



THE STATE
of **ALASKA**
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Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry 
Class Studies Supervisor

From: Rob Weber 
Class Studies Analyst

Date: October 1, 2014

Subject: Alaska Public Employees Association (APEA) – Lieutenants, Captains, & Majors
Class Study

Introduction:

This memorandum addresses the study processes and results of the Lieutenants, Captains, & Majors job classes. This study includes 41 positions in the Department of Public Safety: Division of Alaska Wildlife Troopers (AWT) and Division of Alaska State Troopers (AST). The request to review these classes was submitted in accordance with Article 19.2 of the Supervisory Unit collective bargaining agreement and requested that classification examine the organizational and salary parity between the AWT Lieutenants and AST Captains.

Study Contacts:

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Major Steve Bear, Acting Director – AWT
Brittany Patzke, Human Resource Consultant III

History of Job Classes:

The Lieutenant, Captain, and Major job classes have historically been the command class for the Department of Public Safety. These classes had title changes and salary range changes in September 2005.

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.

Classification received updated Position Descriptions and staffing charts reflecting the current work and organization. The study analyst reviewed the information and selected positions for audit with input from the department, 29 positions were selected for desk audits. Position audit were conducted in-person and telephonically between June 3rd and July 7th.

The scope of work assigned the positions is managing statewide law enforcement/public safety work through subordinate commissioned and civilian personnel. This includes traditional work assigned managers such as responsibility for budgets, personnel, and programs. The job analysis identified three levels of management: Lieutenant – first level manager with responsibility as a deputy detachment commander or responsibility for small bureaus or a single program; Captain – second level manager with responsibility for a detachment, large bureau, or multiple programs; and Major – senior level manager/deputy director with responsibility for division operations. The identified groups matched the existing class specifications.

The class specifications for the three levels were updated to reflect the current organizational structure and program responsibilities.

Class Title:

When selecting a class title it should be the best descriptive title for the work. A class title 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 classes in this study have historically used military titles. The use of military titles to designate different levels remains common practice in law enforcement and retaining Lieutenant, Captain, and Major is appropriate. The class titles will be followed by the department name to identify their law enforcement focus.

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 artificial barriers to employment of individuals in protected classes. As advanced education is not the customary method of entering the law enforcement occupation, establishing a requirement for a post-secondary degree is not appropriate. The minimum qualifications established for the Lieutenant, Captain, and Major job classes relate to the knowledge, skills, and abilities necessary to perform the assigned level work in managing public safety and law enforcement activities of either AWT or AST.

Class Code:

A Class Code is assigned to a job class based on the placement of that 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 of this study remain placed in PJ Police, Fire Fighters, and Corrections group; PJ01 Law Enforcement job family; therefore the class and AKPAY codes have not changed.

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.

Executive and Administrative employee exemptions:

The incumbents in these classes manage program budgets and expenditures, draft division policy and procedure, manage personnel issues and discipline, directly supervising multiple subordinates, and affect the manner in which public law enforcement activities are delivered. This scope of work meets both the Executive and Administrative employee exemptions.

Administrative employee exemption:

There are also positions allocated to these classes that do not customarily and regularly direct the work of at least two or more other full-time employees or their equivalent. These incumbents in these positions manage personnel issues and discipline, directly supervise one subordinate, manage program budgets and expenditures, draft division policy and procedure, and affect the manner in which public law enforcement activities are delivered. This work meets the Administrative employee exemption.

Internal Alignment – method and analysis:

The salary range of a job class is determined based on internal consistency within the State's pay plans, in accordance with merit principles, with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work (AS 39.25.010(b)(2)).

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

In accordance with established policy in aligning the salary ranges of these classes significant weight is given to their direct supervision of positions and classes providing main emergency functions of law enforcement functions of law enforcement (i.e., Sergeant DPS, Corporal DPS, and Trooper). The salary range of the Lieutenant is set to provide appropriate differential from the Sergeant and the Captain and Major salary ranges set by standard progression of management job classes.

The salary ranges for the study classes are set at Major (salary range 25), Captain (salary range 24), and Lieutenant (salary range 23).

Conclusions:

Job Class	Action	Coding	Salary Range	FLSA
Lieutenant, DPS	Title Change	P7706/PJ0106	23	Y
Captain, DPS	Title Change	P7707/ PJ0107	24	Y
Major, DPS	Title Change	P7708/ PJ0108	25	Y

The effective date for these changes is October 16, 2014. Correspondence on the allocation of study positions is being distributed through the OPD system.

Attachments:

Final class specifications

Allocation Spreadsheet

cc:

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