



Memorandum

To: Curtis Thayer
Deputy Commissioner

From: Nicki Neal
Director

Date: December 26, 2012

Subject: State Leasing & Facilities Manager

Introduction:

The Department of Administration requested review of the State Leasing & Facilities Manager as a priority for FY13 due to the increased scope of level of responsibility.

Study Scope:

This study covers the single position in the State Leasing & Facilities Manager job class.

Study Contacts:

Tanci Mintz, current incumbent
Vern Jones, Chief Procurement Officer, Division of General Services
Curtis Thayer, Deputy Commissioner, Department of Administration

History of Job Class:

The State Leasing & Facilities Manager (salary range 23) was established on June 16, 2001. The class was created to cover a new position assigned the duties of managing State owned and operated facilities and administering leased space for executive branch agencies. The work had previously been performed by a temporary position in the exempt service.

The new position was placed in the partially exempt service by the Personnel Board on June 19, 2001.

Analysis:

The State Leasing & Facilities Manager is responsible for managing the Division of General Services' Leasing and Facilities Program, which administers the operations and maintenance of certain State owned office buildings and administers leases for State office space throughout the State. The program is the largest of the three division programs and comprises more than 90% of the division's operating budget and half of the division's employees. The primary duty of the

position is management and includes developing, revising, and implementing policies and procedures; analyzing and setting long term goals and objectives; controlling the use of financial and nonfinancial resources; and representing the program to elected and appointed officials, tenant agencies, and the general public.

The change in scope and growth in the program's real estate portfolio and subordinate hierarchy, has increased the State Leasing & Facilities Manager's responsibility in directly working with the Governor's Office and the Commissioner of the Department of Administration to provide analysis and recommendations to improve real estate management efficiency and on major projects the State is pursuing, for example a new state complex in Juneau, a geological materials center in Anchorage, multi-million dollar renovations to the State Office Building in Nome, the Douglas Island Center and State Office Building garages, and the implementation of new universal space standards and other projects to maximize space utilization and maintain and renovate owned facilities. The increased scope and level of work requires the State Leasing & Facilities Manager's to spend more time on the higher level policy and procedure work and briefings for the Governor's Office and the Commissioner of Administration.

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.

State Leasing & Facilities Manager continues to describe the scope and level of responsibility of the position in the job class and is retained without changes.

Minimum Qualifications:

The position in the State Leasing & Facilities Manager job class has been placed in the partially exempt service by the Personnel Board and is exempt from the usual recruitment process. No minimum or desired qualifications have been established.

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 State Leasing & Facilities Manager has resided in the Property Management job family (PDO9). This family includes classes that administer, supervise, and perform work related to the management and leasing of State property. As there has been no change in the nature of the job class, removal from the Property Management job family is not warranted. The previously assigned class code will continue to be used.

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 positions that can be addressed in general.

The primary duty of the employee in the State Leasing & Facilities Manager job class is managing the Leasing and Facilities Program. This includes supervision of more than two full-time subordinates with authority to hire and make other changes in the status of subordinate employees.

The management of the Leasing and Facilities Program, which obtains and manages office space for State agencies, is office work that is directly related to the general business operations of the State. The nature of options analyzed and weighed and decisions and effective recommendations made in such areas as building renovation or replacement and leasing or purchasing office space show the incumbent meets the criteria for the exercise of discretion and independent judgment with respect to matters of significance.

A salaried employee in a position correctly allocated to the State Leasing & Facilities Manager job class is exempt under section 13(a)(1) of the Fair Labor Standards Act of 1938, As Amended, as both a bona fide Executive and Administrative employee.

Salary:

Increasing the assigned salary range by two ranges recognizes the growth in the program, the regularity of higher-complexity duties, and the higher level of management expected and required of the job class. The State Leasing & Facilities Manager is assigned salary range 25.

Effective Date: January 1, 2013