



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

10<sup>th</sup> Fl. State Office Building  
PO Box 110201  
Juneau, AK 99811-0201  
Main: 907.465.4430  
Fax: 907.465.3415  
www.doa.alaska.gov/dop

# Memorandum

To: Kate Sheehan  
Director

Thru: Keith Murry   
Class Studies Supervisor

From: Rob Weber   
Class Studies Analyst

Date: May 1, 2014

Subject: School Food Coordinator Study

## Introduction

The Department of Education & Early Development (DEED) submitted a request to reclassify PCN 051009 (School Food Coordinator) to a higher level class or review and edit the existing School Food Coordinator class specification to reflect the position's level of administrative and managerial authority for the Food Nutrition Services/United States Department of Agriculture (FNS/USDA) nutrition programs.

## Study Scope:

This is a single position study. The position is located within the Division of Teaching and Learning Support, DEED.

## Study Contacts:

The study contact is Bobi Jo Grimes, HR Lead for DEED.

## History of Job Class:

The School Food Coordinator job class was merged into the broader Program Coordinator class in April, 1974. The class specification record for February 2, 1977 shows the department had continued difficulty successfully recruiting applicants with a food program background, a Unique and Unusual circumstances was requested in order to recruit for candidates with experience and education specific to nutritional programs. In August of 1986, the School Food Coordinator was established as a single level job class at salary range 20. There have been no significant updates to this class since 1986.

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**Class Analysis:**

PCN 051009 is responsible for managing and overseeing the development and implementation of ten statewide programs under the umbrella of FNS/USDA nutrition programs. These programs provide the framework to deliver services to the network of school food authorities, child and adult care sponsors, summer food sponsors, food banks, and non-profit organizations that receive commodities and program services.

This position reports directly to the deputy director over the Food Nutrition Services and Grants sections and works independently with minimal direction in managing, overseeing, and supervising the subordinate staff and contracted program reviewers that administer, implement, and regulate statewide nutrition and temporary relief food programs. The programs are statewide in scope and utilize federal and State resources to deliver commodities, resources, and assistance to food distribution operations for Alaska school districts, residential child care institutes, adult care centers, and catastrophic and/or economic disasters.

The position is the department's representative to executive management, federal officials, and other private and public entities for program information, documenting and reporting State compliance, reporting on programs, and providing fiscal and program budget management information to USDA and Legislative auditors. PCN 051009 assures the programs meet division and department goals and missions, and ensures the programs maintain compliance with State and federal rules and regulations regarding child nutrition.

PCN 051009 oversees monthly budget projections and analysis of budget trends and has final responsibility for all program budgets, their review and development, and for ensuring they meet State accounting processes and procedures and federal program mandates prior to being submitted to the federal government.

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 significant changes to this position include increased program responsibility for the USDA and FNS programs, additional supervisory and personnel management responsibility, and increased administrative and budgetary authority and responsibility for all nutrition programs in the Child Nutrition Unit. The duties assigned PCN 051009 do not meet established criteria for grouping with classes in the State's Class Outline. The class specification will remain 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 for this class is being changed from School Food Coordinator to Nutrition Programs Manager. This is because Nutrition Programs Manager accurately reflects the increase in authority and responsibility for directing and managing

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the nutrition programs under the FNS Unit; including the multiple levels and types of positions, budget development and oversight, regulatory compliance, and program and policy development.

Minimum Qualifications:

The minimum qualifications established the Nutrition Programs Manager job class relates to the knowledge, skills, and abilities necessary to perform the work. They are not designed to create an artificial barrier to employment of individuals in protected classes.

The experience requirements focus on professional level experience administering, planning, directing, and establishing policies and procedures; supervising and managing program staff; developing and managing program budgets; and evaluating program performance and compliance with federal and state regulations and requirements for a community nutrition program or school food program. The professional level experience is intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. The required experience is directly related to the duties of the position in the class but 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.

This job class has historically been placed in PE01 – Educational Programs. This family includes classes of positions that advise on, administer, supervise, or perform academic education services including instructional and financial program consultation, research, planning, and administration. PE01 is within PE – Education, Information, Libraries, and Museums occupational group.

The work assigned the Nutrition Programs Manager is focused on developing, delivering, overseeing, and managing multiple nutritional programs thru subordinate staff. This work includes budget oversight and development, regulatory compliance, policy review and development, personnel management, and training. The analysis of the duties and responsibilities continues to support placing the study class in PE01 – Educational Programs. The coding for this class remains the same.

Job Class	Class Code	AKPAY Code
Nutrition Programs Manager	PE0130	P5463

Fair Labor Standards Act

The position in this study is 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 position that can be addressed in general.

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The employee assigned to PCN 051009 is compensated on a salary basis at a rate of \$455 per week or more. The primary duty of this position is directing and overseeing the Food Nutrition Services Unit. This includes responsibility for exercising discretion and independent judgment in managing multiple nutritional programs, overseeing budget development and submittal, developing and communicating long-range planning, drafting and reviewing policy and procedure, and supervising multiple levels and types of program and contracted staff who implement the programs at the line level. In addition, the employee in this position is assigned authority to hire employees or provide recommendations as to the firing, advancement, promotion or other change of status of subordinate employees. The primary duty assigned to PCN 051009 is directly related to the management and general business operations in the delivery of federal and State food programs and clients' (State's school districts) practices, which requires exercising discretion and independent judgment with respect to matters of significance. Based on this description, an employee working in this class meets the criteria in 29 CFR Part 541 for exemption from the FLSA's overtime requirements as both an Administrative and Executive employee.

The incumbent will not meet the Professional Employees exemption as the primary duty does not require advanced knowledge of an advanced type in a field of science or learning that is customarily acquired by a prolonged course of specialized intellectual instruction; or invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

### **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.

The comparable classes for this alignment were selected from PE01 – Education Programs. The classes were selected to provide for a true and accurate salary alignment with classes assigned similar work functions and which display similar levels of knowledge and skill, responsibility for managing programs, budget and fiscal responsibility, authority for negotiating state and federal contacts, ensuring regulatory compliance, and managing and supervising professional staff.

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The table below is a matrix of the job classes selected from PE01, class description, and range characteristics.

Rg	Job Class (Family Code)	Description	Range Characteristics
19	Education Specialist I (PE0121)	Incumbents serve as staff advisor and subject matter specialist in planning, developing, and maintaining standards and evaluating educational and vocational curricula or educational programs.	Providing professional consultative services to districts and schools or serving as a staff advisor in a specialized field of education or academia are characteristic of this range.
21	Education Administrator I (PE0101)	Incumbents serve as a curriculum staff advisor and educational program manager. Incumbents evaluate, approve, and maintain fiscal control over educational programs.	The distinguishing characteristics at this range include subject matter expertise, program management, or staff advisory duties. Incumbents working at this range may draft legislation; develop divisional and internal program budgets; and monitor costs and program expenditures.
	Education Specialist II (PE0122)	Incumbents serve as a staff advisor and subject matter specialist in planning, developing, and maintaining standards and evaluating educational and vocational curricula or programs	
22	Education Administrator II (PE0102)	Incumbents serve as curriculum staff advisor and educational program manager. Incumbents working in this class manage programs through subordinate professionals.	The distinguishing characteristics include managing multiple programs through subordinate professional staff; drafting proposed legislation; reviewing and approving grant applications; and developing divisional and internal program budgets and monitoring costs and program expenditures.

Analysis

The Nutrition Programs Manager’s responsibility for managing multiple statewide programs, overseeing and developing multiple budgets, and supervising and managing of multiple levels of clerical, technical, and professional staff is higher than the characteristics present at range 19 and 21.

The Nutrition Programs Manager’s characteristics closely match the scope of budgetary, supervision, and program management present at range 22 and is properly aligned at this range.

Conclusions

The class specification for the Nutrition Programs Manager has been updated to reflect the current scope of authority and responsibility for multiple statewide nutritional programs. The title is changed from School Food Coordinator to Nutrition Programs Manager and the salary range is changed from 20 to 22.

Job Class	Class Code	AKPAY Code	Salary Range	FLSA
From: School Food Coordinator	PE0130	P5463	From: 20	Y
To: Nutrition Programs Manager			To: 22	

The effective date for these changes is May 1, 2014. Correspondence on the allocation of the study position is being distributed through the OPD system.

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Attachments

Final class specification

cc: Dr. Susan McCauley  
Division Director  
Division of Teaching and Learning Support  
Department of Education & Early Development

Heidi Teshner  
Division Director  
Division of Education Support Services  
Department of Education & Early Development

Bobi Jo Grimes  
Human Resource Consultant III  
Division of Education Support Services  
Department of Education & Early Development