



Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry *KM*
Class Studies Supervisor

From: Rob Weber *RW*
Class Studies Analyst

Date: January 19, 2015

Subject: Vocational Instructor Study

Introduction:

This project was initiated by the Department of Corrections (DOC). The goal was to determine how vocational education has changed the work assigned positions in the Education Coordinator (Corrections) job class.

Study Scope:

This study reviewed work assigned PCN 205647 at the Goose Creek Correctional Center; this position is allocated to the Education Coordinator (Corrections) job class. Four additional positions assigned vocational instruction duties were identified: 205425, 205644, 204162, and 206116 at other centers. In comparison to these positions, the department assisted in selecting positions allocated to the Education Coordinator (Corrections) job class to clarify the class boundaries for the vocational work assignments.

Study Contacts:

The primary study contacts for this project were Gregory Gendron – Human Resource Consultant I and Gary Olsen – Criminal Justice Planner.

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.

There are five positions providing vocational education courses: three are located at Goose Creek Correctional Center, one at Spring Creek Correctional Center; and one at Palmer Correctional Center. They report directly to an onsite supervisor at the center, typically an Adult Probation Officer. They also report to a Criminal Justice Planner who oversees the education program for the Division of Institutions, and provides lead level oversight for the delivery of educational services.

The body of work this study examined requires planning and developing vocational courses, purchasing materials and instructional aides, and providing instruction and testing for one or more vocational courses such as carpentry, electronics, or HVAC. An incumbent working as a vocational instructor has journey level status in their particular trade(s) and is certified by the National Center for Construction Education and Research (NCCER) to deliver courses and test students. The work does not require formal lead or supervisory responsibilities or duties.

This body of work is distinct from that of the Education Coordinator (Corrections) job class. The work of this class focuses on coordinating educational services and contractors, delivering general education courses, and performing a variety of administrative tasks to deliver education programming to inmates in Alaska's correctional centers.

The primary characteristic of this work is providing vocational instruction in a recognized trade. The work assigned the AVTEC Instructor job class is similar; however, this class is limited to AVTEC and its bargaining unit and pay plan. As there are no existing classes sufficient for grouping this work, a new class will be established.

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 class title for this work is Vocational Instructor. This is an industry standard title for positions providing instruction in the trades at the postsecondary level.

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 this class are broadly written to capture applicants that are either currently certified to provide instruction in a trade or have the minimum journey level experience in a trade to be eligible to become a certified instructor.

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 body of work meets the scope of job family PE02 Teaching and Instruction. PE02 includes classes of positions that administer, supervise, or provide education or training in an educational establishment, a residential education program, or a formal state employee training program.

AKPAY Code	Class Code
K0157	PE0210

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 scope of authorities and responsibilities assigned incumbents do not entail managing the enterprise of which the incumbent is employed or supervising two or more employees, precluding Subpart B – Executive Employees.

The scope of authorities and responsibilities assigned incumbents do not directly relate to the management or general business operations of the employer. The primary duty does not include exercising discretion and independent judgment with respect to matters of significance, precluding Subpart C – Administrative Employees

The scope of authorities and responsibilities assigned incumbents do not require performing educational activities in the educational establishment where the incumbent is employed, precluding Subpart D – Professional Employees.

Internal Alignment:

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.

Classes from PE02 selected and analyzed for salary comparison include: AMYA Coordinator, AMYA Chief Examiner, and Training Specialist I and II.

AMYA Manager, AMYA Supervisors I and II, and Training Specialist III are precluded from further review as these classes are primarily distinguished by program oversight, supervision and management of subordinate staff, and budget responsibility. The AVTEC Instructor is also precluded from this analysis does not utilize the State’s pay plan (AS 39.25.150(2) and AS 39.27.011) for compensation. This class utilizes its own union negotiated pay plan with pay procedures and salary range assignments unique to the AVTEC Instructors.

Along with classes available within PE02, this analysis also reviewed and considered select classes from Job Family: PE01 – Education 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. These classes include the Education Associate II and III, and Education Coordinator (Corrections).

Range	Job Class	Description	Range Characteristics
15	Education Associate II (PE0112)	The work assigned this class are in-depth and specialized, focusing in two or three specific areas of responsibilities. This class performs basic, routine professional education program duties independently in the assigned areas.	Characteristic of this range is support functions for other higher-level professional level positions.
	AMYA Chief Examiner (PE0252)	The AK Military Youth Academy (AMYA) Chief Examiner assists in planning, developing, and maintaining education testing standards; administers General Educational Development test and additional tests during all phases of the AMYA program. The work assignments are in-depth and specialized, program variety is narrow, but the degree of responsibility is great.	Characteristic of this range is high level advanced technical work that does not require specialized or advanced training.
16	Educational Coordinator (Corrections) (PE0140)	Positions in this class insure that inmates are provided education opportunities that further the rehabilitation goals of the institution, meet the needs of the inmates, and maintain statutory or court ordered compliance requirements. Educational programs may include Adult Basic Education, General Educational Development, English as a Second Language, special needs education, and life skills and hobby crafts.	Characteristic of this range is the responsibility for coordinating education services, funding, and contract staff.
	Training Specialist I (PE0231)	This class provides or participates in training and training services of limited scope, involving core or basic subject areas, courses, or workshops. This level updates, adapts, and modifies workshops, classes, or modules of a course; instructs basic or core classes not requiring advanced knowledge and study; assists with training needs analysis, development of outlines, lesson plans and curriculum, and the monitoring and evaluation of training activities.	Also characteristic is developing and/or assisting in the design or delivery of general education courses and other specialized courses to impart course knowledge to a target audience. The classes of this range often perform specific professional level duties requiring specialized knowledge or subject matter training.
	AMYA Instructor (PE0251)	AMYA Instructors educate children and/or young adults who are attending and/or enrolled in either the STARBASE or the ChalleNGe Program. Instructors utilize federal program guidelines, Alaska content and performance standards, and best educational practices to develop and adapt curriculum that provides hands-on activities and an integrated approach to imparting academic knowledge and the importance of healthy lifestyle choices, responsible citizenship, and employment.	Also characteristic of this range is the responsibility to coordinate educational services, materials, facilities or classrooms as required.

	AMYA Coordinator (PE0253)	This class recruits future cadets and mentors, trains mentors, and performs counseling and assessment of cadets prior to their admission, during the ChalleNGe phase and the AMYA program.	
17	Education Associate III (PE0113)	This class administers and operates one major function of broad scope and/or complexity or directs and reviews the work of lower level Education Associates and/or clerical personnel.	Characteristic of this range is the responsibility for assisting higher level professionals administer, develop, and maintain educational programs and directing the work of subordinate staff.
18	Training Specialist II (PE0232)	This class provides training needs analyses; initiates and administers contracts to purchase training services; develops evaluation methodology; develops new courses; modifies or rewrites existing courses; and instructs core and advanced level classes or workshops requiring advanced knowledge and study.	Characteristic of this class are the advanced professional level work necessary to develop and design training courses, administer purchasing contracts, and provide instruction.

Analysis

At salary range 15 supporting higher-level professional staff administer and develop educational programming is the primary characteristic. Vocational Instructor’s plan, develop, and provide instruction in one or more trades. The scope of required knowledge and responsibility of the Vocational Instructor is not appropriate to align to salary range 15.

The characteristics present at salary range 16 are broader and include the professional level responsibility and authority for providing instruction, assisting in the design of educational courses, delivering courses, and/ or coordinating services to deliver educational courses. The Vocational Instructor shares similar characteristics directly related to the design and delivery of vocational courses that prepare individuals for entry level work in a recognized trade. The knowledge and responsibility of the Vocational Instructor align to the characteristics at range 16.

At salary range 17 the characteristics support higher level professional staff administer and develop educational programming; also present is the responsibility for directing subordinate staff. The scope of required knowledge, responsibility, and authority for subordinate staff present at range 17 is not characteristic of the Vocational Instructor. Alignment to salary range 17 is not appropriate.

Conclusions

The table summarizes the new Job Class and Title, Class and AKPAY Codes, Salary Range, and FLSA category:

Job Class	Class Code	AKPAY Code	Salary Range	FLSA
Vocational Instructor	PE0210	K0157	16	N

The effective date for these changes is February 1, 2015. Correspondence on the allocation of study positions is being distributed through the OPD system.

Kate Sheehan, Director

January 19, 2015

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Attachments

Allocation Spreadsheet

cc: Dean Marshall, Acting Director
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