive reports of harm, abuse, or neglect of adults. The three program areas include: intake, assessment, and investigation. The reporting structure illustrates assessment and investigative staff reporting to unit supervisors who report to a coordinating supervisor. The intake staff also report to a unit supervisor. The unit supervisors perform the advanced level casework and supervise line staff.

There is one social work position in the DHSS – Division of Behavioral Health – Alaska Psychiatric Institute (API). This position works in the Consumer Family Affairs Unit providing with API clients with information and support on building trust and satisfying relationships; communication and conflict resolution skills; and patient rights.

There are three social work positions in the DHSS – Division of Public Assistance. The positions provide assessment, planning, and referral services for vulnerable Alaska Temporary Assistance Program families who may have severe, long term and/or multiple family complexities and barriers to employment. The positions conduct assessments to determine a client's strengths and complexities, determine the most suitable route to income, and regularly work with their client and Family Support Team members to develop an Informed Family Self-Sufficiency Plan (IFSSP). The positions refer clients to the appropriate community social services and resources identified in the IFSSP and negotiate with the client and service provider(s) for the specific type and duration of service needed.

### Analysis

All divisions and programs display a common process for providing social services to clients in that they include an intake, assessment, and investigative functions. The common difference between in work is the target population, e.g. APH serves seniors in an assisted living situation and APS conducts investigations of reports of harm on vulnerable adults. However, the desk audit, position descriptions, and occupation research conclude that while target audiences are different, the social service skills and knowledge is comparable among all areas. As verified during desk audits, State employees working in OCS have made the transition to working in APS. Working from this premise and applying the tests of similarity in that the same title can be used to clearly identify each position; the same minimum qualifications for initial appointment

can be established for all positions; the same rate of basic pay can be fairly applied to all positions; and employees in a particular class are considered an appropriate group for purposes of layoff and recall.

The study creates two class series: managerial and professional. The Children's Services Manager, Children's Services Specialist V, and Social Worker (CS) V job classes were combined to make a two level managerial series. The Children's Services Specialist I – IV, Social Worker (CS) I – IV, Social Worker I – IV, and Social Services Specialist I – III job classes were combined to make a four level professional series.

#### Class Title and Class Code

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 study positions provide, supervise, and manage social work direct-services to State of Alaska clients in order to ensure their safety, security, self-determination, and social justice.

AS 08.95.110 requires that anyone working under the title of social worker hold a license issued by the State Board of Social Work Examiners or meet the requirements of exemption set forth in AS 08.95.911. This law has impacted the ability to recruit for critical positions performing social work, thus effecting agency ability to meet ongoing staffing needs and effectively deliver State services. In creating the new series, Protective Services Specialist and Protective Services Manager were selected from several other titling options as they are the most descriptive without using the term "social worker."

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 classes resulting from this study will remain in PF02 Social Work family as this family includes classes of positions that advise on, administer, supervise or perform professional or paraprofessional social work, training, or consultation.

#### Strike Class

Strike Class designations are not typically reviewed in a class study. However, on May 12, 2012, ASEA requested a review of the strike classes for the Children's Services Specialist I – III be completed to ensure these classes are assigned the correct designation. The follow is a description of that review.

Strike Class designations are set in accordance with AS 23.40.200 and ALRA Decision and Orders. Public employees are employed to perform services in one of the three following classes:

Strike Class 1 includes positions whose services may not be given up for even the shortest period of time and is composed of police and fire protection employees, jail, prison, and other correctional institution employees, and hospital employees.

Strike Class 2 includes positions whose services may be interrupted for a limited period but not for an indefinite period of time and is composed of public utility, snow removal, sanitation, and educational institution employees other than employees of a school district, a regional educational attendance area, or a state boarding school.

Strike Class 3 includes positions that perform services of which work stoppages may be sustained for extended periods without serious effects on the public and includes all other public employees who are not included in the classes in Strike Class 1 or 2.

The positions providing social services for the OCS were reviewed for strike class placement in comparison to AS 23.40.200. Based on this comparison, the positions are appropriately assigned Strike Class 3 designation.

#### 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 minimum qualifications for these classes were developed to permit a qualified employee to progress from the trainee level of the professional series to the top managerial level of the series as part of their career service. These minimum qualifications provide for equivalent that is outside State experience; at the higher levels of the classes incorporate additional job classes to broaden the candidate pool at these senior levels.

#### 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.

The employees in the Protective Services Specialist I – III job classes do not meet the Learned Professional Exemption. The employees assigned to these classes only meet two of three requirements for exemption as a Learned Professional. The qualifications for these positions do not include a specialized course of study in a field directly related to social work (9<sup>th</sup> U.S. Circuit Court of Appeals – *Solis v. State of Washington, Department of Social and Health Services*). In addition, the employees in these classes do not meet the requirements for the Administrative and Executive Exemptions. Based on these findings, the employees in these classes are eligible for overtime.

The primary duty assigned the employees in the Protective Services Specialist IV and Protective Services Manager I – II job classes includes exercising discretion and independent judgment with respect to matters of significance. However, the employees are not responsible for the general business operations of the employer or their customers such as tax, finance, or human resources. These findings indicate the employees assigned to these classes only meet two of three requirements for exemption as an administrative employee. Based on the findings, the employees of these classes do not meet the Administrative Employees exemption.

The primary duty assigned the employees in the Protective Services Specialist IV and Protective Services Manager I – II job classes is management of the enterprise in which the employee is employed or a customarily recognized subdivision thereof. This responsibility includes exercising discretion and independent judgment with respect to matters of significance and customarily and regularly directing the work of two or more employees who perform or supervise the line functions of a social service unit(s). These findings indicate the employees assigned to these classes meet all three requirements for exemption as Executive Employees. Based on these finding, the employees in the Protective Services Specialist IV and Protective Services Manager I – II job classes are not eligible for overtime.

### **Internal Alignment – method and analysis**

#### **Method**

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.

As discussed, the Protective Services Specialist and Protective Services Manager classes are placed in job family PF02. Since the PF02 Job Family consists of only those job classes in the study and their paraprofessional support classes, comparisons were made with other families in the PF Occupational Group: Social, Benefit, and Employment Services. These include PF01 – Public Programs, PF03 – Special Social Services, PF04 – Vocational Rehabilitation, and PF05 – Labor and Employment Services.

The method for this salary analysis is outlined below using tables to illustrate the comparable job classes and the characteristics that are common among each range in relation to the eight classification factors. The comparable classes for this analysis were selected based on their similarity to the study classes.

Range	Job Class (Family Code)	Description	Range Characteristics
14	Employment Counselor I (PF05)	Acquires knowledge and skill of vocational assessment and counseling theory, principles, and techniques and learns to apply them to a variety of employment service related problems.	Learns basic employment service activity including intake/referral/placements, appropriate policies and procedures, and vocational assessment and counseling.
15	Vocational Rehabilitation Counselor I (PF04)	Learns to apply the principles, practices, and techniques of providing rehabilitation counseling to clients with disabilities.	Learns to apply the principles, practices, and techniques of providing professional rehabilitation evaluation and assessment services or counseling services to clients with disabilities.
	Vocational Rehabilitation Evaluator I (PF04)	Learns to apply the principles, practices, and techniques of professional rehabilitation evaluation and assessment services to clients with disabilities.	
16	Employment Counselor II (PF05)	Provides vocational assessment and counseling services to employment service clientele.	Performs a wide variety of professional vocational assessment and counseling services at an employment service office for employment-related problems.
17	Vocational Rehabilitation Counselor II (PF04)	Provides vocational rehabilitation counseling to assist clients with physical, mental, or cognitive disabilities obtain employment.	Performs a wide variety of professional level assignments. Makes decisions related to counseling, rehabilitation, evaluation, and assessment services for clients with disabilities.
	Vocational Rehabilitation Evaluator II (PF04)	Performs assessments, evaluations, and interpretations of tests of clients with multiple disabilities.	
18	Public Guardian (PF03)	Under Court appointment assumes responsibility for protecting the rights and managing the affairs of individuals who have been determined to be incapacitated to the extent they are unable to make their own decisions.	Requires knowledge of the nature and extent of their clients' disabilities in order to make care and medical decisions and counsel and guide clients toward making appropriate decisions.
19	Vocational Rehabilitation Counselor III (PF04)	Provides counseling services to clients with multiple impediments to employment and in need of rehabilitation services in overcoming barriers to achieve successful employment outcomes.	Works highly independent on cases requiring advanced level subject matter knowledge and provides input on program development.
	Vocational Rehabilitation Evaluator III (PF04)	Performs vocational evaluations, administers and interprets psychometric testing results and other tests. Works with community employers to establish and administer assessments for clients with significant disabilities.	
	Chaplain (PF03)	Provides a program of religious services and pastoral ministry in State institutions.	
	Employment Counselor III (PF05)	Plans, develops, and coordinates the Alaska Employment Service statewide vocational assessment and counseling program including developing, adopting, and implementing vocational assessment and counseling tools and techniques; training counseling staff; and directing services to special groups/projects.	Assigned cases that require subject matter knowledge at the expert level. Provides input to leadership regarding program development and design. Coordinates program development following legislation, regulations, or
	Vocational	Provides comprehensive vocational rehabilitation	

20	Rehabilitation Counselor IV (PF04)	services to clients that experience the most significant disabilities - such as blindness - achieve successful employment outcomes. And provides leadership to management in planning, designing, and implementing new programs and rehabilitation services to this population on a statewide basis.	department policy guidelines.
	Social Services Program Coordinator (PF01)	Develops administrative and operational plans for implementing, modifying, and coordinating statewide social services programs. Responsible for broad program coordination and direction.	
21	Child Support Manager (PF01)	Manages child support enforcement operations staff in several major sections or highly specialized sections to ensure consistent communication and performance within the division.	Manage program activities and personnel, coordinate state programs, and direct and supervise personnel.
	Social Services Program Officer (PF01)	Coordinates and directs the activities of statewide social or youth services programs.	
	Vocational Rehabilitation Manager (PF04)	Directs and supervises the delivery of rehabilitation counseling and evaluation services in a region or the equivalent area.	
22	Assistant Chief, Vocational Rehabilitation Services (PF04)	Plans and evaluates program services to ensure compliance with federal vocational rehabilitation regulations and requirements, staff development, and client complaint resolution.	Member of the executive management team, recommends policy that has a statewide impact, technical expert, manages some regional operations, and supervises and manages staff.
23	Social Services Program Administrator (PF01)	Administer, direct, and supervise one of three major program components statewide for Family and Youth Services.	Administer a major statewide social services program, and manage subordinate managers.

This table provides a description and characteristic summary of each study class.

Job Class (Family Code)	Description	Class Characteristics
Protective Services Specialist I (PF02)	Under immediate supervision, 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.	Learning and developmental level. Incumbents may take specific class room course and on-the-job training to learn social work techniques and carry caseload.
Protective Services Specialist II (PF02)	Under direction, incumbents provide professional social services in response to a broad spectrum of social problems or issues.	Assigned cases that are typical of the social services field. The casework is performed independently; incumbents seek guidance from supervisors or advanced level personnel.

Protective Services Specialist III (PF02)	This is the advanced-level of the series. At this level incumbents perform advanced-level casework or serve as a staff consultant or subject matter expert.	Assigned cases that require subject matter expertise or are considered the most difficult. Incumbents provide support to lower level staff.
Protective Services Specialist IV (PF02)	Supervisory level; oversee a line unit, supervise two or more professional level staff, and performs advanced-level assignments.	Assigned cases that require subject matter expertise or are considered the most difficult. Supervise a line unit of two or more professional level staff that perform social service activities.
Protective Services Manager I (PF02)	First level of the manager series. Incumbents work under general direction to manage social service programs and personnel through subordinate supervisors and professional staff.	Manage social service programs and personnel through subordinate supervisors and professional staff.
Protective Services Manager II (PF02)	Second level of this series. Incumbents ensure the effective delivery of a wide range of social programs and services in a geographical region of the state.	Manage social service programs and personnel through subordinate supervisors and managers on a regional level.

Analysis

The following analyses outline each study class and the classes this analyst selected for comparison.

Protective Services Specialist I

This analysis identified the Vocational Rehabilitation Counselor I (PF04/15) as the class that shares the most comparable characteristics. In addition to the learning assignments that develop the knowledge and skill of an incumbent, the nature of work assigned these classes is more similar than the other comparable classes. This is evident when considering the scope of social service work of the Protective Services Specialist I as a whole to that of the counseling assignments of Vocational Rehabilitation Counselor I. The scope and nature of counseling and social services requires some knowledge of human behavior, group dynamics, as well as knowledge of a developmental psychology focus.

As learning level classes, they also share other common characteristics such as qualifications, variety and complexity of work, nature of available guidelines, initiative and originality, supervision received and supervision exercised over other employees, and scope of recommendations. This analyst recommends aligning the Protective Services Specialist I at salary range 15.

Protective Services Specialist II

The Protection Services Specialist II aligns best to the Vocational Rehabilitation Counselor II (PF04/17). In considering the Classification factors, the variety and complexity of the work assigned these classes falls into the journey level. The nature of work is of a similar humanistic focus; this is particularly evident when examining the similarity in the required knowledge of these classes. For example, the scope and nature of counseling and social services requires knowledge of human behavior, group dynamics, as well as knowledge of a developmental psychology focus.

Along with these characteristics the classes also share similarities in their supervision received and the extent to which guidelines control the performance of their work. In addition, the degree to which an incumbent exercises originality and creativity in their daily assignments is directly proportional to the circumscribed level of the journey level authority these classes share. Other similar characteristics include: the scope of recommendations an incumbent may make and the absence of required supervisory responsibilities of subordinate staff. This analyst recommends aligning the Protective Services Specialist II at salary range 17.

#### Protective Services Specialist III

The Protection Services Specialist III aligns best to the Vocational Rehabilitation Counselor III (PF04/19). The nature of work is of a similar humanistic focus; this is particularly evident when examining the similarity in the required knowledge of these classes. For example, the scope and nature of counseling and social services requires knowledge of human behavior, group dynamics, as well as knowledge of a developmental psychology focus.

In addition to similar knowledge requirements, these classes also share work that is of a similar complexity and variety in that the scope of work requires independent decision making, advanced subject matter knowledge, and assignments which include the most difficult cases. In addition to this, these classes work highly independent and display similarities in terms of originality and initiative as they are often required to provide input on program development. Finally, the classes are not required to supervise subordinate staff. This analyst recommends aligning the Protective Services Specialist III at salary range 19.

#### Protective Services Specialist IV

The Protective Services Specialist IV is an advanced level job class with supervisory responsibilities for a defined line unit that consists of two or more professional staff. In comparing the scope of functions assigned the study class to the comparison classes, the Vocational Rehabilitation Counselor IV (PF04/20) and the study class share similar knowledge requirements such as human behavior and other knowledge of a developmental psychology focus. In addition, these classes make recommendations regarding program development and design to management level positions. While the Vocational Rehabilitation Counselor IV is not a supervisory job class, the number of comparable characteristics including level of subject matter knowledge, the level and scope of decisions made, and the nature and complexity of work assignments compare well with those same characteristics of the study class. This analyst recommends aligning the Protective Services Specialist IV at salary range 20.

#### Protective Services Manager I

The Protective Services Manager I is the first level of the managerial series. These managers are responsible for managing program staff through line supervisors. In comparison to the study class, the Child Support Manager (PF01/21) shares characteristics most suitable for salary comparison. In terms of nature, variety, and complexity of work, Child Support Manager also manages program activities of several sections or specialized sections within the division. As managers, these classes share similar supervisory responsibilities for subordinate staff in terms of exercising independent judgment in appointing, promoting, transferring, suspending, discharging, and adjudicating the grievances of subordinate personnel. They share a similar scope of initiative and originality and scope of recommendation when considering the degree to

which an incumbent in either class would weigh in on the development of policy and procedure or program development that would effect the program work. The number of comparable characteristics indicates aligning the Protective Services Manager I at salary range 21.

#### Protective Services Manager II

The Protective Services Manager II is the second level of the managerial class. These managers direct and control program activities of a regional unit through subordinate managers. These managers weigh in on program and policy development that has a regional and statewide impact. In examining the comparison classes, the Assistant Chief, Vocational Rehabilitation Services (PF04/22) displays the greatest amount of similar characteristics. The level and scope of decisions and recommendations, nature and variety of assignments, nature of supervision over subordinate staff, and initiative and originality are evident in the responsibility of these classes to plan and evaluate programs to ensure compliance with federal legislation, recommend policy that has an effect statewide, manage regional operations, and supervise and weigh in on staff development. The number and weight of comparable characteristics indicates aligning the Protective Services Manager II at salary range 22.

#### Conclusions

This study found:

- The differences between positions that work with children and those that work with adults were not sufficient to require separate job classes.
- The differences between positions that work in rural settings versus those working in urban settings were not sufficient to require separation in levels in a series.
- The positions are properly grouped for personnel administration and management.

The table summarizes the newly established Job Class and Title, Class and AKPAY Codes, salary ranges, and FLSA:

Job Classes	Class Codes	AKPAY Codes	Salary Ranges	FLSA
Protective Services Specialist I	PF0201	K0111	15	N
Protective Services Specialist II	PF0202	K0112	17	N
Protective Services Specialist III	PF0203	K0113	19	N
Protective Services Specialist IV	PF0204	K0114	20	Y
Protective Services Manager I	PF0205	K0115	21	Y
Protective Services Manager II	PF0206	K0116	22	Y

The effective date for these changes is July 1, 2012. Correspondence on the allocation of study positions is being distributed through the OPD system.

The Social Worker I – IV, Social Services Specialist I – III, Children’s Services Specialist I – V, Social Worker (CS) I – V, and Children’s Services Manager will be abolished effective July 2, 2012.

Nicki Neal, Director  
June 22, 2012  
Page 14

Attachments

Final class specifications  
Allocation Spreadsheet

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