



Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry 
Class Studies Supervisor

From: Pat Morrissey 
Human Resource Consultant

Date: January 12, 2015

Subject: **Stock and Parts Services Study**

Introduction:

The Department of Transportation and Public Facilities (DOT&PF) requested the study and update of the Stock and Parts Services job classes.

Study Scope and Objectives:

This study included the review of 76 permanent positions employed by the Departments of Administration (DOA), Health and Social Services (DHSS), Military and Veteran's Affairs (DMVA), Natural Resources (DNR), Public Safety (DPS), Environmental Conservation (DEC), Corrections (DOC), and DOT&PF.

The formal goals of the study were to review the work and determine if the class concepts accurately reflect the full range, complexity, and levels of work performed; revise all class structures, as appropriate; rewrite all classes into the standard format; and conduct a salary analysis.

Study Contacts:

Kate Callahan (Human Resource Consultant V), Diana Rotkis (State Equipment Fleet Manager), and Brad Bylsma (Equipment Fleet Parts Manager), served as the primary study contacts for DOT&PF. Additional contacts included Peggy Hart (Human Resource Consultant IV), from DOA; Ron Hale (Hospital Administrator), from DHSS; Ouida Morrison (Human Resource Consultant III), from DMVA; Fabienne Peter-Contesse (Division Operations Manager) and Martin Maricle (Forester IV), from DNR; Brittany Patzke (Human Resource Consultant III), from DPS; Eric Hotchikiss (Human Resource Consultant III), from DEC; and Teri Hill (Administrative Officer II), from DOC.

Pertinent Class Histories:

Stock and Parts Services

The last major study of the Labor, Trades, and Crafts job classes was in 1997. That study aggregated the job classes into Career Areas with defined levels. At the time Classification was working toward adding competencies to class descriptions and using web-accessible forms. The Career Area Specifications were altered from the standard format to include competencies and be easily converted to a web accessible form or database. The following table shows what the pre-1997 job classes covering stock, parts, and supply work became in the study, with their assigned wage grade:

Original Class Title (Wage Grade)	Final Career Area, Level (Wage Grade)
Storekeeper I (58)	Stock and Parts Services, Sub-Journey (57)
Stockhandler (57)	
Storekeeper II (56)	Stock and Parts Services, Journey I (55)
Partsman I (55)	Stock and Parts Services, Journey II (54)
Storekeeper III (54)	Stock and Parts Services, Lead (53)
Partsman II (53)	

The Labor, Trades, and Crafts Study was implemented July 1, 1999. There have been no changes to the Stock and Parts Services Career Area in the interim.

Study Process and Methodology:

An initial meeting with Kate Callahan and Diana Rotkis was held on February 12, 2014, to discuss DOT&PF's concerns and issues with regards to requesting the study. A formal study planning meeting was held via teleconference with all study contacts on February 20, 2014, to discuss the overall request, update and submission of position descriptions (PDs), potential desk audits, designation of subject matter experts, and any additional information pertinent to the study. The majority of PDs were updated and submitted to DOPLR by March 31, 2014.

A total of twenty-three in-person and eight telephonic interviews were conducted with a composition of eight Sub-Journey, eight Journey I, eight Journey II, and seven Lead positions representing DOA, DHSS, DNR, DPS, DOC, and DOT&PF. In person interviews and job observations were conducted in Juneau, Anchorage, and Fairbanks from April 15, 2014, through June 19, 2014. Telephone interviews were conducted with incumbents in Fairbanks, Kenai, Seward, and Nome from May 1, 2014, through June 6, 2014.

Class concepts and specifications were developed through a review of data compiled from the interviews, historical study and specification files, and PDs, as well as comparison to current State of Alaska job class specifications and those of other jurisdictions. These concepts consisted of two series: a revised Stock and Parts Services and prospective Wildland Fire Support Services. Formal class specifications were drafted and presented to all agencies, as well as Class Studies and Individual Allocations staff for a ten business-day period of formal review and comment on September 12, 2014.

The revised Stock and Parts Services class specifications were edited based on the comments and final class specifications and tentative position allocations were presented to appropriate staff on

October 15, 2014, for a 13 business-day allocation review and reconsideration period. There were no requests for reconsideration of either the tentative allocations or class specifications.

The Wildland Fire Support Services class concepts and specifications were reexamined and further revised based on agency feedback. Revised class specifications were presented to DNR for a 7 business-day review on November 13, 2014, edited, and final class specifications and tentative allocations were presented on November 26th for an 8 business-day allocation review and reconsideration period. There were no requests for reconsideration of either the tentative allocations or class specifications.

Class Analysis:

When broadly examined, the studied positions are consistently responsible for the procurement, receipt, repair, storage, distribution, and disposal of a variety of consumable supplies, equipment, parts, and materials necessary to support the line functions of their respective agencies and sub-agencies. The work is most typically supervised by a higher level Supply Technician or Procurement Specialist through a lead and/or foreman position; however, many positions are also supervised by professional classes more appropriate to the line function of the particular agency or sub-agency, such as Equipment Fleet Parts Manager, Building Management Specialist, Maintenance and Operations Specialist, or even Forester III or IV.

The responsibility of the majority of these positions to regularly exercise purchase authority in the procurement of supplies, parts, and equipment is very similar to that of Supply Technicians. Examination of these two bodies of work indicates that Supply Technicians are predominantly focused on the procurement of items, whereas the studied positions are additionally responsible for a broad variety of responsibilities that include the receipt, organization, storage, inventory, distribution, and shipment of items. In addition, incumbents perform a significant portion of more manual work that includes organizing and rearranging warehouse or storeroom spaces, receiving and unloading incoming shipments, and conducting physical inventories. These additional responsibilities require significant knowledge of warehouse or storeroom operational, inventory, and property accounting practices and procedures and the regulations and procedures affecting the storage and shipment of hazardous and other materials, as well as the ability to load and unload supply shipments and move or arrange them within a facility as necessary. The overall knowledge, skills, and abilities necessary to perform day-to-day tasks are “blue collar”¹ in nature and atypical of the work of either Supply Technicians or Procurement Specialists, indicating this body of work should be grouped separately for classification purposes.

This blue collar work involves repetitive operations using physical skill and energy and requires a thorough and comprehensive knowledge of the processes involved, which is typically acquired through on-the-job training and experience, or through an apprenticeship or other formal training program. Overall, the nature of assigned duties and responsibilities is consistent with Category C (Skilled Craft/Labor) work in the State’s classification plan and such work is typically represented by the Labor, Trades and Crafts (LTC) Bargaining Unit.

¹ “Blue collar” refers to work that primarily requires labor, trades, crafts, or manual labor knowledge and experience, and has as its primary purpose: the acceptance or rejection of products on the basis of discrepancies discovered through the inspection process; the determination of condition of materials based on requirements; or the determination of needed repairs, etc., for compliance with specifications.

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.

Closer examination of the studied positions reveals two distinct groupings based on their specific areas of specialization, the requisite knowledge to perform duties within their respective areas of specialization, and the stratification of levels of work based on scope and complexity of responsibilities.

The first group consists of those positions responsible for procuring, receiving, accounting for, storing, expediting, distributing, and disposing of a wide variety of supplies, equipment, parts, tools, materials, and services. This group is distinguished from the second group by the latter's specific focus and requisite specialized knowledge of providing logistical support to the technical and professional forestry staff conducting fire suppression duties in contrast to the broad variety of more conventional and/or specialized supplies, equipment, parts, tools, materials, and services.

For this first group, the most significant change in work since the last review involves the advent of better statewide communications via electronic media (e.g., email, cellular phones) and subsequent access to guidance and assistance from higher level staff. Under the legacy class concepts, distinctions in journey level work were drawn based on the physical availability of both higher level and subordinate staff, rather than differences in the latitude and scope of responsibilities and complexity of the nature of investigations into needed supplies and sources and purchases made.

Examination of this group in context of the scope and latitude of responsibilities and complexity of tasks indicates distinctions between proficient and advanced level work based on whether the work involves conventional and easy to acquire or non-conventional/atypical² supplies, equipment, parts, and materials; whether purchases involve the regular investigation of routine and common or uncommon and complex substitutes and alternatives; and whether the incumbent conducts inventories to provide recommendations to higher level staff for stock levels, or may determine the levels to be kept on hand.

Analysis of the regular and recurring responsibilities of this first group reveals an ongoing framework of four classes consisting of:

- An entry level responsible for supporting one or more warehouse facilities, supply centers, parts depots, and/or maintenance shops through the routine and non-specialized procurement, receipt, storage, and/or distribution of a wide variety of supplies, equipment, parts, tools, and/or materials.
- A journey level that applies a working knowledge of inventory and warehouse processes and operations to perform work typically characterized by significant latitude of responsibility to

² Non-conventional supply items include those that are available only through few or singular sources, which may require no-bid contract awards (e.g., only available from single manufacturer in an as-needed supply); unique or otherwise customized for Alaska conditions and operations and may not readily utilized by a majority of State agencies; and require significant understanding of equipment operations and/or mechanical or construction processes to effectively research the complete scope of required parts and related components, their sources for procurement, and viable alternatives.

receive, prioritize, and respond to stock requests and related questions; conduct routine purchases through established systems and sources, which may include regular investigation of common substitutes or alternatives; receive, account for, organize, and store items; and assess, reconcile, and recommend inventories.

- An advanced level responsible for independently performing procurement, receipt, storage, logistics, and/or distribution of supplies, equipment, parts, tools, and/or materials that is typically characterized by any combination of substantial latitude to determine and/or revise stock levels and surplus, dispose of, or otherwise discontinue stock items; broad scope and latitude of purchase authority; a significant portion of procurement directed towards non-conventional or atypical supplies, equipment, parts, tools, and/or materials, which may require specialized knowledge of the equipment, technologies, and/or processes supported; non-routine purchase procedures; limited supply sources; frequent, extensive investigation of hard to find items through multiple resources; and the assessment and determination of complex substitutes or alternatives, industry standards, costs, availability, logistics, and need/priority.
- A lead level responsible for serving as the onsite authority for a warehouse facility, supply center, parts depot, and/or maintenance shop.

Employed exclusively in the Division of Forestry, the second group is responsible for providing critical logistical support to staff engaged in wildland fire suppression and mitigation through the procurement, acquisition, receipt, inspection, preparation, dispatch, transport and delivery, and all related maintenance, upkeep, and/or disposal of equipment, supplies, and vehicles necessary for wildfire response. These positions are distinguished from Wildland Fire and Resource Technicians by their responsibility to secure, organize, and conduct the logistics necessary to support the latter's responsibility to apply a combination of practical knowledge and specialized training in the performance of technical duties related to fire management programs. Like the first grouping of studied positions, their work is predominantly blue collar in nature whose work requires a significant application of skilled labor in tasks such as inspecting and refurbishing tools, equipment, and parts used on the fire lines.

Examination of this group for distinctions based on the nature, scope, latitude, and complexity of responsibilities indicates the predominant body of logistical support work is performed independently, using standard techniques and methods. Regular and recurring tasks performed by these positions are more consistent with fully proficient, journey level responsibilities, as opposed to the routine, non-specialized tasks typical of the more assistive or developmental nature of sub-journey or entry level responsibilities. These positions are directed in their daily responsibilities by a higher level whose class-controlling work is to perform the work and formally lead a team of three or more journey level positions. Oversight of warehouses and affiliated local area supply cache operations that support wildland fire suppression and mitigation operations within a defined geographic region is provided by a first level foreman through direction of the subordinate lead level.

Reporting to the Statewide Fire Support Forester (Forester IV) is a single position responsible for directing the regional warehouses through lower level foremen and coordinating the statewide distribution of equipment and other supplies essential to firefighting crews responding to wildland fires through the State's Fire Warehouse System. The incumbent is the primary liaison with

counterparts from other jurisdictions and may commit the State to substantial support of wildland firefighting efforts nationally through the provision and/or temporary acquisition of equipment and supplies through the National Fire Cache System. Because of the nature and scope of responsibility, the work of this position was carefully examined for establishing a separate class of a more managerial nature. Analysis indicates that the incumbent continues to perform a significant amount of work that is "hands on" in the direct inventory, receipt, distribution, and shipment of supplies and equipment; inspection, refurbishment, and/or disposal and replacement of parts and equipment; and overall physical organization and layout of warehouses within both the State and National Cache systems. The ongoing performance of skilled craft/labor and blue collar nature of work supports inclusion of this work as the highest level of the wildland fire logistical support classes.

There are two outlying groups of positions, which do not align well to the previously described levels but whose predominant responsibilities are too intertwined with the function and requisite competencies of other wildland fire logistical support positions to be considered for entirely separate class concepts. The first outlying group includes positions responsible for independently operating smaller remote warehouses that serve a single geographic area (as opposed to a region comprised of multiple areas) and do not directly report to a higher level regional warehouse foreman. These remote positions are responsible for a single warehouse and do not direct subordinate lead staff; however, incumbents exercise a greater responsibility than the lead level to perform all aspects of inventory management (including local fleet vehicles), procure supplies, and issue and return supplies and equipment. Reporting directly to the Statewide Fire Support Forester, the second group is responsible for serving as ground support coordinators for defined geographic regions. This involves independently coordinating, directing, scheduling, and conducting the emergency acquisition, receipt, inspection, preparation, dispatch, transport and delivery, relevant safety training, and all related maintenance and/or upkeep of regional vehicles and other transportation and ground support services used in response to wildland fires. The complexity of assignments, latitude of operational independence, and scope of responsibility of these positions exceeds that of either the journey or lead level positions.

Analysis of the regular and recurring responsibilities of this second group indicates the establishment of:

- A journey level of the series independently responsible for the routine issuance, shipping, return, receipt, refurbishment, maintenance, procurement, and inventory of a variety of equipment and other supplies essential to firefighting crews responding to wildland fires.
- A formal lead level of the series responsible for directing a team of journey level logisticians.
- An advanced level logistician responsible for either operating a remote State Fire Warehouse or serving as a ground support coordinator for a geographic region.
- A first level foreman responsible for directing the operations and staff of one or more State Fire Warehouses and affiliated caches within a geographic region.
- A single position job class responsible for coordinating multiple regional warehouses and caches comprising the State Fire Warehouse System through lower level regional warehouse foremen.

It should be noted that the first level foreman and statewide fire warehouse coordinator have supervisor responsibilities such as assigning and evaluating work, participating in and recommending employment, and participating in the disciplinary process, they do not exercise a sufficient scope of

authority in performing these responsibilities to support placement in the Supervisory Bargaining Unit.

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.

Industry-wide, positions performing work such as procuring, receiving, accounting for, storing, expediting, distributing, and disposing of a wide variety of supplies, equipment, parts, tools, materials, and services are referenced by titles that include Parts Sales, Stockers, Stock Clerks, Storekeepers, Warehousemen, Parts Specialists/Managers, or Partsmen. Examination indicates that each title only captures narrow aspects of what is a broad range of responsibilities and are not appropriate across all positions. Additionally, many of these titles do not conform to the gender-neutral requirements of more contemporary standards. Stock and Parts Services continues to serve as an appropriately inclusive, neutral, and recognizable title for State positions performing this body of work; however, one of the goals of this review is to bring the class specifications away from the former competency based specifications and into the State's standardized format. This includes removing the former nomenclature designating class level in competency-based specifications (i.e., Sub-Journey, Journey, Lead, and Foreman). Accordingly, it is recommended that:

- The title of the entry level is retitled as Stock and Parts Services I.
- The title of the journey level is retitled as Stock and Parts Services II.
- The title of the advanced level is retitled as Stock and Parts Services III.
- The title of the lead level is retitled as Stock and Parts Services IV.

Positions responsible for providing supply and logistical support to technical and professional forestry staff conducting fire suppression duties present a greater challenge in determining an appropriate title as there are few standard titles, most of which are used by the National Wildfire Coordinating Group (NWCG). NWCG titles (e.g., Equipment Manager or Ground Support Unit Leader) tend to be role-specific and capture only narrow aspects of the majority of responsibilities assigned these positions. Such titles also are not appropriate to the State's job class naming conventions. These positions provide logistical and supply support services to forestry staff performing wildland fire mitigation and suppression duties and it is recommended that:

- The title of the journey level logistician is established as Wildland Fire Support Services I.
- The title of the lead level logistician is established as Wildland Fire Support Services II.
- The title of the advanced level logistician is established as Wildland Fire Support Services III.
- The title of the first level foreman is established as Wildland Fire Support Services IV.
- The title of the single position coordinating multiple regional warehouses comprising the State Fire Warehouse System is established as Wildland Fire Support Services V.

Minimum Qualifications

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities (KSAs) 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.

Stock and Parts Services

Performance of the duties and responsibilities assigned to the Stock and Parts Services I-IV requires knowledge of: warehouse or storeroom operational, inventory, and property accounting practices and procedures; the specifications, characteristics, operation, and/or associated maintenance and repair of proper supplies, parts, tools, and/or materials necessary to support organizational operations; State of Alaska purchasing and contract award regulations, statutes, policies, and procedures; and which vendors to contact for specific supplies, services, and equipment. Entry into this work requires a high school diploma and one year of cumulative experience that includes any combination of providing customer or personal services; receiving, prioritizing, and processing customer requests; purchasing goods or services on behalf of a business or organization; receiving, organizing, and stocking items for sale or supply; operating manual and mechanized equipment to load/unload, and move supplies, equipment, parts, tools, and/or materials; preparing and delivering or shipping goods; operating, maintaining, or repairing vehicles, equipment, or buildings/facilities sufficient to develop the knowledge, skills, and abilities necessary to perform the essential duties of the position.

Wildland Fire Support Services

Performance of the duties and responsibilities assigned to the Wildland Fire Support Services I-V job classes requires knowledge of the equipment and supplies used in performing and supporting basic wildland fire suppression and related fire line terminology, safety practices and procedures, and the operations necessary to support the needs of fire suppression forces in addition to knowledge of warehouse or storeroom operations. Entry into this work requires one year of cumulative experience performing any combination of serving as an engine, helitack, or other crew member engaged in wildland fire suppression efforts; ordering resources and coordinating logistical needs in wildland fire suppression efforts; purchasing goods or services on behalf of a business or organization; receiving, organizing, and stocking items for sale or supply; operating manual and mechanized equipment to load/unload, and move supplies, equipment, parts, tools, and/or materials; preparing and delivering or shipping goods; and/or operating, maintaining, or repairing vehicles, equipment, or buildings/facilities sufficient to develop the knowledge, skills, and abilities necessary to perform the essential duties of the position.

Class Outline

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.

Stock and Parts Services

Stock and Parts Services positions procure, receive, account for, store, expedite, distribute, and dispose of a wide variety of conventional and/or specialized supplies, equipment, parts, tools, materials, and services necessary to support organizational line functions, facilities, duty stations, and/or maintenance shops.

Stock and Parts Services I-IV are currently assigned to the PB06 (Supply) job family. This family includes classes of positions that advise on, administer, supervise or perform work concerned with furnishing all types of supplies, equipment, and materials required in the performance of state functions, from planning through acquisition, cataloging, storage, and distribution. Initial preparation for employment is typically through general education or experience with subsequent career progression based on progressively responsible experience. It should be noted that although the assigned class codes remain unchanged, the Stock and Parts Services I-IV job classes are assigned new AKPAY codes consistent with transitioning the class concepts away from the former competency based specifications and into the State's standardized format, where each class level is assigned a unique code³.

Stock and Parts Services I	Class Code: PB0601	AKPAY Code: K0148
Stock and Parts Services II	Class Code: PB0602	AKPAY Code: K0149
Stock and Parts Services III	Class Code: PB0603	AKPAY Code: K0150
Stock and Parts Services IV	Class Code: PB0604	AKPAY Code: K0151

Wildland Fire Support Services

Wildland Fire Support Services I-V are responsible for the procurement, acquisition, receipt, inspection, preparation, dispatch, transport and delivery, relevant safety training, and all related maintenance, upkeep, and/or disposal of equipment, supplies, and vehicles necessary for responding to wildland fires.

These classes were considered for placement in the PD04 (Emergency Planning and Response) job family with such classes as Wildland Fire Dispatchers and the State Logistics Coordinator, due in large part to their responsibility to perform work related to disaster (i.e., wildland fire) mitigation and response. Analysis indicates that the requisite knowledge of the operations, equipment, and specialized practices used in wildland fire mitigation and suppression is more appropriately grouped with work such as that performed by Wildland Fire and Resource Technicians and Foresters than Wildland Fire Dispatchers.

Wildland Fire Support Services I-V are assigned to the PH03 (Natural Resources and Forestry) job family, which includes classes of positions that advise on, administer, supervise or perform work related to land, forest and natural resource management, leasing, development, production, conservation, and protection. Initial preparation for employment is typically through advanced education in natural resource management with subsequent career progression based on progressively responsible experience.

Wildland Fire Support Services I	Class Code: PH0380	AKPAY Code: K0152
Wildland Fire Support Services II	Class Code: PH0381	AKPAY Code: K0153
Wildland Fire Support Services III	Class Code: PH0382	AKPAY Code: K0154
Wildland Fire Support Services IV	Class Code: PH0383	AKPAY Code: K0155
Wildland Fire Support Services V	Class Code: PH0384	AKPAY Code: K0156

³ The legacy Stock and Parts Services, Sub-Journey, Journey I, Journey II, and Lead, were all assigned to the same AKPAY code (P9911) and distinguished in the State's payroll system by their aligned wage grade.

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.

Per 29 CFR 541.3(a), the “section 13(a)(1) exemptions and the regulations in this part do not apply to manual laborers or other “blue collar” workers who perform work involving repetitive operations with their hands, physical skill and energy.” Employees of the Stock and Parts Services I-IV and Wildland Fire Support Services I-V job classes perform predominantly blue collar work and are precluded from exemption as executive, professional, or administrative employees.

Internal Alignment:

The State aligns the salary ranges of job classes internally. 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 studied classes are all categorized as skilled craft/labor (Category C). The Stock and Parts Services I-IV classes are assigned to the PB (Administrative and Office Support) group and, more specifically, to the PB06 (Supply) family. The Wildland Fire Support Services I-V classes are assigned to the PH (Biological Sciences) group and, more specifically, to the PH03 (Natural Resources and Forestry) family.

There are no Category C classes in either the PB or PH groups from which to draw valid comparisons. The Stock and Parts Services I-IV and Wildland Fire Support Services I-V classes are assigned to the LTC Bargaining Unit; whereas, all other classes in either group are typically assigned to the General Government or Supervisory Bargaining Units. Valid comparisons cannot be drawn due to differences in respective pay plans of each Bargaining Unit. Accordingly, this review was expanded to include LTC classes from other occupational groups, predominantly from the PL (Craftwork and Labor) group, which includes families of classes that administer, supervise or perform work requiring physical exertion and manual dexterity not specifically classifiable in another group, including the operation of machinery, equipment, aircraft, or marine craft.

Wage Grade	Job Class	Description	Wage Grade Characteristics
58	Survey, Sub-Journey I (PK0741)	Performs entry/trainee level labor and field surveying work that is designed to provide orientation, training, and familiarization with processes of the occupational field.	<p>Comparable classes aligned to this wage grade perform entry/trainee work designed to provide orientation, training, and familiarization with processes of the career area.</p> <p>The work is characterized by requiring little if any prior work experience, training, or specialized skills and routine and repetitive tasks that are well defined, directly related, and follow prescribed steps, methods, and procedures.</p>
	Equipment Operator, Sub-Journey I (PL0301)	The basic or entry level of equipment operation. Operates pickup trucks and basic equipment to haul and transport a variety of materials and do routine snow removal. Work is combined with other labor assignments.	
	Maintenance Generalist, Sub-Journey I (PL0401)	Performs entry or basic level work requiring little if any prior work experience or training or specialized skills. Characterized by routine and repetitive maintenance tasks that are well defined, directly related and follow prescribed steps, methods, and procedures and frequently requires strenuous physical ability and effort.	
57	Engineering Technician, Sub-Journey II (PL0612)	Performs basic office engineering calculations and field inspections on minor structures; participates in field materials testing in addition to other sub-journey work. May collect traffic data.	<p>Comparable classes aligned to this wage grade perform entry/trainee work designed to provide orientation, training, and familiarization with processes of the career area.</p> <p>The work is assistive in nature and characterized by basic tasks.</p>
	Materials Laboratory Technician, Sub-Journey II (PL0632)	Assists in field materials testing in field or laboratory setting and demonstrates on-going competency.	
56	Survey, Sub-Journey II (PK0742)	Performs developmental/intermediate level labor and field surveying work that assists higher level staff.	<p>Comparable classes aligned to this wage grade predominantly perform developmental work designed to continue development of the knowledge, skills, and abilities related to the processes of the career area.</p> <p>The work is characterized by increased awareness of equipment and ability to conduct more complex tasks in a career area requiring specialized knowledge.</p>
	Mechanic, Automotive, Sub-Journey (PL0211)	Assists higher level mechanics by performing routine, simple but essential maintenance tasks that do not require the skill or knowledge necessary to function at the Journey level. Low consequence of error, provides basic work area clean up and maintenance. May work in the maintenance, repair and overhaul of light and heavy duty motorized equipment, under close supervision.	
	Equipment Operator, Sub-Journey II (PL0302)	Equipment becomes more specialized and requires more awareness of the capacity of the equipment and decisions to complete the work properly.	
	Maintenance Generalist, Sub-Journey II (PL0402)	Requires the application and demonstration of knowledge and skills related to the materials and techniques of building maintenance and component sub-systems, and routine and preventive maintenance of mechanical, electrical and related systems. Work may be concentrated on one-well developed area performed under less close supervision, or a range of semi-skilled duties in one or more skilled trades.	
	Materials Laboratory Technician, Sub-Journey III (PL0633)	Performs a variety of standard tests on soils and aggregates and concrete, and assists in servicing and repair of laboratory equipment. This level has limited responsibility, and the sole duty may be limited to certain testing procedures.	
55	Engineering Technician, Sub-Journey III	In addition [to other sub-journey work], performs inspection of all construction activities on less complex structures; inspects a	The comparable class aligned to this wage grade performs inspection of either all construction activities on less complex

	(PL0613)	particular aspect or distinct component of a heavy construction project; performs survey line, grade, and quantity calculations; checks field materials testing. Prepares and schedules annual traffic studies programs for a region and may lead others in collection of traffic data.	structures or particular aspects or distinct components of heavy construction projects. The work is assistive in nature and characterized by routine tasks of increased complexity related to the monitoring of construction projects to ensure conformance to specifications and documentation of contractor technique and productivity.
54	Survey, Journey (PK0743)	Performs fully proficient labor and field surveying work that involves independent operation of survey instruments.	Comparable classes aligned to this wage grade perform predominantly fully proficient, journey level work. The work is characterized by significant independence in using standard methods and techniques in accomplishing assignments that are typical of the occupational field and require the application of a variety of interrelated skills to independently complete work that conforms to industry standards in a career area requiring specialized knowledge.
	Mechanic, Automotive, Journey (PL0212)	Independently inspects equipment, identifies actual or likely equipment failures; and performs necessary repairs including complex overhaul, rebuild and modification tasks. Some electronic diagnostic work is performed using judgment and specialized knowledge; typically this applies to light duty equipment.	
	Equipment Operator, Journey I (PL0303)	Performs routine support functions where actions are self-evident and performs specific assignments on complex equipment as an assistant under direction; work requires familiarity with equipment and procedures. Operates smaller or non-specialized (<i>light duty</i>) motorized equipment such as dump truck with single or no attachment. May operate more complex equipment in a training capacity.	
	Maintenance Generalist, Journey (PL0403)	The fully proficient level. Characterized by the independent performance of duties involving interrelated processes and steps and considerable physical ability and effort. Assignments require application of prior training or experience or both, in a variety of trade and craft occupations.	
	Engineering Technician, Journey (PL0614)	Serves as the project engineer's representative on heavy construction projects. Can use a variety of interrelated skills to independently complete work that conforms to industry standards. The work may require proof of competence, training or certification.	
	Materials Laboratory Technician, Sub-Journey IV (PL0634)	Under general supervision, performs standard and complex tests in two or more skill areas of testing soils/aggregates, concrete/cement, bituminous mix, bituminous materials and special product materials. Performs a minor role in laboratory accreditation.	
53	Survey, Lead (PK0744)	Performs lead/specialist level labor and field surveying work as the party chief in charge of field survey projects.	Comparable classes aligned to this wage grade predominantly either perform skilled, advanced level work in the career area or lead a group of other workers. The work is characterized by the application of advanced skills as a specialist and/or the responsibility to assign work, set schedules and priorities, determine methods, provide training and instruction, and evaluate and approve competed tasks in addition to performing the work.
	Mechanic, Automotive, Advanced Journey/Lead (PL0213)	Either directs and reviews work of others, while helping on the most complex projects associated with light duty and automotive equipment; troubleshoots problems and ensures inventory control; or, performs skilled journey, skilled heavy duty mechanic, or computerized diagnostic mechanic duties and requires the application of a wide range of skills and independence of action in trouble shooting electronic/mechanical systems.	
	Equipment Operator,	Performs with greater accountability for situation awareness of damage, risk and safety	

	Journey II (PL.0304)	issues by nature of the equipment and environment. Operates specialized <i>heavy duty</i> equipment such as grader, loader, dump truck with minimum of two or more attachments (and typically used on a single assignment), and all core equipment of the duty station with demonstrated proficiency.	
	Maintenance Generalist, Lead (PL.0404)	Performs the work and leads a shift or group of journey workers by training, directing and reviewing tasks.	
	Materials Laboratory Technician, Journey (PL.0635)	Under general direction, performs standard and complex tests in three or more skill areas of testing soils/aggregates, concrete/cement, bituminous mix, bituminous materials and special products; performs bituminous and concrete design mixes. Performs a major role in laboratory accreditation.	
52	Mechanic, Automotive, Foreman I (PL.0214)	Oversees the work of three or more permanent employees at an equipment repair facility and participates in the work.	<p>Comparable classes aligned to this wage grade predominantly either perform skilled, advanced level work in the career area or lead a group of other workers.</p> <p>The work is characterized by the application of advanced skills as a specialist and/or the responsibility to assign work, set schedules and priorities, determine methods, provide training and instruction, and evaluate and approve completed tasks in addition to performing the work in a career area requiring specialized knowledge.</p>
	Mechanic, Rural ARFF, Advanced Journey (PL.0216)	In addition to performing skilled, advanced diagnostic and maintenance/repair work, this level performs regular and recurring ARFF duties (training in and demonstration of aircraft rescue and firefighting (ARFF) competencies) at an FAA-certified rural airport whose staffing needs require performance of these duties as part of maintaining the airport's certification.	
	Equipment Operator, Lead / Journey III (PL.0305)	Either performs at rural airports as a regular assignment requiring training in and demonstration of aircraft rescue firefighting (ARFF) competencies; or, is in charge of a remote maintenance station and/or an airport not certificated or is partially certificated by the Federal Aviation Administration.	
	Maintenance Generalist, Foreman (PL.0405)	Acts as an intermediary between workers and management to organize, assign and directly supervise the work of a labor, trades, and crafts occupational group and is accountable for the quality and quantity of the work accomplished.	
	Materials Laboratory Technician, Specialist/Lead (PL.0636)	Either performs all journey level testing functions, and in addition performs research or materials related projects requiring additional, advanced skills as a specialist; or serves as a working foreman of an accredited materials laboratory over three or more technicians.	
51	Mechanic, Automotive, Foreman II (PL.0215)	Organizes, assigns and oversees the work of a major repair facility, and acts as intermediary to management. Would perform the most complex mechanical functions at the duty station only during periods of staff shortage.	<p>Comparable classes aligned to this wage grade act as intermediaries between workers and management to organize, assign and directly supervise the work of a labor, trades and crafts occupational group and are accountable for the quality and quantity of the work accomplished.</p> <p>The work is characterized by the responsibility to direct the work of a specific crew or laboratory.</p>
	Equipment Operator Foreman I (PL.0306)	Oversees either: the equipment operations and a crew of 8 or more subordinate employees in a highway maintenance crew; the work of subordinate employees at a non-certificated rural airport where staffing restrictions may require equipment operation at any time; or, an airfield maintenance crew at the Fairbanks International Airport.	

	Materials Laboratory Technician, Foreman (PL0637)	Supervises the test functions of an accredited laboratory over seven or more technicians; performs and directs standard, non-standard and research testing; prepares test reports, and evaluates test procedures and specifications.	
50	Equipment Operator Foreman II (PL0307)	Either organizes, assigns and directs the work of one or more groups of Equipment Operators or other highway station staff in a large metropolitan area (Anchorage, Fairbanks or Juneau) through lower level lead and foremen; or, organizes, assigns and directs the work of equipment operators and other airport station staff at a FAA-certificated rural airport that serves aircraft seating between 30 and 60 passengers.	<p>The comparable class aligned to this wage grade acts as an intermediary between workers and management to organize, assign and directly supervise the work of a labor, trades and crafts occupational group and are accountable for the quality and quantity of the work accomplished.</p> <p>The work is characterized by the responsibility to direct the work of one or more groups of staff in a large metropolitan area (Anchorage, Fairbanks or Juneau) through lower level lead and foremen.</p>

Stock and Parts Services I-IV

Stock and Parts Services I is the entry level of the series responsible for providing support through the routine and non-specialized procurement, receipt, storage, and/or distribution of a wide variety of supplies, equipment, parts, tools, and/or materials. Although equivalent to sub-journey level work, the latitude of independence and complexity and variety of tasks assigned to this class exceeds that typical of sub-journey classes aligned to wage grade 58. The work is not as specialized as that performed by wage grade 56 classes. Stock and Parts Services I aligns well to wage grade 57.

Stock and Parts Services II is the journey level of the series. The scope and complexity of responsibilities assigned to this class exceed that of LTC classes performing predominantly entry/developmental work at wage grade 56. The majority of comparable LTC classes performing journey level work align to wage grade 54; however, the more specialized knowledge, skills, and complex responsibilities typical of the work of such career areas as Survey, Automotive Mechanics, Maintenance Generalists, and Engineering Technicians exceeds that of the journey level Stock and Parts Services II. Although Stock and Parts Services work contains many of the same elements and requires knowledge of that performed by the likes of Mechanics and Maintenance Generalists, it is supportive to these classes in nature and does not rise to a sufficiently similar level in the application of specialized knowledge, skills, and abilities to warrant alignment to wage grade 54. The Stock and Parts Services II more appropriately aligns to wage grade 55.

Like Stock and Parts Services II, the advanced level Stock and Parts Services III performs work that contains many of the same elements and requires knowledge of that performed by the likes of Mechanics and Maintenance Generalists in order to support their agency functions. Again, this work is assistive to these classes in nature and does not require a sufficiently similar scope and complexity of responsibility and level of specialized knowledge, skills, and abilities to align to wage grade 53. Stock and Parts Services III aligns to wage grade 54.

Stock and Parts Services IV directs the daily operations of a warehouse facility, supply center, and/or parts depot. Stock and Parts Services IV performs the advanced level of work, exercises formal lead level responsibility, and aligns to wage grade 53.

Wildland Fire Support Services I-V

Wildland Fire Support Services I is the journey level of the series and is responsible for the routine issuance, shipping, return, receipt, refurbishment, maintenance, procurement, and inventory of a variety of equipment and other supplies essential to firefighting crews responding to wildland fires. The complexity of responsibilities, requisite knowledge, and applicable skills inherent in this work does not align well with the more advanced work of either the majority of journey level LTC classes at wage grade 54 or those advanced sub-journey classes aligned to wage grade 55. The assigned latitude of independence, scope of responsibility, and complexity of responsibilities exceeds that of wage grade 57 classes. Wildland Fire Support Services I appropriately aligns to wage grade 56.

Wildland Fire Support Services II performs the work and leads a team of journey level Wildland Fire Support Services I positions. Examination of the characteristics of LTC lead level classes indicates consistent alignment of lead work one wage grade higher than the highest level of work directed. This aligns the Wildland Fire Support Services II to wage grade 55.

Wildland Fire Support Services III exercises broader latitude of independence in performing complex duties involving more critical decisions and requiring a more developed knowledge of wildland firefighting operations and their related logistics than the Wildland Fire Support Services II. The advanced nature and complexity of responsibilities, latitude of independence, and requisite knowledge and skills inherent in the work of the Wildland Fire Support Services III align well to wage grade 54.

The majority of foremen classes characteristically align one wage grade above the lead level they direct; however, the nature, complexity, and consequence of error of the decisions and commitments made by the Wildland Fire Support Services IV, as well as nature of supervision exercised over the work of permanent staff⁴ are greater than that of the Wildland Fire Support Services III. The requisite knowledge and applicable skills inherent in this work does not align well with the majority of foreman classes at wage grade 52. Wildland Fire Support Services IV appropriately aligns to wage grade 53.

Wildland Fire Support Services V coordinates multiple regional warehouses and caches comprising the State Fire Warehouse System through lower level Wildland Fire Support Services IV positions. Advanced level foremen classes (e.g., Mechanic, Automotive, Foreman II, or Equipment Operator, Foreman II) characteristically align one wage grade higher than the next lowest level foreman in the series. Again, the requisite knowledge and applicable skills inherent in this work does not align well with the majority of advanced foreman level LTC classes at wage grades 51 or 50. The Wildland Fire Support Services V appropriately aligns to wage grade 52.

Conclusions:

The formal goals of the study were to review the work and determine if the class concepts accurately reflect the full range, complexity, and levels of work performed; revise all class structures, as appropriate; rewrite all classes into the standard format; and conduct a salary analysis.

⁴ It should be noted that all levels of Wildland Fire Support Services staff are expected to direct one or more nonpermanent Emergency Fire Fighter (EFF) staff during fire season; however, direction of nonpermanent staff is not a formal factor job classification.

The four identifiable levels of skilled craft/labor classes responsible for procuring, receiving, accounting for, storing, expediting, distributing, and disposing of a wide variety of supplies, equipment, parts, tools, materials, and services will be implemented as follows:

1. The entry level stock and parts services class will be retitled Stock and Parts Services I (PB0601/K0148) and remain aligned at wage grade 57. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
2. The journey level stock and parts services class will be retitled Stock and Parts Services II (PB0602/K0149) and remain aligned at wage grade 55. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
3. The advanced level stock and parts services class will be retitled Stock and Parts Services III (PB0603/K0150) and remain aligned at wage grade 54. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
4. The lead level stock and parts services class will be retitled Stock and Parts Services IV (PB0604/K0151) and remain aligned at wage grade 53. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.

The five identifiable levels of skilled craft/labor classes responsible for the procurement, acquisition, receipt, inspection, preparation, dispatch, transport and delivery, relevant safety training, and all related maintenance, upkeep, and/or disposal of equipment, supplies, and vehicles necessary for responding to wildland fires will be implemented as follows:

5. The journey level wildland fire logistician will be established as Wildland Fire Support Services I (PH0380/K0152) and aligned at wage grade 56. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
6. The lead level wildland fire logistician will be established as Wildland Fire Support Services II (PH0381/K0153) and aligned at wage grade 55. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
7. The advanced level wildland fire logistician will be established as Wildland Fire Support Services III (PH0382/K0154) and aligned at wage grade 54. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
8. The first level foreman wildland fire logistician will be established as Wildland Fire Support Services IV (PH0383/K0155) and aligned at wage grade 53. These employees do not meet the criteria for exemption under the FLSA and are eligible for overtime.
9. The single position wildland fire logistician responsible for coordinating multiple warehouses comprising the State Fire Warehouse System will be established as Wildland Fire Support Services V (PH0384/K0156) and aligned at wage grade 52. This employee does not meet the criteria for exemption under the FLSA and are eligible for overtime.

The job class and all related study actions are effective January 16, 2015.

Correspondence on the allocation of study positions is being distributed through the OPD system.

Attachments

Final class specifications
Allocation Spreadsheets

cc: Mary Siroky
Director

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