

C – Data Collection Form

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

DIVISION OF PERSONNEL & LABOR RELATIONS

SARAH PALIN, GOVERNOR

P.O. BOX 110201

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July 10, 2009

Dear Prospective Survey Participant:

The State of Alaska has contracted with Fox Lawson & Associates LLC, a compensation and human resources consulting firm, to conduct a salary survey. (You can find more information about Fox Lawson & Associates LLC on their website - www.foxlawson.com).

The survey is collecting salary information as well as a handful of benefit questions. *While the overall survey includes one hundred seventy-nine (179) benchmark jobs, depending on your organization type, you are not being asked for all 179 jobs.* We have defined our labor market by job, so you will only receive particular jobs in your survey packet. For this reason you will see gaps in the number sequencing.

If you are not the correct person to receive this survey, please contact Heidi Nelson at the number listed below so we can determine who may be more appropriate. We apologize for any inconvenience this may cause you.

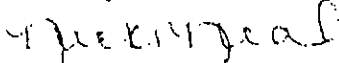
If you are a private organization, please be assured that your data will not be shared with us or with any other organization. We understand the confidential nature of your salary data. Any reports published by Fox Lawson & Associates, LLC will show summary data only from private organizations; specific organizational data will not be shown.

This survey consists of both a word document (DCF.doc) and an excel spreadsheet (salary reporting form.xls). To complete this survey, you may either complete it electronically and e-mail it back to Heidi Nelson, or print it out, hand-write your answers and fax or mail it to Heidi. Instructions for completing the form are included on page 3.

However you choose to complete the survey, please return your completed documents no later than August 21, 2009.

We appreciate your cooperation in this survey, it will be very helpful in our compensation planning, *and you will also receive a free participant report of the survey results for participating.* If you have any questions, or need assistance in completing the form, please call Heidi Nelson at (800) 383-0976, ext. 11.

Sincerely,



Nicki Neal

Director, Personnel & Labor Relations

907-465-4429

Fox Lawson & Associates, LLC Contact Information:

Heidi Nelson

1335 County Road D Circle East, St. Paul, MN 55109

800-383-0976, ext. 11, 651-635-0980 (fax)

hnelson@foxlawson.com

www.foxlawson.com

SALARY SURVEY

Conducted for
State of Alaska

DATA COLLECTION FORM

Return completed form by August 21, 2009 to:

Heidi Nelson
1335 County Rd D Circle East
St. Paul, MN 55109
(800) 383-0976, ext. 11
(651) 635-0980 (FAX)
hnelson@foxlawson.com

NAME OF ORGANIZATION: _____

CONDUCTED BY:

FOX LAWSON & ASSOCIATES LLC

SALARY SURVEY TABLE OF CONTENTS

The State of Alaska requests your participation in this salary survey. We appreciate your cooperation. You will receive a free copy of the salary survey results for participating. We anticipate the free copy of the results will be sent to your organization by November 2009.

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SALARY SURVEY INSTRUCTIONS FOR SURVEY COMPLETION

Organizational/Benefits Questions:

- For the organizational information and benefits questions there are two types of questions. The closed-ended questions require your response with an "x" in the appropriate box. Other open-ended questions will require your response as a figure, such as a dollar "\$", or a percentage "%," or another number, or text.

Salary Information: Please follow the guidelines outlined below in providing salary information for each benchmark position on the salary information sheet of the questionnaire.

- Make an entry on the form for each survey position. If you have no comparable job, write "none" in the space provided or indicate "no match".
- Please read each benchmark summary job description carefully and match your job based on duties defined in the description, not just the job title.
- Report those employees from your organization who perform the functions of the survey job at least 70% of the time worked.
- Report all salary information on an annual basis.
- Report full-time employees only.
- Please provide the information requested for each job including:
 - **Your organization's job title.**
 - **Standard work-week** – indicate (with \checkmark or x) the standard work-week for each job – either 37.5 hours (1,950 hours/year), or 40 hours (2,080/year), or 56 hours for fire jobs (2,912/year).
 - **Annual flat rate salary** – if your organization does not utilize a formal salary range structure (neither open ranges nor step plan), then report the annual flat salary rate for the job if no salary range exists. Report base salary only. Report salaries for full-time employees only.
 - **Annual salary at entry** – report the annual salary for an employee at entry (or the salary range minimum). Report base salary only. Report salaries for full-time employees only. *Leave blank if there are no formal ranges or steps.*
 - **Annual salary after 5 years** – report the annual salary for an employee after 5 years in the same job. Report base salary only. Report salaries for full-time employees only. *Leave blank if there are no formal ranges or steps.*
 - **Annual salary after 10 years** – report the annual salary for an employee after 10 years in the same job. Report base salary only. Report salaries for full-time employees only. *Leave blank if there are no formal ranges or steps.*
 - **Annual range maximum** - report the *formal* annual salary range structure maximum for each job (if it's different from 10 year salary). *Do not enter actual wages (i.e., lowest or highest paid rates). Leave blank if there are no formal ranges.*
 - **No. of years to range maximum** – please indicate the typical number of years for an employee to reach the maximum for each job.

Please keep a copy of your completed data collection form to facilitate your organization's interpretation of survey results and as a guide for completing any future surveys.

SALARY SURVEY LIST OF BENCHMARKS

Executive and Senior Administrators:

1. Division Director – PX
2. Division Operations Manager

General Administration:

3. Administrative Clerk II
4. Administrative Assistant II
5. Administrative Officer I

Accounting and Fiscal:

6. Accounting Technician I
7. Accountant III
8. Accountant V

Personnel and Employee Relations:

9. Human Resource Technician II
10. Human Resource Specialist I
11. Human Resource Manager I

Information Technology:

12. Analyst Programmer IV
13. Data Processing Manager I
14. Microcomputer/Network Specialist I
15. Systems Programmer II
16. Internet Specialist I

Statistics and Research Analysis:

17. Statistical Technician I
18. Research Analyst III

Supply:

19. Stock & Parts Services, Journey II
20. Procurement Specialist III

Other Administrative:

21. Claims Administrator

Business Finance:

22. Loan Closer/Processor II
23. Grants Administrator II

Business Regulation and Compliance:

24. Occupational License Examiner
25. Insurance Analyst I
26. Community Care Licensing Specialist I
27. Financial Institution Examiner III
28. Utility Financial Analyst III

Safety Inspection:

29. Commercial Vehicle Enforcement Officer II
30. Occupational Safety & Compliance Officer
31. Safety Inspection & Compliance, Elevator Inspector

Environmental Health:

32. Environmental Health Officer III

Revenue and Audit:

- 33. Tax Technician III
- 34. Tax Auditor III
- 35. Revenue Audit Supervisor II
- 36. Oil & Gas Revenue Auditor III
- 37. Internal Auditor III

Government Management and Operations:

- 38. Local Government Specialist III
- 39. Budget Analyst III

Economic Research:

- 40. Economist III
- 41. Petroleum Economist II

Development and Infrastructure Planning:

- 42. Community Development Specialist II
- 43. Planner III
- 44. Transportation Planner I

Emergency Planning and Response:

- 45. Radio Dispatcher II
- 46. Emergency Management Specialist II

Airport Administration:

- 47. Airport Operations Officer

Ferry System Administration:

- 48. Ferry Terminal Assistant I
- 49. Reservations Specialist
- 50. Port Captain

Maintenance Administration:

- 51. Maintenance & Operations Superintendent

Real Estate Appraisal:

- 52. Right-of-Way Agent III
- 53. Appraiser II

Property Management:

- 54. Building Management Specialist
- 55. Airport leasing Specialist II

Education Programs:

- 56. Education Program Assistant
- 57. Education Specialist II

Teaching and Instruction:

- 58. AVTEC Instructor
- 59. Training Specialist II

Student Services:

- 60. Alaska Military Youth Academy Team Leader
- 61. Recreation Assistant

Library and Archives:

- 62. Library Assistant I
- 63. Librarian III
- 64. Archivist II

Anthropological Research and Education:

- 65. Museum Curator II
- 66. Archaeologist II
- 67. Subsistence Resource Specialist II

Arts, Photography and Information:

- 68. Publications Specialist II
- 69. Information Officer II

Public Programs:

- 70. Child Support Specialist I
- 71. Child Support Manager
- 72. Eligibility Technician II
- 73. Medical Assistance Administrator III
- 74. Workers' Compensation Technician
- 75. Social Services Program Coordinator

Social Work:

- 76. Social Services Associate II
- 77. Social Worker II (Children's Services)
- 78. Social Worker IV (Children's Services)/Children's Services Supervisor

Special Social Service:

- 79. Public Guardian

Vocational Rehabilitation:

- 80. Vocational Rehabilitation Assistant II
- 81. Vocational Rehabilitation Counselor III

Labor and Employment Services:

- 82. Employment Security Specialist IB
- 83. Employment Service Manager I

Internship Programs:

- 84. College Intern III

Health Administration:

- 85. Health Program Associate
- 86. Health Program Manager II
- 87. Public Health Specialist II

Nursing, Assistive:

- 88. Certified Nurse Aide I
- 89. Psychiatric Nursing Assistant III

Nursing, Professional:

- 90. Nurse II
- 91. Nurse II (Psychiatric)
- 92. Public Health Nurse II
- 93. Nurse IV

Medical, Professional:

- 94. Health Practitioner I
- 95. Wildlife Veterinarian

Mental and Behavioral Health Services:

- 96. Psychological Counselor II
- 97. Mental Health Clinician III

Special Health Services:

- 98. Pharmacy Technician
- 99. Recreation Therapist II

Health Laboratory and Related:

- 100. Laboratory Technician
- 101. Public Health Microbiologist I

Fish and Wildlife:

- 102. Fish & Wildlife Technician II
- 103. Fishery Biologist II
- 104. Fishery Biologist IV
- 105. Biometrician III
- 106. Fisheries Scientist I

Agriculture:

- 107. Agronomist II

Natural Resource and Forestry:

- 108. Natural Resource Technician II
- 109. Natural Resource Specialist II
- 110. Natural Resource Manager II
- 111. Wildland Fire & Resource Technician III

Parks:

- 112. Park Ranger I
- 113. Museum Protection & Visitor Services Supervisor

Legal Support and Related:

- 114. Criminal Justice Technician I
- 115. Law Office Assistant I
- 116. Paralegal II

Attorneys:

- 117. Attorney II
- 118. Attorney IV

Judges and Adjudicators:

- 119. Administrative Law Judge I
- 120. Workers' Compensation Hearing Officer II

Evidence Investigation:

- 121. Forensic Technician I
- 122. Forensic Scientist III - Chemistry
- 123. Forensic Scientist III - DNA
- 124. Investigator III

Legal and Document Processing:

- 125. Recorder II
- 126. Motor Vehicle Customer Service Representative I
- 127. Motor Vehicle Office Manager I

Law Enforcement:

- 128. State Trooper
- 129. Lieutenant, Alaska State Troopers
- 130. Court Services Officer

Fire Fighting and Inspection:

- 131. Airport Police & Fire Officer II
- 132. Airport Police & Fire Officer V
- 133. Deputy Fire Marshal I

Corrections:

- 134. Correctional Officer II
- 135. Correctional Superintendent I
- 136. Juvenile Justice Officer II

Probation and Parole:

- 137. Juvenile Probation Officer II
- 138. Adult Probation Officer II
- 139. Adult Probation Officer IV

Physics and Science Specialists:

- 140. Hydrologist II
- 141. Geologist III
- 142. Chemist IV

Environmental Science Specialists:

- 143. Environmental Program Specialist III
- 144. Environmental Program Manager I
- 145. Environmental Impact Analyst III

Engineering, Unlicensed:

- 146. Engineering Assistant III
- 147. Communications Engineering Associate II
- 148. Utility Engineering Analyst IV

Engineering, Licensed:

- 149. Engineer/Architect III
- 150. Technical Engineer I/Architect I

Architecture and Landscape Architecture:

- 151. Landscape Specialist

Vessel Construction:

- 152. Vessel Construction Manager II

Land Surveying:

- 153. Land Surveyor I
- 154. Survey, Journey

Cartography and Drafting:

- 155. Drafting Technician III
- 156. Cartographer II

Food and Custodial Services:

- 157. Food Service, Sub-Journey
- 158. Food Service, Lead
- 159. Environmental Services, Journey II

Aircraft, Automobile or Vessel Maintenance:

- 160. Mechanic, Automotive, Advanced Journey/Lead
- 161. Mechanic, Automotive, Foreman I

Equipment Operations:

- 162. Equipment Operator, Journey II
- 163. Equipment Operator Foreman I

Building and Facility Maintenance:

- 164. Maintenance Generalist, Journey
- 165. Maintenance Specialist, Bldg/Facility/Construction, Journey I
- 166. Maintenance Specialist, Bldg/Facility/Construction, Foreman
- 167. Maintenance Specialist, Electrician, Journey II/Lead

Instrument Technician:

- 168. Survey Instrument Technician II

Construction Support:

- 169. Engineering Technician, Journey
- 170. Materials Laboratory Technician, Journey

Vessel and Aircraft Operations:

- 171. Aircraft Pilot II
- 172. Boat Officer III

Office Equipment Operation:

- 173. Mail Services Courier

Facility Security:

- 174. Security Guard I

Vessel Workers:

- 175. Second Mate
- 176. Steward
- 177. Third Assistant Engineer
- 178. Able Bodied Seaman
- 179. Oiler

SALARY SURVEY
LIST OF PROSPECTIVE SURVEY PARTICIPANTS

LOCAL MARKET:

Includes all benchmark jobs (as the jobs apply to each industry within the local market):

Municipalities (including airports)

City & Borough of Juneau

City of Fairbanks

Municipality of Anchorage

United States Federal Government (including the Bureau of Land Management for oil & gas jobs)

Healthcare Organizations/Hospitals

Alaska Regional

Providence Alaska Medical Center

Alaska Native Tribal Health Consortium-Alaska Native Medical Center

Bartlett Regional

Banner Health-Fairbanks Memorial

Southeast Alaska Regional Health Consortium SEARHC

School Districts

Anchorage School District

Juneau School District

Fairbanks School District

Matanuska-Susitna School District

Local Universities

University of Alaska

Alaska Pacific University Anchorage

Public Utilities

Alaska Electric Light & Power

Municipal Light & Power

Golden Valley Electric Association

Chugach Electric

Matanuska Electric

Alaska Communications

General Communications, Inc.

Native Corporations

Sealaska

Fairbanks Native Association

Doyon, Limited

Central Council Tlingit & Haida

Goldbelt Inc.

Arctic Slope Regional Corporation

Cook Inlet Region, Inc.

NANA Regional Corporation, Inc.

Kootznoowoo Inc.

Engineering Firms (both local firms and national firms with local offices)

USKH

Dowl HKM Engineering

HDR Engineering Firm

CH2M Hill

R&M Engineering

Design Alaska

States (selected based on comparable per capita income and population)

State of Washington
State of Oregon
State of Idaho
State of Montana
State of California
State of Colorado
State of Wyoming
State of Nevada
State of North Dakota
State of South Dakota
State of Texas (for oil & gas jobs only)
State of Oklahoma (for oil & gas jobs only)

EXPANDED MARKET:

Includes professional/mgmt. level benchmark jobs as well as special jobs

Counties (for specific jobs only-highest population County within each State listed above)

King County, WA
Multnomah County, OR
Ada County, ID
Yellowstone County, MT
Los Angeles County, CA
City/County of Denver, CO
Laramie County, WY
Clark County, NV
Cass County, ND
Minnehaha County, SD

Universities (correspond to States listed above)

University of Washington
University of Oregon
University of Idaho
University of Montana
University of California
University of Colorado
University of Wyoming
University of Nevada
University of North Dakota
University of South Dakota

Airports (possibilities-selected based on comparable enplanements)

Bob Hope, Burbank, CA
Buffalo Niagara International, Buffalo, NY
Theodore Francis Green State Airport, Warwick, RI
Reno/Tahoe International, Reno, NV
Tucson International, Tucson, AZ
Eppley Airfield, Omaha, NE

Ferry Systems: (selected based on coastal location and/or large water transportation)

Golden Gate Transportation District
State of California
State of Washington
State of Oregon
Lake-Express (great lakes ferry system WI-MI)
Isle-Royale Ferry Service (great lakes ferry service MN)

SALARY SURVEY

Name of Organization:	
Address of Organization:	
City, State Zip:	
Individual Completing Form:	
Title:	
Telephone:	
Email Address:	
Do you want a free copy of the survey results?	Yes -or- No

Organizational Questions

1. How many total customers does your organization serve (e.g. the population of your city, county, student enrollment, etc.)?

Total Customers	
------------------------	--

2. What is your organization's annual operating budget?

Annual Operating Budget	\$	
--------------------------------	----	--

3. What is the total number of full-time employees in your organization?

Number of Full-Time Employees	
--------------------------------------	--

4. What is the total number of job classifications in your organization?

Number of Job Classifications	
--------------------------------------	--

Benefits Information:

1. The following information is being collected in an attempt to arrive at a *total compensation* (salary plus benefits) figure. In order to calculate this figure, we need to know *what it costs your organization as of July 1, 2009, to provide medical, dental and vision benefits to your employees.*

Please provide the monthly cost for the employer premium only. If more than one plan exists, report the most popular plan.

Employer Paid Premiums	Monthly Costs
Medical Insurance - Individual Plus 2+ Dependents (Family)	\$
Dental Insurance - Individual Plus 2+ Dependents (Family)	\$
Vision Insurance - Individual Plus 2+ Dependents (Family)	\$

2. Indicate the number of standard paid holidays offered per year (including floating holidays):

No. of Paid Holidays/Year

3. If your organization has a combined paid-time-off policy (PTO, a policy that combines sick leave days and vacation days into one plan), indicate the average number of **paid-time-off days (PTO)** earned each year, per years of service, by length of service. If your organization has separate vacation policies and sick-leave policies, go to questions 4 & 5.

Years of Service	No. of PTO Days/Year
< 2 years	
2 but < 5 years	
5 but < 10 years	
10 or more years	

4. Indicate the average number of **vacation days** earned each year, per years of service, by length of service. (Note: if you have already reported the number of days on the previous question, proceed to question 6).

Years of Service	No. of Vacation Days/Year
< 2 years	
2 but < 5 years	
5 but < 10 years	
10 or more years	

5. Indicate the average number of **sick-leave days** earned each year, per years of service, by length of service. (Note: if you have already reported the number of days in the paid-time-off section in question 3, proceed to question 6).

Years of Service	No. of Sick Leave Days/Year
< 2 years	
2 but < 5 years	
5 but < 10 years	
10 or more years	

6. Does your organization allow employees to bank (or carry-over) unused leave from year to year?

Bank Unused Leave?	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If yes, what is the maximum number of leave DAYS that can be banked or carried-over, per year?

PTO	Vacation	Sick Leave

7. What is your schedule for longevity payments?

BENCHMARK SUMMARIES

Please refer to the description summaries beginning on the next page to assist you in matching your jobs to the corresponding numbered benchmark jobs on the salary information sheet.

Level differentiations are indicated prior to the summary description and typical education and experience requirements are indicated after the summary description.

Please use the following guideline for distinguishing the differences in level definitions.

Entry – Assignments consist of basic or elementary tasks and duties. This level is appropriate when these tasks and duties constitute the primary purpose of one or more positions and are ongoing. This level is the entry into a series, typically after high school or college.

Journey – Work involves a variety of assignments that are typical of the field or profession. Incumbents perform the full range of assignments independently, using standard methods and techniques of the field. This level usually requires both knowledge and experience in the related job area as a minimum qualification for entry into the class. *In some instances, this is the first level in the series.*

Advanced – Assignments consist of unusual, difficult or exceptional matters encountered in the work, which are completed by modifying approaches, methods, or techniques. Advanced level work represents expertise in a specialty area.

Lead – Work involves continuous lead responsibility over employees while also performing the same or similar work. Lead responsibilities include instructing and training staff, assigning and checking work, setting task priorities, and preparing evaluations. Lead responsibilities may also include involvement in appointing or promoting, but not at the level of full supervisory authority.

Expert – One with a high level of specialized knowledge in a specific field or area, who is recognized as such by peers; is frequently consulted by individuals working in the specific field, management, and those working in other fields; and whose guidance, decisions, and recommendations are considered conclusive.

Specialist – One whose work is in a particular branch of activity or part of an occupation, narrower than, but typically related to, or part of, a broader activity or occupation. Also identifies professional-level jobs that require advanced knowledge, judgment, and discretion.

Supervisory – Assignments include the authority and responsibility to effectively recommend or independently take action to employ (appointment, transfer, and promotion), discipline or discharge, or adjudicate the grievances of a subordinate employee or employees.

Management – Primary assignment is planning, organizing, directing, and controlling resources and activities for program delivery.

Executive and Senior Administrators:

Benchmark 1: Division Director - PX

Level: management level

Summary: The principal executive officer, responsible and accountable for the planning, budgeting, staffing, and operation of a division (a division is a major semi-independent but subordinate unit of a State department with a distinct purpose or business; a substantial hierarchy of management, production, and support staff; and geographically dispersed operations). Sets division objectives to meet specific statutory responsibilities and the methods for meeting objectives. Directs all work of the division through subordinate program/district/operations managers and internal administrative managers, such as over budget, supply, and personnel.

Qualifications: Bachelor's degree in related field and four years of related experience.

Benchmark 2: Division Operations Manager

Level: management level

Summary: The principal assistant to the primary executive officer in charge of a division. Serves as an advanced subject-matter expert (e.g., budget development and management) with responsibility for assisting with formulation of policy, regulation development, strategic planning, resource management, issue resolution, and program execution in areas assigned. Reviews and evaluates the work of subordinate supervisors such as section/program heads. Undertakes unusual, sensitive, or controversial special projects. Requires considerable knowledge of the work of the organization and supervisory/managerial experience. (Common working title is Deputy Director).

Qualifications: Three years of professional experience in the broad occupational fields of the division or the department and two years of supervisory and/or managerial experience.

General Administration:

Benchmark 3: Administrative Clerk II

Level: journey level

Summary: Under general supervision, Administrative Clerks II perform a variety of office clerical assignments of average difficulty and/or defined clerical services in support of a specific regulatory, program, service, or organizational function. Positions perform routine typing, data entry, and document processing, which require incumbents to follow specific procedures, apply established policies, and retrieve records and related information. (Common working title is Office Assistant).

Qualifications: High school diploma or equivalent and six months of experience.

Benchmark 4: Administrative Assistant II

Level: journey level

Summary: Incumbents perform technical duties in multiple administrative functional areas and provide and apply technical information that is controlled by policy, procedure, regulation, and

other guidelines. Performs technical work in multiple administrative functional areas in support of an organization's operations. The work is assistive in nature and focuses on extending the capabilities of professional or managerial positions. Independently analyzes and evaluates policies, regulations, and other information in order to carry out paraprofessional tasks and provide guidance to others; identifies workflow problems and makes recommendations.

Qualifications: Six months of entry-level technical experience in human resources, accounting, administration or procurement.

Benchmark 5: Administrative Officer I

Level: journey level

Summary: Performs professional-level administrative work that regularly requires resolving problems for which issues and solutions are clear and occasionally requires modifying established procedures to address specific issues. Works with managers to plan, organize, direct, and control the resources and activities required to support an organization whose funding is stable over time, its structural changes are minor, and its policy-and procedure conflicts minimal. (Common working title is Office Manager).

Qualifications: Four years of experience providing administrative support to a business or organization of which at least two years were at the journey-technical level in administration, accounting, human resources, procurement, or similar administrative position, or a bachelor's degree from an accredited college or university in any field.

Accounting and Fiscal:

Benchmark 6: Accounting Technician I

Level: entry level

Summary: Accounting Technicians I are accounting, budget, or financial management support positions distinguished by the application of established regulations, requirements, procedures, and operations to perform various related duties that use different and unrelated processes, procedures, or methods. (Common working title is Bookkeeper, Accounts Receivable/Payable Clerk).

Qualifications: One year of clerical work experience maintaining records that included using computer systems and performing basic arithmetic calculations or successful completion of a formal vocational education program in accounting or bookkeeping.

Benchmark 7: Accountant III

Level: advanced level

Summary: Positions in this class perform and/or supervise professional accounting functions for a state agency and are responsible for the more difficult and complex professional accounting assignments or as a supervisor overseeing the work activities of other accounting positions. Duties and responsibilities include analyzing, interpreting, summarizing, and reporting financial data, designing and modifying accounting systems, establishing internal controls, analyzing costs, and providing financial oversight and control of agency accounting functions. (Common working title is Senior Accountant).

Qualifications: A bachelor's degree and two years of accounting experience, or six years of accounting experience.

Benchmark 8: Accountant V

Level: management level

Summary: Positions in this class perform and/or supervise professional accounting functions for a state agency. Duties and responsibilities include analyzing, interpreting, summarizing, and reporting financial data, designing and modifying accounting systems, establishing internal controls, analyzing costs, and providing financial oversight and control of agency accounting functions. Accountant V is the highest level financial management class responsible for directing the most complex and extensive financial management and accounting operations, procedures, and systems. Positions in this class are financial managers who 1) supervise a large, diversified, and usually dispersed staff with a number of subunits performing separate accounting functions; 2) are system administrators of major statewide systems; or 3) serve as chief finance manager responsible for budget development, accounting, and financial managerial analysis and reporting for a state agency. (Common working title is Accounting Manager).

Qualifications: A bachelor's degree and four years of professional or supervisory accounting experience, or eight years of accounting experience, including four years of professional or supervisory accounting experience.

Personnel and Employee Relations:

Benchmark 9: Human Resource Technician II

Level: journey level

Summary: Human Resource Technicians II perform journey level technical human resource work completing, processing and auditing documents and providing technical information and assistance to managers, employees and the public in support of a departmental, Division of Personnel or Division of Finance human resource program. The work covers one or more standard human resource functional areas, including recruitment and selection, classification, training, employer provided benefit programs, personnel and payroll, and labor relations. Positions perform a broad scope of technical tasks in compliance with standard methods, established labor contracts, rules, policies, procedures and guidelines. (Common working title is HR/Payroll Assistant).

Qualifications: Six months of entry technical level experience in human resources.

Benchmark 10: Human Resources Specialist I

Level: journey level

Summary: Performs journey level professional tasks that are analytical, evaluative and interpretative in nature in support of executive branch human resource program. Positions in the Human Resource Specialist series perform a wide variety of human resource activities in the areas of classification and compensation, recruitment and selection, employee and labor-management relations, employment law compliance, training, worker safety and health, program and policy development, or other functions directly related to human resource management. Typical activities include research in readily available and identifiable sources; investigation within defined guidelines of complaints, appeals, or grievances involving routine matters; drafting reports, standard forms and memoranda to respond to inquiries, lower level complaints, appeals or grievances, or to make recommendations for agency action within defined parameters; and assisting higher level human resource professionals with complex or controversial projects. (Common working title is HR Generalist).

Qualifications: A bachelor's degree in any field.

Benchmark 11: Human Resource Manager I

Level: management level

Summary: Under general administrative direction, Human Resource Managers I oversee and direct a major functional section of the central human resources and labor relations agency. The Human Resource Manager I is a subject matter expert in a major functional area, and supervisor of a human resource service center, providing policy and technical oversight of journey and advanced level professionals. Positions in the Human Resource Manager class oversee a wide variety of human resource activities in the areas of classification and compensation, recruitment and selection, employee and labor-management relations, employment law compliance, training, worker safety and health, program and policy development, payroll and personnel actions, and other functions directly related to human resource management for the State.

Qualifications: One year expert professional human resource experience that includes supervising human resources staff.

Information Technology:

Benchmark 12: Analyst Programmer IV

Level: journey level

Summary: Positions in this class design, implement, maintain or modify data processing systems in a specialized area of computer programming or systems analysis and design using technologies currently in use in state agencies. Analyst/Programmers primarily analyze systems and design, develop, document, test, modify and implement programs using high-level languages to solve specific problems. Responsibilities include making existing application software function properly in the microcomputer/network environment, performing network designs, implementation, support and administration, maintaining data security at levels determined by managers, and designing, configuring, installing, modifying, maintaining and evaluating both purchased and in-house operating systems for an enterprise server. (Common working title is IT Project Analyst).

Qualifications: Bachelor's degree with a major in Computer Science (CS), Computer Information Systems (CIS), or Computer Engineer or a related degree, and four years of computer programming experience, of which, at least two years were at the systems design level.

Benchmark 13: Data Processing Manager I

Level: management level

Summary: Under general direction, is responsible for administrative activities such as budgeting, reviewing systems and operations, administering contracts, managing a staff of data processing personnel, and acting as the agency liaison to the central data processing management. Directs all phases of a department or division data processing activity or plans and supervises major data processing or development activities for a State agency. Prepares and administers budgets; plans and schedules workloads; establishes or incorporates policies and procedures; hires, trains and organizes staff to achieve goals; coordinates between users, specialists and agency program administrators; serves as liaison to statewide information management; and monitors and controls projects.

Qualifications: Two years of lead or supervisory experience over professional data processing personnel.

Benchmark 14: Microcomputer/Network Specialist I

Level: journey level

Summary: Microcomputer/Network Specialists administer networks for an agency and provides support services for its users. Positions in this series are at the full-proficiency level and work under technical supervision or general administrative direction to provide network planning, design, modification, implementation, security and administration. The primary focus is on network design, implementation, support, and administration, and administers networks requiring on-going planning and modification to maintain optimum network performance.

Qualifications: Two years work experience in which the primary responsibility of the position was maintenance, control and administration of the employer's network(s).

Benchmark 15: Systems Programmer II

Level: journey level

Summary: Systems Programmers perform functions at the full-working level and design, configure, install, modify, maintain and evaluate both purchased and in-house operating systems software for an enterprise server; provide technical consultation to agencies and contractors. Positions are responsible for program development, planning, and analysis for various operating systems in order to provide data and network access for the state and to insure effective, efficient use of resources and data base approaches. Performs a variety of system programming tasks involving either an independent project which includes interrelated assignments, or a component of an advanced project; and may provide instruction and guidance to lower level personnel.

Qualifications: Two years of experience in one or more of the following software groups: OS/MVS, OS/VS1, OS/390, DOS/VSE, VM/SP, CICS/VS, CIC/TS, UNIX, WindowsNT Server, TCPIP, ACF/NCP, or ACF/VTAM.

Benchmark 16: Internet Specialist I

Level: entry level

Summary: Internet Specialists I design, create, and maintain internet portals to provide information and e-government services to internal and external audiences through internet, intranet, and extranet systems. The work requires application of practical knowledge of internet systems, services, and technologies to make design and structure decisions and to resolve problems with design and delivery of internet services. At this level the work is predominantly focused on the ongoing maintenance and improvement of internet services. Incumbents provide information on system requirements, internet capabilities, and applicable design standards, and recommend best practices to achieve desired goals. (Common working title is Website Developer).

Qualifications: Two years of experience maintaining web sites, which includes working with graphics and text in a variety of file formats or postsecondary education in Internet Technology, Web Development, Web Design, computer science, information technology, information systems, or a closely related field.

Statistics and Research Analysis:

Benchmark 17: Statistical Technician I

Level: entry level

Summary: Under general supervision, performs routine collection, compilation, and analysis of statistical data typically using computers and statistical and data analysis software. Requires substantive knowledge of the data, data collection methods, resultant reports, and variables affecting validity of the data. The statistical analyses and reports that are prepared primarily require established or predetermined techniques. (Common working title is Research Assistant).

Qualifications: College coursework in computer programming or database/spreadsheet/statistical software operation and two years of clerical experience performing statistical work or highly complex data entry or manipulation.

Benchmark 18: Research Analyst III

Level: advanced level

Summary: Under the general supervision of the Research and Planning Project Leader, this position performs difficult and technical research work, which may include the development and maintenance of statewide statistical information. Plans and develops forms, procedures, and regulations governing the collection of statistics; advises departmental personnel on the design and utilization of statistical data; adapts common statistical and research techniques to departmental or statewide projects; and prepares written reports and summaries of research projects for which responsible, including appropriate graphs, charts and statistical tables. (Common working title is Statistician).

Qualifications: Bachelor's Degree and two years of experience in research and/or statistical analysis.

Supply:

Benchmark 19: Stock & Parts Services, Journey II

Level: journey level

Summary: Using standard methods and techniques, work is performed independently at a local, regional, or statewide warehouse without subordinate staff, and where assistance from high level positions is not readily available. Purchases, receives, accounts for, repairs, stores, distributes and disposes of commodities, equipment, automotive parts, materials, and acquires services necessary to support agency line functions. (Common working title is Warehouse Attendant).

Qualifications: High School Diploma or equivalent and two years of warehouse experience. Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Benchmark 20: Procurement Specialist III

Level: advanced level

Summary: Positions in the series have a dual purpose to ensure needed supplies, equipment, and services are available to the agency in a timely, economical basis; and to assure all agency procurement activities conform to the Procurement Code and other appropriate regulations, policies and procedures. Procurement Specialists also perform a wide range of property control activities, including acquisition, storage, accounting and controlled property excess. Under general direction, Procurement Specialists III supervise journey level professional staff or perform advanced level professional transactions. (Common working title is Senior Purchasing Agent).

Qualifications: Four years in any combination of procurement experience and college education in a related field.

Other Administrative:

Benchmark 21: Claims Administrator

Level: single level

Summary: Claims Administrators are responsible for planning, coordinating, and administering all aspects of the risk management program including insurance/self-insurance programs, claims administration, contract negotiation, fiscal reporting, computer information system and litigation management. Evaluates claims to determine applicable liability and damages; oversees the investigation of claims; consults directly with attorneys, contract counsel and independent claims-adjustment firms; and authorizes large claims payments and/or settlements with significant precedent-setting value. Instructs agencies in claim reporting procedures; acts as contact person in the event of an accident; and acts as liaison with adjustment bureaus, State agencies, and the injured party. (Common working title is Chief Adjuster).

Qualifications: Two years of professional level experience as a claims adjuster or underwriter.

Business Finance:

Benchmark 22: Loan Closer/Processor II

Level: journey level

Summary: Under general supervision, completes the closing portion of the loan process and releases funds for loans administered by the agency's investment division. Selects, prepares, and edits legal documents relating to loans; leads the borrower through the final steps of loan processing; reviews initial and renewal insurance policies to ensure that the coverage meets the agency's requirements to protect the collateral and/or property; calculates and provides to the insurance company the amount of coverage required; monitors policy expiration dates to ensure coverage remains in place; records a variety of documents with a variety of state, private and federal agencies; determines closing costs, adding fees from various agencies; verifies amortization schedules; and, reviews and prepares various documents and agreements.

Qualifications: High school diploma or equivalent and six months of experience in lending, banking, real estate, title insurance or a closely related field.

Benchmark 23: Grants Administrator II

Level: journey level

Summary: Under general supervision, the Grants Administrator II performs the full range of grant administration duties on behalf of an agency as a grantor. These duties include the majority of functions such as proposal solicitation and evaluation, negotiation, grant award, fiscal monitoring, and close-out of a grant. Grant Administrator's II interpret, explain, and apply grant-related laws, regulations or policy guidance documents to ensure that grant programs comply with state and federal requirements; write and review grant solicitations and recommendations for award; facilitate and provide coordination and assistance to program staff and proposal evaluation committees; assist in the coordination of the grant award process; monitor programmatic or fiscal progress, often on-site, in remote locations; assist in preparation of training materials and presentations of grant processes; maintain grant and project databases; and perform and ensure close out procedures.

Qualifications: A bachelor's degree in a related field and one year of experience at the trainee or entry level performing accounting, budget, grants administration or procurement duties.

Business Regulation and Compliance:

Benchmark 24: Occupational License Examiner

Level: single level

Summary: Under general direction, Occupational Licensing Examiners perform administrative and technical support to one or more occupational licensing programs and act as a liaison between the Division of Occupational Licensing, the public, and any licensing board. Duties include processing applications for licensure, coordinating meetings of the board and assisting in the revision of regulations. Refers to statutes and regulations to recommend action on applications for occupational licenses. May lead or supervise clerical staff.

Qualifications: High school diploma or equivalent plus three years clerical experience including two years of journey level clerical work.

Benchmark 25: Insurance Analyst I

Level: entry level (training level)

Summary: Incumbents participate in on-the-job and formal training. Work involves researching, analyzing, and evaluating the factors affecting insurance sales and marketing within the State; monitoring the regulatory compliance of persons and organizations engaged in the insurance industry; and reviewing and approving/denying rates, rating systems, and policy forms proposed or used by licensed insurers as required by statute.

Qualifications: A bachelor's degree in any field.

Benchmark 26: Community Care Licensing Specialist I

Level: journey level

Summary: Under general direction, Community Care Licensing Specialists I perform licensure of child and adult residential facilities, foster homes, child day care facilities, and child placement agencies, to include on-site program assessment and investigation of complaints and allegations. Performs the basic licensing process, which entails receiving and responding to pre-application

inquiries, conducting intake meetings, and arranging fire, safety, and environmental health evaluations. Conducts on-site program assessments, processes waiver requests, documents findings, and formulates recommendations for license insurance, denial/revocation, or injunctive actions. Serves as a resource person to licensed providers; and identify and facilitate use of other resources to upgrade performance of care facilities.

Qualifications: A bachelor's degree and two years of technical or professional experience in social services, education, health care, mental health, juvenile justice, or a closely related field.

Benchmark 27: Financial Institution Examiner III

Level: advanced level

Summary: Under general direction, plans, conducts and leads examinations of commercial banks, trust companies, mutual savings banks, bank holding companies, branches or agencies of foreign banks, small loan companies, premium finance companies and other financial institutions as prescribed by statute. Incumbents are responsible for the full range of examinations and analyses related to the regulation of banks and financial institutions. Incumbents function as the Examiner-in-Charge of on-site examinations including analysis and appraisal of the most difficult types of secured and unsecured loans, evaluation of the soundness of management practices and loan and investment decisions. May train or lead lower level financial institution examiners in the conduct of examinations or analyses related to regulation of banks and financial institutions.

Qualifications: A bachelor's degree from an accredited college in finance, accounting, economics, business administration, business management, or a closely related field and one year of full-proficiency/journey level professional experience performing examinations of depository institutions and other financial institutions, or two years of professional experience analyzing, lending and collecting commercial loan portfolios, or two years of professional experience performing the examination or audit of financial statements, analysis of securities and loan portfolios, and assessment of management policies.

Benchmark 28: Utility Financial Analyst III

Level: advanced level

Summary: Performs or supervises duties involving utility regulatory audit, financial examination, and analysis of prospective or regulated utility companies and provides subsequent recommendations to the Public Utility Commission (PUC) regarding the utility's financial fitness, revenue requirements, and the reasonableness of existing or proposed rate structure. Positions in this class independently perform audits, examinations, and analyses of regulated utilities involving complex or controversial issues such as new or unusual regulatory issues, the application of regulatory theory, the analysis of utilities with unusually complex accounting systems; or, act as primary docket manager on cases involving substantial political considerations or legal issues, or, cases which may be expected to result in public hearing. Incumbents of these positions are expected to possess substantial expertise in the field of rate making, independently defend their financial position in controversial cases and contribute significantly to the rate making policy of the Commission. May be assigned lead responsibility over other utility financial analysts. (Common working title is Senior Utility Financial Analyst).

Qualifications: Bachelor's degree and two years of experience as a Utility Financial Analyst or CPA with two years of experience.

Safety Inspection:

Benchmark 29: Commercial Vehicle Enforcement Officer II

Level: journey level

Summary: Commercial Vehicle Enforcement Officers (CVEO) II enforce laws, statutes, regulations, and permits that govern all aspects of the operation of commercial motor vehicles (CMVs) on public roads within the State. CVEO II is the journey level class in which incumbents have demonstrated full proficiency in the principles of the CMV size, weight, and safety regulation and enforcement; operation of fixed weigh stations and mobile CMV enforcement units; and performance of Compliance Reviews at the offices of the operators of CMVs. Incumbents perform inspections to enforce regulations governing the safety and in-transit operation of CMVs such as trucks, buses, and tractor-trailers ensuring safety, minimizing damage to roads and bridges. Incumbents perform inspections at fixed weigh stations and with mobile commercial vehicle enforcement (CVE) operations in the field to ensure compliance with regulations and permits by CMV operators (drivers) and owners.

Qualifications: High school diploma or equivalent and one year of experience at the trainee level learning and applying the principles of commercial motor vehicle size, weight, and safety regulation and enforcement. Also requires valid driver's license and possession of an Inspector Certificate issued by the commercial Vehicle Safety Alliance in Driver/Vehicle Safety Inspections.

Benchmark 30: Occupational Safety & Compliance Officer

Level: advanced level

Summary: Performs inspections and investigations of workplaces for occupational safety compliance. This is the specialized, proficient level capable of assessing compliance with the various codes, standards and practices relating to the assigned inspection specialty. Positions conduct scheduled inspections, investigate accidents or complaints of unsafe conditions, and prepare comprehensive inspection reports to document hazards and/or building systems that are out of compliance and to inform employers, contractors and workers of necessary corrective measures. The work routinely requires the resolution of unusual, difficult or exceptional issues by developing or modifying approaches, methods or techniques.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. Specialized certificates may be required for individual positions.

Benchmark 31: Safety Inspection and Compliance, Elevator Inspector

Level: advanced level

Summary: Functions as a specialty inspector to assure compliance with applicable trade and building codes. This is the specialized, proficient level capable of assessing compliance with the various codes, standards and practices relating to the assigned inspection specialty. Positions conduct scheduled inspections, investigate accidents or complaints of unsafe conditions, and prepare comprehensive inspection reports to document hazards and/or building systems that are out of compliance and to inform employers, contractors and workers of necessary corrective measures. The work routinely requires the resolution of unusual, difficult or exceptional issues by developing or modifying approaches, methods or techniques.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior

demonstrated and required for the on-going essential functions of the job. Specialized certificates may be required for individual positions.

Environmental Health:

Benchmark 32: Environmental Health Officer III

Level: advanced level

Summary: Under general direction, Environmental Health Officers III perform advanced professional duties in support of health and sanitation inspections, permitting, and regulation enforcement. Performs health and sanitation compliance inspections on retail food establishments, food processors, and public facilities, and takes enforcement action as needed. Also reviews and approves or denies plans and applications for permitting. In urban areas, leads lower level Health Officers; in rural areas is the sole Health Officer; or is an industry specialist in an industry with a statewide presence. (Common working title is Senior Health Inspector).

Qualifications: A bachelor's degree in an environmental, physical, biological, food technology, or natural science and one year of journey professional level experience inspecting, investigating, and permitting retail food establishments, food processing activities, and public facilities.

Revenue and Audit:

Benchmark 33: Tax Technician III

Level: journey level

Summary: Tax Technicians are para-professionals that perform a wide variety of technical tasks associated with tax, licensing, and enforcement programs. Under direction, incumbents: a) specialize in a complex tax type and/or function within the working unit and are able to act as a project leader or mentor to others; b) are fully proficient in more than one tax type of moderate complexity and are able to act as a project leader or mentor to others; c) provide technical assistance to Revenue auditors and/or Investigator for special projects, audits, investigations, and/or appeals. (Common working title is Lead Tax Technician).

Qualifications: High school graduation or the equivalent and two years of technical experience in the preparation, review or examination of tax returns.

Benchmark 34: Tax Auditor III

Level: journey level

Summary: Incumbents apply auditing skills to plan and conduct complete financial/tax audits and to perform the full range of auditing duties. Incumbents have full responsibility for conducting audits with methods of accomplishing assignments usually left to the judgment of the incumbent. Assignments require the application of standard methodologies and processes to gather, analyze, and interpret information related to the audit and discretion to apply correct audit principles and concepts in the performance of duties. Incumbents conduct original research, select appropriate techniques, and solicit taxpayer's position on each issue, attempting to resolve disagreements about the facts and appropriate rule of law to be applied. Incumbents may also assist the supervisor or senior auditor on parts of larger, more complex audits.

Qualifications: A bachelor's degree in accounting, finance, or any business area and one year of professional experience auditing, examining, preparing, reviewing, or reconciling financial accounts.

Benchmark 35: Revenue Audit Supervisor II

Level: management level

Summary: Revenue Audit Supervisor's II have full managerial and administrative responsibility for the audit functions of multiple significant tax, gaming, or royalty programs that impact State revenues. Sets program priorities, develops and implements internal policies and procedures. Organizational goals are met through directing and managing the actions of subordinate auditors. Requires extensive knowledge of tax or royalty examination, auditing procedures and principles, and regulations related to the revenue area. (Common working title is Revenue Audit Manager).

Qualifications: A bachelor's degree from an accredited college in accounting, finance, or any business area that includes at least 18 semester hours (24 quarter hours) in accounting, auditing, or tax courses and one year of experience supervising professional staff performing accounting, auditing, and/or legal tax work.

Benchmark 36: Oil and Gas Revenue Auditor III

Level: journey level

Summary: Applies technical knowledge and experience to plan, organize, coordinate and conduct the full range of duties in medium size oil and gas production tax and royalty audits. As member of an audit team, is assigned significant portions of the largest oil and gas company audits. At this level, work is performed independently with methods of accomplishing assignments including determining the scope of the audit, sequence of examinations, audit methodologies used, and the content of the report left to the judgment of the incumbent.

Qualifications: A bachelor's degree in accounting, finance or any business area and two years of professional experience auditing or examining financial information and data specific to the oil and gas industry.

Benchmark 37: Internal Auditor III

Level: journey level

Summary: Positions in this class work under general direction, performing the full range of audit functions including examination of agency operations and internal, management, fiscal and accounting controls. They examine financial records of activities of agencies, contractors or grantees in terms of: adherence to prescribed policies accomplishment of intended purposes; operational efficiency; effective control over expenditures, receipts, revenues, and assets; proper accounting for resources and financial transactions; production and reporting of accurate, reliable, timely, and useful financial data; compliance with applicable laws, regulations, and precedent decisions. Positions at this level are not fully supervisory, but frequently act as team leaders and assist in training and guiding lower level Internal Auditors, reviewing their work for accuracy and scope.

Qualifications: A bachelor's degree in accounting, public administration, business administration or a closely related field or CAA certification and one year of professional experience performing independent audits.

Government Management and Operations:

Benchmark 38: Local Government Specialist III

Level: journey level

Summary: Under minimum direction, performs a variety of services in the field of public administration for local government jurisdictions including, but not limited to, providing advice and technical assistance to municipalities and communities on administrative, fiscal and legal matters involving powers which may be exercised by a local government unit; conducting or participating in public hearings, seminars or group workshops examining subjects of contemporary interest in the field of local government; researching and presenting findings and reports on topics of public concern; coordinating intergovernmental programs and providing direct management assistance to community and regional representative bodies.

Qualifications: A combination of four years of college education and/or work experience which includes one year at or above the level of advanced clerical work plus one year of professional level experience which includes performing as a major ongoing responsibility in one or more of the following functions: grant development and administration, community development planning, financial management, program management, legal assistance or municipal or local government management.

Benchmark 39: Budget Analyst III

Level: journey level

Summary: Under general supervision, performs a full spectrum of professional duties and responsibilities in the ongoing analysis of an assigned program category or departmental budget responsibility; performs difficult analysis of all budget matters for the assigned program category or a state department; may assist higher level budget analysts in the analysis of a variety of the most complex issues; provides consultative budget services to agencies.

Qualifications: A bachelor's degree in accounting, finance, business administration, or a closely related field and one year of journey professional level experience in accounting, financial management, budget analysis, or management analysis.

Economic Research:

Benchmark 40: Economist III

Level: advanced level

Summary: The Economist III is assigned complex economic analysis, forecasting, and econometric modeling requiring non-routine data analysis and consistent application of creative problem solving techniques. Projects are broad in scope and require comprehensive research and analysis involving the application of advanced economic principles to difficult problems. Requires the application of professional knowledge of economics which includes: research into economic situations; collection and analysis of economic data; preparation of interpretative reports and publications for all levels of economic acumen; and advice and consultation on economic matters to department managers and executives, the Governor's office, the Legislature, media sources, private organizations and citizens. Incumbents may lead or supervise the work of professional, technical, and clerical staff.

Qualifications: A bachelor's degree in economics or any field and two years of journey level professional experience in the collection, analysis, interpretation and reporting of economic data.

Benchmark 41: Petroleum Economist II

Level: expert level

Summary: Under general direction, analyzes and interprets economic data relating to the determination of the economic value of known and potential petroleum resources, financial status of oil companies, oil revenue projections and oil tariffs. Performs economic cost/benefit analyses on known and potential petroleum resources; develops economic models to effect revenue projections from various sources; conducts market research to determine the economic parameters needed for sale of the State's royalty oil and gas; evaluates the economic effects of present and future state and federal petroleum resources; assists in the economic evaluation of known and potential petroleum resources; and assists in the determination of the economic risk value of petroleum resources for lease sale analysis.

Qualifications: Bachelor's degree with major course emphasis in economics, accounting, public or business administration, petroleum engineering, industrial engineering, or a closely related field and three years of journey level professional experience in the collection, analysis and interpretation of energy related economic data.

Development and Infrastructure Planning:

Benchmark 42: Community Development Specialist II

Level: journey level

Summary: Under general supervision, Community Development Specialists II perform a variety of assignments directly related to the administration of employment training and community development grant programs. Incumbents independently perform client counseling, community outreach, and contract negotiations, development, and monitoring.

Qualifications: Bachelor's degree in related field and two years of technical or paraprofessional level experience in accounting or administrative functions including some involvement with State or federal grants.

Benchmark 43: Planner III

Level: advanced level

Summary: Under general direction, designs, sets standards for, and carries out assigned planning studies as related to comprehensive long-range planning. Incumbents in this class work with considerable independence under general guidelines on the more difficult and complex projects. Work involves the design of research projects, setting standards for technical adequacy, and coordinating planning contributions of lower level planners, other agencies and contracting consultants to assure timely completion and professional adequacy.

Qualifications: Bachelor's degree and two years of professional experience in planning of which at least one year was at the full-proficiency level.

Benchmark 44: Transportation Planner I

Level: journey level

Summary: Performs transportation program planning duties involving the evaluation of transportation systems, funding sources, technical complexities, and multiple competing interests, to prepare broad-scoped, long-range transportation or capital improvement plans that may be used to solicit funding for long-term projects, affect legislation, or contribute to project partnerships with other governmental agencies. Either serves as transportation modal specialist or leads a Capital Improvement Section in a regional office.

Qualifications: Bachelor's degree and two years of professional experience in planning in the transportation field.

Emergency Planning and Response:

Benchmark 45: Radio Dispatcher II

Level: journey level

Summary: Under general direction, transmits, receives, evaluates and relays information concerning law enforcement activities and public safety to, from, and between public safety units, other agencies, emergency units, law enforcement agencies, and the public by means of telephone, radio-telephone, radio, and teletype; may provide clerical support when not dispatching.

Qualifications: High school diploma or equivalent plus two years of work experience which includes six months of clerical experience.

Benchmark 46: Emergency Management Specialist II

Level: journey level

Summary: Emergency Management Specialists work with a variety of local, state, and federal agencies to guide and coordinate planning and preparation for disasters and other large scale events impacting public health and safety; consult with local governments and response organizations to provide technical assistance in identifying actions that will reduce the risk from hazards or threats; participate in event response to identify the need for, direct, and coordinate state involvement; assist local governments and the public in applying for state and federal funding for mitigation, planning, response, and recovery operations; and monitor performance, authorize payments, and report on state and federal emergency management grants. During emergency or disaster situations, Emergency Management Specialists II serve as the agency's representative on-site to coordinate initial assessment and response activities. Incumbents independently analyze community needs and resources, assist local officials in requesting additional assistance from state or federal agencies, and coordinate and direct state resources as the State On Scene Coordinating Officer. Incumbents provide situation reports and analytical briefings to agency management and local governments and recommend appropriate state and federal assistance.

Qualifications: One year of entry professional level experience mitigating against, preparing for, responding to, or recovering from emergencies, disasters, or terrorist events.

Airport Administration:

Benchmark 47: Airport Operations Officer

Level: single level

Summary: Under general supervision, Airport Operations Officers function as a management representative and liaison to ensure the day-to-day airfield operational safety and regulatory compliance through field inspections, reporting findings, and overseeing corrective actions. Incumbents coordinate landside and airside activities at Anchorage International Airport (approximately 2.6 million annual enplanements). Airport Operations Officers inspect construction activities, airport security fences and gates, and monitor wildlife hazards and field conditions to ensure operational safety. Incumbents coordinate with field maintenance and the control tower during snow events to ensure that runways, taxiways, and aprons are maintained within required limits.

Qualifications: Seven years experience in airport operations that was subject to FAA, state or military rules and regulations, and involved commercial or general aviation operations, terminal operations, airport and runway maintenance operations, or aircraft operating area (AOA) issues.

Ferry System Administration:

Benchmark 48: Ferry Terminal Assistant I

Level: entry level

Summary: Under general supervision of a Ferry Terminal Manager, assists in the sale of tickets, making reservations, parking and directing vehicular traffic, tying up of vessels, clean up and minor maintenance of terminal facilities.

Qualifications: Six months work experience in dealing with the general public.

Benchmark 49: Reservations Specialist

Level: single level

Summary: Under general direction, establishes, maintains, supervises, and coordinates a system for the making and confirmation of reservations for travel on a ferry system. Manages complex filing systems that provide reservations and ticketing services to the public. Keeps records of the available passenger and cargo space on all vessels at the point of trip origin and while in transit. Ensures the maintenance of records necessary for the determination of agent's credit and traffic agreements. Establishes procedures for the orderly distribution and collection of wholesale space or ticket sales. Supervises the reporting of sales and accounting for and banking of receipts. (Common working title is Reservations Agent).

Qualifications: Two years of experience in sales, reservations, or promotion in a transportation system or agency.

Benchmark 50: Port Captain

Level: single level

Summary: Under the general direction of the Director of Marine Operations, the Port Captain is responsible for the operation, safety, general maintenance (except engine room and machinery),

and annual dry-docking, repair and modification of State operated ferries. Prescribes operating procedures and maintenance standards for the deck departments of all vessels; inspects facilities and activities to ensure that procedures and standards are maintained. Oversees preventive maintenance and inspects vessels to determine extent of annual repairs and alterations necessary; works in coordination with Port Engineer in preparing specifications for annual dry-docking and shipyard work. Supervises vessel masters and deck departments. Hires licensed deck staff.

Qualifications: Five years of experience in the operation of vessels employed and managed for commerce and/or transportation and possession of either of the following U.S. Coast Guard Licenses: 3rd Mate, Oceans, Any Gross Tons (unlimited) or Mate, Near Coastal (Inland), Any Gross Tons (unlimited), or an equivalent combination of education and experience.

Maintenance Administration:

Benchmark 51: Maintenance and Operations Superintendent

Level: supervisory level

Summary: Under general direction, Maintenance and Operations Superintendents plan and direct the maintenance and repair of transportation infrastructures for an assigned maintenance district. This is a supervisory class with substantial responsibilities requiring the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates. Maintenance and Operations Superintendents plan, direct, and carry out operations needed to preserve transportation infrastructure and facilities, and ensure the safety of the traveling public. Superintendents, working through subordinate crews, restore roads, bridges, and airports to safe operating condition following severe weather and catastrophic events and repair damage from use and changing climatic conditions. Maintenance and Operations Superintendents develop their operating and capital budgets, allocate funds to individual maintenance stations, approve expenditures, evaluate and assign equipment, identify capital project needs, and review bid documents and construction projects for issues impacting operations.

Qualifications: Six years of experience in highway, street or airport construction, maintenance or operations.

Real Estate Appraisal:

Benchmark 52: Right-of-Way Agent III

Level: advanced level

Summary: Right-of-Way Agents are responsible for the acquisition of land necessitated for the construction of capital improvement projects (highways, airports, buildings and other public facilities) through negotiation or eminent domain action; for providing relocation assistance to displaced persons, and for management of state-owned right-of-way property. Positions at this level receive the most difficult assignments in negotiations, appraisals and relocations assistance where complex factors are a consideration, such as situations where commercial or income producing properties are involved. These positions may exercise lead level responsibilities.

Qualifications: Two years of professional experience in the acquisition, management, or disposal of public or commercial real property that included conducting or overseeing title examining, surveying, engineering, appraisals, negotiations with buyer or seller, and drafting of land use permits, agreements, easements, and acquisition and disposition documents.

Benchmark 53: Appraiser II

Level: journey level

Summary: Under general direction, the Appraiser II performs or reviews work in the appraisal of real property or property interests. The positions require technical knowledge and skill in the application of the principles, practices, and techniques of appraisal to research, gather, analyze, and interpret information on a specific property, neighborhood, or market area. Positions determine the value of real property or property interest as of a specific date, current or historical, based on the property's condition, size, boundaries, and topographical features; the highest and best use of the property; and market area characteristics. Incumbents appraise various types of real property ranging from small, unimproved tracts through highly developed complexes, including agricultural lands, tidelands, and timberlands. Appraisals include complications such as lack of comparable sales; mineral, water, and sewer rights; severance damages due to partial takings; multiple ownership; easements; environmental or historic preservation issues; timber values or rights; agricultural rights; many different potential uses of subject property and surrounding properties; or the presence of advanced or unusual financing techniques.

Qualifications: 120 hours of formal training related to Real Estate Appraisal which included 15 hours relative to the Uniform Standards of Professional Appraisal Practice and three years of experience appraising a variety of real property in a variety of communities or markets.

Property Management:

Benchmark 54: Building Management Specialist

Level: journey level

Summary: This is the full performance level Building Management Specialist requiring considerable knowledge of building systems to inspect facilities, set and administer contracts for their maintenance, repair, or construction. Incumbents assess building renovation and repair needs, set priorities for planned work, administer contracts for construction, repair or maintenance of facilities, and monitor the work of contractors. Prepares specifications and design documents for inclusion in construction contracts. Inspects buildings for compliance with contract documents and applicable building codes. Arranges construction of employee housing and repair and renovation of existing housing; inspects housing units. Researches new materials and methods; investigates impact of hazardous substances on agency buildings. Administers capital construction/repair and reoccurring maintenance contracts for agency facilities. Analyzes project feasibility, prepares cost estimates, writes specifications, solicits bids and awards contracts within authority. Inspects work to verify contract compliance, authorizes change orders and authorizes payment upon completion.

Qualifications: Bachelor's degree in engineering, architecture, business administration, or a closely related field and three years of responsible experience in facilities construction, operation, maintenance or repair; building management, structural engineering, architecture, or licensed general contracting.

Benchmark 55: Airport Leasing Specialist II

Level: journey level

Summary: Airport Leasing Specialist IIs serve as property agents in developing, coordinating, managing, and monitoring legal contracts and agreements for agency-owned lands and facilities associated with international or rural airports and seaplane bases. Incumbents administer the

leasing of airport space and property for commercial and private use. This includes developing and drafting land, terminal, or concession agreements; developing invitations to bid or requests for proposal for various spaces and purposes; coordinating the public notice process; receiving and evaluating bids or proposals for completeness and compliance with the airport master plan; coordinating internal review; negotiating changes to meet airport needs; and recommending acceptance or denial to the final approval committee. Airport Leasing Specialists also evaluate requests for changes to lease agreements and sub-leases, ensure compliance with lease terms and conditions, and resolve problems and conflicts with lessees.

Qualifications: Two years of experience in interpreting, applying, and approving actions under the terms of contracts, leases, real estate transactions, loan documents, insurance policies, or other legal documents.

Education Programs:

Benchmark 56: Education Program Assistant

Level: journey level

Summary: Under general supervision, provides para-professional technical support to professional staff in an educational area or specialty field, such as preparing materials, correspondence and surveys; making logistical arrangements for workshops and conferences; and preparing and tracking related administrative paperwork. Decisions require the understanding of educational concepts and technical procedures in order to determine and modify work methods or elements, select appropriate guides and explain the processes and requirement to others, such as the availability/use of teaching aides and materials and federal program regulations.

Qualifications: Two years of full proficiency level clerical experience of which one year was in an educational environment such as would be found in traditional, correspondence or continuing education schools, education service providers or regulatory agencies.

Benchmark 57: Education Specialist II

Level: specialist level

Summary: Under direction, serves as staff advisor and subject matter specialist in planning, developing and maintaining standards, and evaluating educational and vocational curricula or educational programs in a specialized field of education. (Common working title is Educational Consultant).

Qualifications: Bachelor's degree and four years of professional experience in education, one year of which was as a staff advisor/specialist, administrator, supervisor or consultant in planning, developing and maintaining standards and evaluating educational and vocational curricula or educational programs in a specialized field. May also require a Teacher Certificate.

Teaching and Instruction:

Benchmark 58: AVTEC Instructor

Level: single level

Summary: Under general direction, AVTEC Instructors plan, develop, coordinate, and provide vocational training and education at the Vocational Technical Center (AVTEC), a post secondary

vocational education institution. AVTEC Instructors develop and provide training to students in a specific occupation or trade and in general work practices and expectations. Incumbents provide counseling and guidance to students entering the occupation; maintain a network of contacts in their occupational area to assist students with initial job placement and in acquiring on-the-job training; and work with community, trade, and business representatives to adapt the training program to the changing needs of industry and the state population. (Common working titles are Vo-tech Faculty or Vo-tech Instructor).

Qualifications: Four years of journey-level trade experience in the applicable field, or a bachelor's degree in the applicable field and two years of journey-level trade experience in the applicable field.

Benchmark 59: Training Specialist II

Level: advanced level

Summary: Under direction, Training Specialists II perform advanced level professional work, develop new courses, and provide a variety of training and training development and consultative services to state agencies, state employees, and other audiences. Positions at this level perform training needs analyses; initiate and administer contracts to purchase training services; develop evaluation methodology; develop new courses; modify or rewrite existing courses; and instruct core and advanced level classes or workshops requiring advanced knowledge and study.

Qualifications: A bachelor's degree and one year of journey professional experience in the delivery of adult education, which must include the update, adaptation, or modification of course modules, classes, or equivalent, or five years of journey professional or teaching experience in the delivery of adult education or adult education program.

Student Services:

Benchmark 60: Alaska Military Youth Academy Team Leader (Also known in some States as the National Guard Challenge Program)

Level: journey level

Summary: Under general supervision, Alaska Military Youth Academy (AMYA) Team Leaders oversee the cadets enrolled in the AMYA. Team Leaders are responsible for the control, supervision, and health, welfare, and safety of cadets. The AMYA is a state-run secondary training and educational institution accredited by the Northwest Association of Schools and Colleges and is one of the National Guard Youth Challenge Programs for "at-risk" youth located throughout the United States. (Common working titles are Platoon Leader, Team Leader for National Guard Challenge Program).

Qualifications: A high school diploma or equivalent and six months of experience, paid or volunteer, teaching or coaching group activities for youth. Also requires valid driver's license.

Benchmark 61: Recreation Assistant

Level: single level

Summary: Under general supervision, assists in carrying out an extracurricular recreation program in an educational or health institution. This class of positions represents those which are non-professional assistants in a full time extracurricular recreation program. Recreation Assistants are not involved in formal classroom instruction or institutional recreational therapy programs; the class does not require certification as a physical education teacher. Supervises recreation

activities at school during non-school hours, holidays and weekends; provides instruction in games, sports, arts and crafts; schedules recreational activities, games, tournaments. Maintains log of recreational equipment checked out and returned; reviews records to insure return of equipment prior to student graduation.

Qualifications: A high school diploma or equivalent and two years of work experience including one year of dealing successfully with the public. Also requires valid driver's license.

Library and Archives:

Benchmark 62: Library Assistant I

Level: entry level

Summary: Under general supervision, Library Assistants I perform routine technical library or archival work in support of library and archive operations to provide assistance to the public, state agencies, and other libraries with identifying, locating, and procuring a variety of library and archival information and materials. Assignments require some understanding of library procedures and methods, and some application of judgment and discretion, however most tasks and methods are well defined with the supervisor readily available for assistance.

Qualifications: High school diploma or equivalent and one year of advanced level clerical work reviewing and processing documents which requires knowledge, understanding, and the ability to apply appropriate criteria, rules, regulations, and policies and procedures.

Benchmark 63: Librarian III

Level: expert level

Summary: Librarian III is a professional classification requiring the application of knowledge in specific librarian functions such as: classification and cataloging, reference services, circulation, collection acquisition, development and preservation, or library webpage services. Librarian IIIs analyze, plan, coordinate, obtain, and maintain library services and resources. Positions in these classes require specialized knowledge and skills to perform needs assessment and provide information to library patrons by utilizing a variety of research techniques and information resources, library programs, and databases. Librarian IIIs also perform training, outreach, and provide consultative services to state agencies, municipalities, public libraries and school districts seeking assistance with research, expert advice on library matters, or on program development. Incumbents may lead or supervise the work of professional, technical, and clerical staff.

Qualifications: Master's degree in library or information science, media services, or a closely related field and two years of advanced level professional librarian experience with independent responsibility for multiple functional areas of library work, such as classification and cataloging, reference services, circulation, collection acquisition, development and preservation, or library webpage services.

Benchmark 64: Archivist II

Level: journey level

Summary: Performs professional archival activities in a variety of functional areas in support of the State Archives. Archival functional areas include collection, accession, appraisal, analysis, arrangement, description, preservation, and management of non-current state and other public records. The primary purpose of archival functions is to identify, preserve, and manage public records with permanent administrative, fiscal, legal, and historic value to the state; and make such records available to the public. Records consist of various media, such as paper,

photograph, film, electronic, and digital formats. Duties require a developed expertise and knowledge of policies, procedures, regulations, government functions and relationships, historic periods, and principles and theories of organizing, describing, documenting, and managing archival records.

Qualifications: Bachelor's degree in any major subject area and two years of professional archival work experience.

Anthropological Research and Education:

Benchmark 65: Museum Curator II

Level: journey level

Summary: The Museum Curator II provides oversight of one or more functional areas of a large museum, or for all functional areas of a small branch museum. At this level incumbents independently perform curatorial duties in collection management, care of objects, research and interpretation of objects, creation of exhibits and exhibitions, and development of educational programs. Functional areas include collections care and management, research and interpretation, exhibits, education programs, and outreach services. The primary duty focuses on the acquisition, research, authentication, evaluation, storage, and exhibition of collections.

Qualifications: Master's degree or certificate in Museology, Public History, History, Archaeology, Anthropology, Visual Arts, Art History, Conservation, or a closely related field; and one year of experience in research, study, and interpretation of objects; educational exhibit planning and design; or object conservation and preservation.

Benchmark 66: Archaeologist II

Level: advanced level

Summary: Under general supervision, participates in or leads the state's archaeological investigation, permit review, inventory and mitigation assessments relative to the preservation of historic and cultural resources, to include archaeological, historical and architectural resources; evaluates their significance in compliance with state and federal requirements for conservation, preservation, and restoration; reviews public projects impacting significant historic and archaeological sites; authors and produces reports of archaeological investigations and contributes to public education and cultural awareness programs. Archaeologist II trains, leads and monitors lower level staff and interns.

Qualifications: Master's degree in archaeology, or anthropology with course emphasis in archaeology, including or supplemented by two field seasons experience, of at least two months duration each, in archaeology site location, identification and excavation. One field season must have been as a team supervisor.

Benchmark 67: Subsistence Resource Specialist II

Level: journey level

Summary: Under general supervision, positions perform subsistence research. Research may address subsistence issues, baseline studies of wildlife uses, the impact of regional and industrial growth on subsistence uses, and the development of fishing and hunting regulations. Responsible for all research, data collection, and analysis for assigned projects in a specific geographical area or region. Positions function with more independence and latitude in determining methods of research for projects.

Qualifications: A Bachelor's degree in anthropology, sociology, geography, or a closely related field and one year of experience performing professional subsistence resource research.

Arts, Photography and Information:

Benchmark 68: Publications Specialist II

Level: journey level

Summary: Performs writing, editing, design and layout, training, analytical, advisory and publishing duties to produce printed materials such as publications, articles, brochures, newsletters and electronic documents for the Internet.

Qualifications: A bachelor's degree and one year of professional experience performing writing, editing, design and layout of written materials.

Benchmark 69: Information Officer II

Level: journey level

Summary: Under general direction plans, coordinates and performs information dissemination activities for a state agency whose programs are in a continual and obvious modification based on public reaction. Positions in this class have responsibility for performing public informational and publicity duties for a department whose activities and programs require extensive publicity campaigns to minimize public conflict and dissent, increase program efficiency through an interested and better informed public, or are subject to considerable modification based on public reaction. (Common working title is Public Information Officer).

Qualifications: Bachelor's degree from an approved college with major course work in journalism, public relations, English, communications media, education, library science, graphic or commercial art, or a closely related field and two years of experience in journalism, information dissemination or related public relations work.

Public Programs:

Benchmark 70: Child Support Specialist I

Level: journey level

Summary: Under general supervision, as a member of the customer service center or a case management team, determines and performs or directs performance of required actions in case preparation and investigation to collect court-ordered or administratively determined child support payments from responsible parents, to determine paternity, to establish child support orders and to maintain quality customer service. Child Support Specialist I represents the full working level professional involved as a team member in the establishment, modification, and/or collection of child support.

Qualifications: Two years of experience performing complex clerical or accounting tasks associated with the enforcement or collection activities of a child support enforcement agency.

Benchmark 71: Child Support Manager:

Level: single level

Summary: Serves as a regional manager of an agency providing child protection, adoption, foster care, licensing child protection services and family restoration programs and services. Creates and implements the objectives for the region, develops and is accountable for the region's financial management plan, provides consultation and direction in difficult or complex cases, and reviews and approves major case decisions.

Qualifications: A bachelor's degree and three years of professional experience in child support enforcement activities such as enforcement of court-ordered or administrative child support, case preparation, paternity determinations, and order establishment or modification.

Benchmark 72: Eligibility Technician II

Level: journey level

Summary: Eligibility Technicians II are responsible for performing the full range of assignments involving eligibility determinations and benefit authorizations that are typically found in a full service office. Incumbents conduct applicant interviews, obtain and analyze client information and documents, apply knowledge of public assistance programs, regulations, policies, and procedures; makes initial and continuing eligibility determinations and authorizes benefits. (Common working title is Public Assistance Eligibility Technician).

Qualifications: High school diploma or equivalent and one year of experience.

Benchmark 73: Medical Assistance Administrator III

Level: supervisory/specialist level

Summary: Medical Assistance Administrator III is (1) the supervisory level of the series, directing and managing staff involved in planning, implementation, review and assessment of Medicaid/Medical Assistance program development, operations, and/or information system maintenance and may perform duties associated with program management, or (2) serves as staff advisor/coordinator. At this level, the position is involved in the coordination and implementation of major programs/projects that, are politically sensitive; diverse and complex; require organization and administration of multiple private and public agencies.

Qualifications: A Bachelor's degree in public health, health sciences, health education, nursing, medical social work, health services administration, public administration, business administration or a closely related field and either one year leading/supervising on-site inspections and reviews of health care facilities and programs for compliance with licensing and certification requirements or one year of experience managing a health care program which includes Medicaid or medical assistance elements.

Benchmark 74: Workers' Compensation Technician

Level: single level

Summary: Under general supervision, Workers' Compensation Technicians provide assistance to injured workers in securing workers' compensation benefits and in monitoring claims for timely and correct payment of compensation. Workers' Compensation Technicians act in the capacity of a benefits specialist, performing advisory, monitoring, and technical duties necessary to administer the State's Workers' Compensation Act and to expedite the processing of workers' compensation claims. Assignments at this level require independence within well-defined

guidelines after initial orientation, with assistance available for unique or unusually problematic cases.

Qualifications: High school diploma or equivalent and three years of office clerical experience in the field of workers' compensation or a closely related field such as occupational safety and health, insurance, unemployment insurance appeals, or as a legal secretary.

Benchmark 75: Social Services Program Coordinator

Level: single level

Summary: Under general direction, Social Services Program Coordinators develop administrative and operational plans for the implementation, modification, and coordination of statewide social services programs. Makes field visits and studies case files and periodic and special reports to ensure that applicants are in designated categories of eligible clients. Reviews listing and program details to ensure that plans are being followed, program goals are being met, and that fiscal accountability is monitored.

Qualifications: Four years of journey level professional experience providing, developing, administering, or managing social/health services or social/health service programs.

Social Work:

Benchmark 76: Social Services Associate II

Level: journey level

Summary: Under general supervision, provides technical assistance, information and referrals to individuals, families, groups and communities in need of social services. Incumbents assist professional staff by performing activities in support of a variety of social services programs, such as obtaining services identified by the individual assessments and case plans, routine case monitoring, preparing and filing court documents and obtaining supporting information as directed by the professional staff. The work may include leading the work of Social Service Associate trainees and general clerical staff.

Qualifications: High School diploma or the equivalent; and one year of paraprofessional experience providing assistance, information or referrals to the public related to social services, health care or legal services.

Benchmark 77: Social Worker II (Children's Services)

Level: journey level

Summary: Under direction, performs the full range of professional child welfare and family services social work. Incumbents apply knowledge of professional social work principles and methods to provide the full range of child welfare and family services casework, including investigation, determination of course of treatment and services, assumption of custody of endangered or neglected children, and representation of the agency in court proceedings.

Qualifications: Possession of a current Social Worker license issued by the State.

Benchmark 78: Social Worker IV (Children's Services)/Children's Services Supervisor

Level: supervisory level

Summary: Under direction, serves as a full supervisor typically for paraprofessional and/or professional staff providing child welfare social work services in a rural office or a social work unit in a central or regional office. Serves as a case-worker expert and directs the child welfare programs provided by the professional and technical staff. This is a fully supervisory class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging, and adjudicating the grievances of subordinate personnel.

Qualifications: A bachelor's degree with a major in a social, behavioral, or health science or in law or a closely related field; and one year of professional experience directed at providing health or social services to individuals, families, or groups to assist them in achieving more adequate, satisfying, and productive social adjustment. Also requires possession of a current Social Worker license issued by the State.

Special Social Service:

Benchmark 79: Public Guardian

Level: single level

Summary: By court appointment and under general direction, Public Guardians are responsible for protecting the rights and managing the affairs of incapacitated persons (wards). Public Guardians exercise the legal authority and responsibility to ensure the ward's well-being, including managing the ward's finances and estate and making necessary care and medical decisions. Public Guardians are custodians and substitute decision makers for individuals who have been determined by the court to be incapacitated to the extent they are unable to make their own decisions. Incumbents arrange for such essential client needs as food, clothing, lodging, transportation, and medical care.

Qualifications: Five years experience providing professional level client casework to children, adults, or persons with a mental illness, developmental disability, traumatic brain injury, age-related dementia, or other form of disability.

Vocational Rehabilitation:

Benchmark 80: Vocational Rehabilitation Assistant II

Level: journey level

Summary: Vocational Rehabilitation Assistants provide technical and administrative support to counselors, evaluators, and related staff during all stages of vocational rehabilitation services, to enable clients with multiple impediments and disabilities to achieve gainful employment. Vocational Rehabilitation Assistants II independently provide the full spectrum of specialized technical support to a case management team and its clients, during the stages of referral to eligibility determination to Individual Plan of Employment (IPE) approval to rehabilitation services through case closure.

Qualifications: High school diploma or equivalent and two years of related experience.

Benchmark 81: Vocational Rehabilitation Counselor III

Level: advanced level

Summary: Vocational Rehabilitation Counselors provide rehabilitation counseling to clients to address and alleviate their physical, mental, developmental, cognitive, and emotional disabilities in order to achieve the goal of an employment outcome. This specialized counseling includes but is not limited to assessment of individual needs; diagnosis and treatment planning including recommendations; career (vocational) counseling; case management, referral and service coordination; advocacy with employers; consultation and advice to partner agencies to improve their ability to serve individuals with disabilities; and job analysis, development and placement. Vocational Rehabilitation Counselors III provide vocational rehabilitation counseling services to a large caseload of clients designated as significantly disabled; have authority to commit state resources through the approval of eligibility determinations and individualized plans for employment (IPEs); and apply considerable knowledge and training of medical aspects of disabilities, the behavioral and social sciences, and counseling to address interrelated issues of disabilities and social and emotional impact on individuals.

Qualifications: A Certification in Rehabilitation Counseling (CRC) from the Commission on Rehabilitation Counselor Certification.

Labor and Employment Services:

Benchmark 82: Employment Security Specialist IB

Level: journey level

Summary: Employment Security Specialists perform a wide variety of functional assignments necessary to the delivery of Employment Service/Unemployment Insurance (ES/UI) programs including employability, placement and related services to applicants and employers and unemployment insurance benefits payments. This series covers field operations staff providing ES/UI services in a local office or employment center. Positions in this class perform average difficulty ES/UI work.

Qualifications: Four years of experience where effective dealing with people was an essential part of the duties such as through employment agencies, labor or industrial relations, personnel or industrial management, teaching, insurance, social services, etc. Also requires successful completion of a departmentally approved training program.

Benchmark 83: Employment Service Manager I

Level: management level (1st of 4 management levels)

Summary: Employment Service Manager I perform a wide variety of administrative and managerial assignments necessary to Employment Security Division field operations. Positions at this level manage the activities of a small employment service office with limited staff and perform both operational and supervisory work. Incumbents plan, organize, direct and coordinate the delivery of services under a variety of employment and unemployment insurance programs; promote utilization and understanding of the agency's services, and coordinate employment and training activities with other public and private sector entities.

Qualifications: One year of full proficiency level work experience in employment service or unemployment insurance (UI) programs such as processing UI benefit claims, hearing and deciding UI appeals, providing labor exchange (employment) services, vocational assessment and counseling services; or performing employment service related technical support work as an

employment security analyst, or in the areas of UI quality control, UI benefit payment control, UI fraud investigations, or similar functions.

Internship Programs:

Benchmark 84: College Intern III

Level: journey level

Summary: College Interns receive job training and experience integrated with formal post secondary education. This level is for an undergraduate student who has declared a major in a degree field directly related to the work and is currently taking 300 level or higher courses.

Qualifications: High School diploma or the equivalent; proof of enrollment that certifies course participation in a formal university or college program for a minimum of six semester or eight quarter hours; cumulative grade-point average of 2.0, or better; declaration of a major in a degree field directly related to the assigned duties and responsibilities; and attendance in 300-level equivalent courses, or higher.

Health Administration:

Benchmark 85: Health Program Associate

Level: single level

Summary: Under general direction of a health program manager or specialist, Health Program Associates perform on-going assignments which focus on carrying out substantive procedural aspects of a program, for example, determining program eligibility; coordinating services to clients; monitoring and approving service provider or vendor activity; and/or extending the capabilities of the program manager by assisting in disease surveillance, outbreak investigations, on-site reviews and similar activities, in support of the management of health programs and services. This is a transitional level of work between para-professional health field workers and fully functioning health professionals.

Qualifications: A bachelor's degree in biological, health or behavioral sciences; health practice; education; or public or business administration and one year of technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration.

Benchmark 86: Health Program Manager II

Level: journey level

Summary: Health Program Manager II is responsible for the full scope of program administration duties for a statewide public health program. Positions are fully accountable for representing a program or performing equivalent work involving significant health care delivery system oversight. These positions include, but are not limited to: responsibility for program planning and development which requires conducting needs assessments and securing the cooperation of various agencies, service providers, advisory boards and others to coordinate, integrate and provide a complex set of services; monitoring and evaluating the procurement or provision of multiple categories of services through contracts or grants; establishment and maintenance of an integrated system of information gathering and reporting which portrays

program or health care delivery activities for analysis, assessment and associated actions; conduct service and utilization reviews to assess compliance with program policies, procedures, federal requirements and other quality control criteria. Positions typically both perform and direct the efforts of other program professional, technical and support staff in the work necessary for program management.

Qualifications: A Master's degree in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field and one year of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Benchmark 87: Public Health Specialist II

Level: advanced level

Summary: Under general administrative direction, Public Health Specialists II provide the full scope of technical/clinical research, consultant and advisory services in a public health specialty area on a statewide basis. Public Health Specialists are specialists and consultants in a particular clinical or technical health specialty area, responsible as subject matter experts for participating in and advising on matters relevant to the specialty area, including: needs assessments; planning and implementing specialized health goals and objectives; development and interpretation of policy, procedure, and health care protocols; and field evaluation and guidance. Specialized areas of expertise may include, but are not limited to: maternal and/or child health, pulmonary disease, early childhood, developmental disability, epidemiology, AIDS/STD, nutrition, chronic disease, genetics, audiology, emergency medical services, or illness/injury research, surveillance and control.

Qualifications: A bachelor's degree in public health or related field and five years of professional experience administering or providing specialized health care or public health services or programs.

Nursing, Assistive:

Benchmark 88: Certified Nurse Aide I

Level: journey level

Summary: Under immediate supervision, provides basic nursing care or basic physical therapy care to residents of a state-run assisted living facility. At this level incumbents perform the full range of nurse aide tasks according to established policy and procedures. Certified Nurse Aides perform basic nursing care tasks as delegated by a nurse or basic physical therapy care tasks as delegated by a physical therapist. Basic nursing care includes tasks such as monitoring body functions, taking and recording vital signs, non-invasive collection of physical specimens, recognizing and reporting changes in condition, and performing other routine, repetitive, ongoing care tasks which do not require the professional judgment of a nurse in accordance with established regulations, policies and procedures. Physical therapy care includes tasks such as training, assisting and guiding residents in performance of therapeutic and mobility maintenance exercises and treatments.

Qualifications: Current Nurse Aide certification issued by the State.

Benchmark 89: Psychiatric Nursing Assistant III

Level: journey level

Summary: Under general supervision, Psychiatric Nursing Assistants III perform a wide variety of paraprofessional psychiatric nursing duties designed to provide care, treatment, and rehabilitation to psychiatric or developmentally disabled patients. Psychiatric Nursing Assistants III are expected to function independently, exercise sound judgment, and initiate action in emergency situations based on their past training and experience. Incumbents at this level are expected to actively participate as a member of the therapeutic treatment team, contribute toward the development of patient rehabilitation plans, and interact with patients in a manner which contributes positively toward rehabilitation.

Qualifications: One year of experience performing a variety of paraprofessional psychiatric nursing duties to assist in the care and treatment of psychiatric or developmentally disabled patients.

Nursing, Professional:

Benchmark 90: Nurse II

Level: journey level

Summary: Under moderate supervision, performs the full range of professional level nursing duties in a state-owned and operated facility, such as a school, a correctional institution or a health center. Makes nursing assessments and reports changes in patients' condition or behavior; assists physicians in administering treatments and performing examinations; coordinates with other nurses to ensure continuity of care; administers medications and observes patient reactions; prepares written reports of observations made and care rendered.

Qualifications: Graduation from a school of nursing accredited by the National League of Nursing or license to practice as a registered nurse in the State and one year of entry level professional nursing.

Benchmark 91: Nurse II (Psychiatric)

Level: journey level

Summary: Performs the full range of professional level nursing duties in an institution providing care for psychiatric or developmentally disabled individuals. Provides psychiatric nursing care to patients; assists in the orientation of patients to hospital routine; interacts with patients individually or in groups; makes nursing assessments and reports changes in patients' condition or behavior; assists physicians in administering treatments and performing examinations; intervenes in specific situations. Administers medications and observes patient reactions; prepares written reports of observations made and care rendered.

Qualifications: Graduation from a school of nursing accredited by the National League of Nursing or license to practice as a registered nurse in the State and one year of entry level professional nursing.

Benchmark 92: Public Health Nurse II

Level: journey level

Summary: Under general direction, participates in all phases of planning and providing for a broad range of generalized community health nursing services to individuals, families and

communities. Incumbents are fully skilled in and participate in most or all areas of public health nursing, although in larger clinics some positions at this level may spend a majority of their time in one or two specific specialty areas (e.g., family planning or woman's clinics) with only minimal time spent in other areas.

Qualifications: Bachelor's degree in Nursing and a license to practice as a registered nurse in the State, and one year of professional public health nursing experience in a public health organization.

Benchmark 93: Nurse IV

Level: supervisory level

Summary: Under direction, supervises all nursing activities for a small State-owned and operated facility or for several wards or units of a large facility. Advanced knowledge of nursing principles is required to plan, coordinate, and direct comprehensive nursing services for an agency or several wards or units. Incumbents are increasingly involved with administrative and management functions and have substantial responsibility for directing, planning and implementing comprehensive nursing services for a facility or agency.

Qualifications: Graduation from a school of nursing accredited by the National League for Nursing or license to practice as a registered nurse in the State and three years of professional nursing experience including one year in the supervision of other nursing employees.

Medical, Professional:

Benchmark 94: Health Practitioner I

Level: journey level

Summary: Under general direction, is assigned to provide primary health care to one of several client groups. The Health Practitioner conducts physical examinations, takes medical histories, diagnoses uncomplicated maladies, orders tests, and X-rays, devises treatment plans, and prescribes medications. The Health Practitioner may work in a collaborative arrangement with a particular physician depending on the department's preference. The Health Practitioner seeks guidance and counsel of appropriate physicians or other medical personnel as necessary on a case by case basis. Complicated cases or those requiring medical specialists are referred to the appropriate medical institution or physician for treatment, after the patient is given necessary emergency care.

Qualifications: Must possess licensure in the State as either an Advanced Nurse Practitioner or a Physician's Assistant. May also require specialized experience in a particular field such as family, emergency, surgical, obstetric, geriatric or women's health care.

Benchmark 95: Wildlife Veterinarian

Level: single level

Summary: Under general direction, Wildlife Veterinarians provide professional support and expertise in the field of veterinary medicine for state wildlife management and research programs. (For this class specification wildlife means free-roaming animals and includes mammals, birds, reptiles, and amphibians.) Incumbents in this job class plan and conduct health assessments of animal populations; develop, coordinate, and conduct disease surveillance programs; provide veterinary support for wildlife capture, tagging, and relocation; and diagnose and treat wildlife diseases and injuries. The Wildlife Veterinarian, as a specialist in veterinary

medicine for wildlife (especially big game), provides professional veterinary support for the state's wildlife management and research programs. The work requires extensive knowledge of the physiology of a wide variety of animal species; their interaction with people, other animals, and their environment; animal diseases; disease transmission methods; and diagnosis and treatment.

Qualifications: Licensure as a Doctor of Veterinary Medicine by the State and two years of professional experience conducting wildlife management, research, or information and education projects which required field work and handling of big game (such as bear, moose, caribou, deer, wolf, etc.) or marine mammals (such as sea lion, walrus, polar bear, seal, etc.); or providing veterinary care for free-roaming or captive big game or marine mammals.

Mental and Behavioral Health Services:

Benchmark 96: Psychological Counselor II

Level: journey level

Summary: Under general supervision, performs specialized individual counseling, group guidance and psychological services at one of the state correctional or medical institutions. Collects, organizes, and analyzes information about inmates or patients referred for study. Selects, administers, and interprets psychological tests. Makes psycho-social diagnoses and prescribes treatment plans. Prepares personality evaluations and clinical reports utilized in treatment and case handling procedures. May teach classes and conduct in-service training sessions.

Qualifications: Bachelor's degree with emphasis in behavioral sciences and two years of experience as a psychological counselor or two years experience in social casework, counseling or psychiatric nursing.

Benchmark 97: Mental Health Clinician III

Level: advanced level

Summary: Under general supervision, Mental Health Clinician IIIs, provide skilled and intensive psychotherapeutic casework services to patients in a mental health clinic or a hospital for the mentally ill or mentally retarded; perform therapeutic treatment services to patients recently released from a mental hospital; and provide consultative services to the immediate area. Performs the most complex mental health services in an institution or clinic; leads work of lower level Clinicians or Clinical Associates; frequently has particular expertise as a consultant in a specialty area such as child psychology.

Qualifications: A doctoral degree in psychology, social work child guidance, nursing, vocational rehabilitation, or a closely related field.

Special Health Services:

Benchmark 98: Pharmacy Technician

Level: single level

Summary: Under general supervision of a registered pharmacist, Pharmacy Technicians perform paraprofessional duties in selecting, packaging, and labeling prescribed medications, maintaining pharmaceutical databases, and maintaining security of the pharmacy and

pharmaceutical supplies. Incumbents perform pharmaceutical support duties which require the application of knowledge of pharmaceutical nomenclature; characteristics, strengths, and dosage forms of pharmaceuticals; pharmaceutical systems of weights and measures; operation of pharmacy equipment and pharmaceutical procedures and techniques; and medical supplies. Positions work independently in the performance of duties, but all work is reviewed by the pharmacist prior to dispensing of pharmaceuticals.

Qualifications: Two years of experience in a medical or medical supply field which required knowledge of pharmaceuticals and related supplies and licensure as a pharmacy technician in the State.

Benchmark 99: Recreation Therapist II

Level: journey level

Summary: Positions in the Recreation Therapist classification are concerned with the treatment and rehabilitation of residents with physical or mental disabilities or disorders of any age or residents of a long-term state facility. As a member of an institutional therapeutic team, plans, organizes and directs recreational programs and special event activities in an effort to promote, maintain or restore resident physical and mental health. Recreation Therapists II develop and implement a recreational therapy program for an institution under general direction of the interdisciplinary therapeutic team or higher level therapist.

Qualifications: Bachelor's degree with a major in recreation therapy, recreation, occupational therapy, activity therapy, behavioral science or a closely related field.

Health Laboratory and Related:

Benchmark 100: Laboratory Technician

Level: single level

Summary: Laboratory Technicians, under general supervision, perform a variety of paraprofessional duties in the receipt, preparation, and disposal of specimens for laboratory testing; conduct routine tests; maintain and calibrate laboratory equipment; perform quality control on equipment, solutions, and reagents; and maintain supplies and materials required for laboratory operations.

Qualifications: An Associate of Science degree in Medical Technician, chemistry, or other laboratory science.

Benchmark 101: Public Health Microbiologist I

Level: journey level

Summary: Under general direction, Public Health Microbiologists I, conduct a variety of analytical scientific procedures to isolate and identify living organisms, toxins, or products produced by living organisms in specimens from hospital, clinical, and other laboratories; and perform other related procedures for the purpose of diagnosing, monitoring, and controlling human diseases. At this level incumbents perform scientific testing in a variety of microbiological specialty areas in a state public health laboratory to provide accurate and timely identification of pathogenic organisms to hospitals, clinical laboratories, and health care providers in support of the state public health programs.

Qualifications: Bachelor of Science degree in Medical Technology, Microbiology, Clinical Laboratory Sciences, Biological Science, or Chemistry, with training and/or course work in Medical/Clinical Laboratory Sciences and two years of professional experience conducting, analyzing and evaluating clinical microbiological tests.

Fish and Wildlife:

Benchmark 102: Fish and Wildlife Technician II

Level: entry level

Summary: Under the direct supervision of a biologist, subsistence research specialist or higher level fish and game technician, performs routine semi-skilled work in various phases of fisheries, wildlife, habitat or subsistence research or management programs. Incumbents perform biological field sampling and research functions requiring a fundamental knowledge of research procedures in the areas of fisheries, aquaculture or wildlife and their habitat. Incumbents may work at field sites, in office settings, on vessels or in laboratories. Work may involve: simple computer preparation or formatting of data for analysis at a higher level, assisting with field camp operations or following simple laboratory procedures. Incumbents often work as crew members and, in small crews of two or three members, may monitor work flow and scheduling, following written manuals or operation plans. Difficult questions concerning technical/biological matters are referred to a supervisor, who may be located either on site or at a field office.

Qualifications: High school diploma or equivalent or six months of work experience involving fish or wildlife, or outdoor manual labor or in a laboratory.

Benchmark 103: Fishery Biologist II

Level: journey level

Summary: Under general supervision, conducts fishery management or research projects in the field or laboratory as (1) the assistant area management or research biologist; or (2) the biologist responsible for "species-complex" projects of average complexity for a defined area; or (3) the biologist responsible for a part or segment of a complex project of broad geographic scope. May lead/supervise professional and technical staff. Assists with planning and implementing assignments, techniques and methodology by determining what approach to take in resolving problems. Recommendations are used as a basis for management decisions.

Qualifications: A bachelor's degree in biology, a branch of biology, limnology, biometrics, oceanography, forestry or natural resource management and one year of professional level biologist experience, specific to fishery resource management or research activities.

Benchmark 104: Fishery Biologist IV

Level: supervisory/management level

Summary: The Fishery Biologist classification includes professional biological job classes specializing in fishery management or research programs and activities affecting the conservation, management and restoration of fish populations. Fishery Biologist IV 1) plans, develops, coordinates, implements, and evaluates fisheries management activities or research programs as a regional management or regional research biologist; or 2) is a staff assistant to a member of division management, with significant influence on fisheries management or research policy; or 3) is a technical expert and consultant of particular program areas, providing guidance on controversial, interagency and external issues.

Qualifications: A bachelor's degree in biology, a branch of biology, limnology, biometrics, oceanography, forestry or natural resource management and one year of advanced professional level biologist experience, specific to fishery resource management or research activities.

Benchmark 105: Biometrician III

Level: supervisory level

Summary: Biometricians, under general direction, design, plan, and perform biometric research, analysis and problem solving for fish and wildlife research and management programs. Coordinates, develops and prioritizes generic biometric research programs within a region; or performs biometric review of, and coordinates, develops and prioritizes research programs across a division within a specialty. Supervises and coordinates regional or inter-regional level research teams in the development of biometric methodologies for research projects, or supervises and coordinates divisional level research teams in the development of biometric methodologies involving a specialty. Provides policy review and final conclusions within a division with regard to research methodologies and biometrics analyses in a specialty. Develops, directs and coordinates research projects in a specialty for a division.

Qualifications: Master's degree in biometrics, statistics or one of the biological sciences and two years of experience at the full proficiency level of professional biometric research.

Benchmark 106: Fisheries Scientist I

Level: advanced/supervisory level

Summary: Under general administrative direction, independently plan and manage expert original fisheries research; determine methodologies or disciplines in addressing complex fisheries problems and issues; direct statewide research projects and technical services, some of which have national or international implications; may be responsible for statewide management of a specialized research unit or functional area of fisheries research.

Qualifications: A Ph.D. degree in fisheries science or fisheries biology or any closely related discipline such as, but not exclusively, biometrics, fish pathology, fisheries genetics, fisheries economics or wildlife science and three years of experience conducting fisheries research at the lead or supervisory level.

Agriculture:

Benchmark 107: Agronomist II

Level: supervisory level

Summary: Performs plant culture work, seed analysis and applied research in support of plant breeding, agriculture, reforestation, soil and water conservation at plant materials centers (e.g., applied research facilities, nurseries or other production facility). Assignments require knowledge and application of the basic theories and principles of biology, botany, chemistry, plant taxonomy, plant physiology, plant culture, plant protection and plant-soil relationships. Incumbents in this series specialize in one or typically a combination of related plant science disciplines. Beside the areas listed above, specializations may include seed production, revegetation, reforestation or horticulture. Work is performed in a variety of settings such as different geographic climatic regions within the state and at a plant materials center or nursery.

Qualifications: Master's degree in agronomy, horticulture, plant pathology, plant physiology, crop science, seed technology, botany, plant ecology, range management or greenhouse management and one year of full performance professional level experience.

Natural Resources and Forestry:

Benchmark 108: Natural Resource Technician II

Level: journey level

Summary: Under general supervision, Natural Resource Technicians (NRT) II perform para-professional technical work in support of professional staff in the development, administration, analysis or implementation of programs to manage land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state. NRTs II perform systematic, recurring assignments based on specific instructions or established statutes, regulations, policies and procedures. Work assignments require a general knowledge of a specific natural resource management program, comprehension and evaluation of the subject matter, procedures, guides and references. Tasks are usually repetitive and problems require standard solutions. Work is performed independently and reviewed on completion for technical accuracy.

Qualifications: High school diploma or equivalent and six months of experience at the entry level performing technical functions of natural resource management or six months of clerical work experience.

Benchmark 109: Natural Resource Specialist II

Level: journey level

Summary: Prepares land management plans of moderate complexity and sensitivity; adjudicates authorizations for resource use; or conducts professional research related to the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks, and related surface and subsurface resources.

Qualifications: A bachelor's degree in a natural resource field (such as forestry, geology, agronomy, and hydrology), public administration, planning, economics, cartography, or a closely related field, or two years of entry level professional experience in natural resource management.

Benchmark 110: Natural Resource Manager II

Level: supervisory/management level

Summary: Under direction, Natural Resource Manager II is the supervisor and technical manager of organizational unit(s) performing professional work in the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state. This is a supervisory class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Qualifications: Master's degree in natural resources field and one year of advanced professional or supervisory level experience in natural resource management.

Benchmark 111: Wildland Fire and Resource Technician III

Level: journey level

Summary: Provides support in Fire Management or Forest Resource programs. In the Fire Management Program, as the working crew leader, foreman, or member of an engineer, hand, or helitack crew, maintains readiness of assigned engine or helitack; directs and performs wildland fire suppression efforts; leads lower level firefighters; and directs and performs hazardous fuel reduction projects including thinning, cutting, and burning vegetation. In the Forest Resource Program, leads a field crew to determine timber stand data; traverses and marks boundaries and access routes; performs forest stand improvement work; marks and measures trees to be removed; determines species, height, gross volume, and log grades. (Common working title is Wildland Firefighter).

Qualifications: Twelve months of wildland fire fighting or forestry field experience, of which at least six months was at the developmental level. Also requires Red Card qualification under the National Incident Qualification System and have possession of a valid driver's license.

Parks:

Benchmark 112: Park Ranger I

Level: journey level

Summary: Under general supervision, Park Rangers I serve as commissioned peace officers to preserve and protect natural, cultural and historic park resources of State Parks, provide a safe environment for park users, and enhance the park visitor's recreational and educational experience. Incumbents are responsible for enforcement of state statutes and park regulations with authority to carry a firearm, investigate criminal activity, interview and interrogate witnesses or suspects, issue citations, collect evidence and make arrests. Incumbents may coordinate the daily operations of multiple park units. They lead the work of permanent, non-permanent and temporary staff, and park volunteers.

Qualifications: A bachelor's degree or four years of journey level technical experience in natural resource management. Also requires a valid driver's license.

Benchmark 113: Museum Protection & Visitor Services Supervisor

Level: supervisory level

Summary: Museum Protection & Visitor Services Supervisors are in charge of and direct the day-to-day provision of interpretive services to visitors, security surveillance and enforcement of security and safety rules, and response to emergencies in a State-operated museum. Incumbents work with the museum's professional staff and outside organizations to plan and provide security and interpretive staff for activities such as exhibit changes, museum tours, and transportation of art and objects. Incumbents also work with museum and department support staff and contractors to plan and provide security oversight for building maintenance, grounds maintenance, and maintenance or repair of environmental or security systems.

Qualifications: One year of experience providing interpretive services and ensuring the safety and security of people and property in a museum, national/state/local park, historical site, or other cultural institution with a similar environment or one year of experience leading or supervising employees who provide information and services to customers, tourists, or the general public.

Legal Support and Related:

Benchmark 114: Criminal Justice Technician I

Level: journey level

Summary: Under general direction, supports commissioned, certified or other law enforcement staff in the development, analysis or implementation of law enforcement or criminal justice programs by conducting routine data analysis; developing charts, tables, graphs, and narrative descriptions of statistics; researching and drafting reports; and providing information on the regulatory requirements of criminal justice programs to the public.

Qualifications: High school diploma or equivalent and one year of advanced clerical experience.

Benchmark 115: Law Office Assistant I

Level: journey level

Summary: Under direction, provides clerical support to attorneys engaged in criminal prosecutions, civil litigation, public defense or public advocacy services. The primary purpose of the work is to provide assistance to professional and paraprofessional staff in preparing and processing a variety of legal documents and correspondence and, in the delivery of legal services through the facilitation and coordination of general administrative activities, information exchanges, travel arrangements and client meetings and conferences. The work requires specialized knowledge of legal terminology and court procedures and skill in the use of office information technology. Incumbents are expected to understand and apply established legal office and court policies and procedures. (Common working title is Law Office Clerk).

Qualifications: High school diploma or equivalent and six months of related experience.

Benchmark 116: Paralegal II

Level: journey level

Summary: This class includes positions that research, investigate, prepare reports and draft legal documents in support of attorneys or agencies engaged in administrative adjudication. Incumbents independently perform legal research and investigation, prepare reports, draft legal documents and provide a full range of support activities typically associated with civil litigation or administrative adjudication.

Qualifications: Associate's degree in related field and one year of experience as a Paralegal, Victim/Witness Paralegal, or Criminal Justice Technician, or the equivalent.

Attorneys:

Benchmark 117: Attorney II

Level: entry level

Summary: Attorney II positions serve as Assistant Attorneys General, Assistant District Attorneys, Assistant Public Defenders, or in any other agency, board, or commission when authorized by the Attorney General. They conduct the agency's routine legal work under general

supervision, and learn to assist in the more difficult cases. This is the initial level of professional law practice following admission to the State Bar. Attorneys II are assigned to complete routine, noncomplex cases or legal problems independently. In such cases/problems, the legal questions or facts are relatively easily resolved in light of well-established or easily determined facts and clearly applicable precedents. Attorneys II also assist more experienced attorneys in more complex cases where considerable research and analysis are needed. Work at this level is typically subject to technical and substantive review. Training and experience are gained in a variety of the agency's work.

Qualifications: Admission to the State Bar.

Benchmark 118: Attorney IV

Level: journey level

Summary: Attorney IV positions render legal services of a difficult nature in a variety of fields of law in an office of the Attorney General (including Chief Prosecutor, Special Prosecutions and Appeals, and District Attorneys), the Public Defender, or in any other agency, board or commission when authorized by the Attorney General. Broad knowledge of legal precedents and trends is required for application to the cases assigned. Attorneys IV provide a variety of legal services and work independently in most cases, and also may assist more senior attorneys with portions of the most complex and exceptional cases of great significance. Attorneys at this level are expected to exercise their own judgment on supervision needed and otherwise to provide complete analysis and response to the problem, subject to review for important policy or precedent effect. Assigned cases or legal problems often involve difficult legal issues (e.g., several and conflicting issues, precedents are lacking or highly arguable) difficult policy issues, or significant potential ramifications. Assignments may also require supervising other attorneys in specific legal matters.

Qualifications: Admission to the State Bar and at least four years of legal practice.

Judges and Adjudicators:

Benchmark 119: Administrative Law Judge I

Level: journey level

Summary: Incumbents preside over and conduct formal administrative hearings on behalf of multiple state agencies and prepare recommendations or final decisions on formal proceedings related to agency programs or other government related hearings referred to the Office of Administrative Hearings.

Qualifications: Currently licensed to practice law in the State, and has been licensed to practice law in the State for at least two years. Also requires experience in administrative law and experience representing clients in administrative or judicial proceedings, or in conducting administrative hearings.

Benchmark 120: Workers' Compensation Hearing Officer II

Level: journey level

Summary: Chairs the Workers' Compensation Board; presides at quasi-judicial hearings and prepares the Board's written decisions and orders subject to the laws administered by the Board. Conducts mediation and settlement conferences between parties to encourage resolution of claims without Board hearings; provides legal guidance to the lay members of the Board.

Qualifications: A Juris Doctor from a college of law accredited by the American Bar Association and one year of experience as an advocate representing workers or employers before the State Workers' Compensation Board or the equivalent.

Evidence Investigation:

Benchmark 121: Forensic Technician I

Level: entry/trainee level

Summary: Forensic Technician I provides assistance to professional staff conducting analytical scientific procedures in the Scientific Crime Detection Laboratory. Receives specialized training and on-the-job experience necessary to advance to the journey level. Performs a variety of standard and routine laboratory support and evidence control duties. Work at this level is performed under strict guidelines using established procedures with supervision and direction readily available. Work may be reviewed while in progress and upon completion.

Qualifications: Associate's of Science degree in criminalistics, criminology, or a natural or physical science.

Benchmark 122: Forensic Scientist III - Chemistry

Level: journey level

Summary: Performs forensic analysis of evidence collected in criminal investigations. Applying expertise in chemistry, uses scientific principles to detect, test and analyze physical evidence related to criminal cases, interprets results, prepares written reports, and provides expert testimony in a court of law.

Qualifications: Bachelor's degree in natural science, physical science, forensic sciences, criminalistics, or a closely related field and the successful completion of the State Forensic Scientist II flexible staffing plan for the chemistry discipline, and two years of experience as a Forensic Scientist.

Benchmark 123: Forensic Scientist III - DNA

Level: journey level

Summary: Performs forensic analysis of evidence collected in criminal investigations. Applying expertise in biology, uses scientific principles to detect, test and analyze physical evidence related to criminal cases, interprets results, prepares written reports, and provides expert testimony in a court of law.

Qualifications: Bachelor's degree in biology, chemistry, or forensic science related studies and training or coursework in statistics as it relates to DNA analysis and the successful completion of the State Forensic Scientist II flexible staffing plan for the chemistry discipline, and two years of experience as a Forensic Scientist.

Benchmark 124: Investigator III

Level: advanced/lead level

Summary: Under general direction, either 1) performs varied and difficult criminal and/or civil investigations to locate and gather information, evidence and/or testimony to be used in litigation and administrative actions; to detect/verify suspected violation of state law, fraud, licensing violations and the like; and similarly support legal or administrative procedures; or 2) supervises and train subordinate investigators performing civil and/or criminal investigations.

Qualifications: Four years of investigative experience, preferably including both civil and criminal cases.

Legal and Document Processing:

Benchmark 125: Recorder II

Level: journey level

Summary: Under general supervision, Recorders II independently perform the specialized processes required to receive, record, and index legal documents affecting real property, other documents presented in the manner prescribed by State law, and Uniform Commercial Code (UCC) transactions. Issues certified record searches on designated debtor names; assists customers in the use of the on-line public information system and other equipment; receives monies, balances daily receipts, and makes deposits.

Qualifications: High school diploma or equivalent and one year of experience working with documents concerning ownership and encumbrances on property.

Benchmark 126: Motor Vehicle Customer Service Representative I

Level: journey level

Summary: Motor Vehicle Customer Service Representatives I are the main direct-service providers for motor vehicle licensing, titling, registration, and compliance functions. At this level incumbents issue, renew, and change titles, registrations, driver licenses, and identification cards; maintain driver records; and process the license actions required by traffic laws, financial responsibility and mandatory insurance laws, and judicial suspensions or revocations.

Qualifications: Six months of employment experience that included cash handling and working directly with clients or customers.

Benchmark 127: Motor Vehicle Office Manager I

Level: supervisory level

Summary: Supervises, directs, and controls the work of Motor Vehicle Customer Service Representatives in a field services office or a unit providing program services. Sets employees' performance goals; evaluates and provides feedback on performance; provides coaching, training, guidance, and career development opportunities; identifies problems in behavior and takes appropriate action; communicates policies and objectives to employees; ensures compliance with rules, regulations, and statues affecting motor vehicle programs; identifies issues or opportunities and recommends actions to senior managers; and reviews proposals developed by other managers.

Qualifications: One year of experience leading the work of employees performing motor vehicle licensing, titling, registration, and compliance functions.

Law Enforcement:

Benchmark 128: State Trooper

Level: journey level

Summary: State Troopers supervise, perform state law enforcement work in the assistance and protection of public safety, or fish and wildlife, ensure adherence to laws, rules, regulations and statutes of the State; may be assigned initial, in-service and/or out-service public safety training duties.

Qualifications: Completion of department of public safety training or recruit program and not less than six months experience as a State Trooper Recruit; and satisfactory completion of Department of Public Safety Field Training. Also requires possession of, or eligible for reinstatement of, an active police officer certificate issued by the State's Police Standards Council/Board.

Benchmark 129: Lieutenant, Alaska State Troopers

Level: supervisory level

Summary: Under General Direction, Lieutenants supervise commissioned law enforcement troopers and civilian employees and serve in several distinct capacities. Positions in these job classes perform or supervise statewide law-enforcement work in the assistance and protection of public safety or fish and wildlife and ensure adherence to laws, rules, regulations, and statutes of the State. This is a supervisory class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Qualifications: At least five years of experience as a law enforcement officer certified by the State's Police Standards Council/Board or an equivalent agency in another U.S. jurisdiction and at least three years of supervisory experience at or above the level of Corporal with the State.

Benchmark 130: Court Services Officer

Level: single level

Summary: Under general direction, provides support services for the courts and the Division of State Troopers to include prisoner transport and process service under authority of State Statutes. Also serves legal documents, such as subpoenas, summons, court orders, and other notices.

Qualifications: High school diploma or equivalent. Also requires possession of valid driver's license.

Fire Fighting and Inspection:

Benchmark 131: Airport Police & Fire Officer II

Level: journey level

Summary: The Airport Police & Fire Officer series includes positions that perform and/or supervise crash/fire/rescue, law enforcement, and safety functions at state owned international airports. Performs routine security patrol of airport grounds, operations and airport terminal areas; enforces state and federal statutes; issues citations and makes arrests; and assists the public and airport tenants.

Qualifications: Successful completion of an intensive departmental law enforcement and fire/crash/rescue training program; eligibility for police officer basic certification, as determined by the Executive Director of the Police Standards Council; and possession of Fire Fighter I certification.

Benchmark 132: Airport Police & Fire Officer V

Level: supervisory level

Summary: The Airport Police & Fire Officer series performs and/or supervises crash/fire/rescue, law enforcement and safety functions at state owned international airports. This is a supervisory class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Qualifications: Four years of experience in aircraft rescue/firefighting, including one year at the shift supervisor level and one year of security work.

Benchmark 133: Deputy Fire Marshal I

Level: journey level

Summary: The Deputy Fire Marshal I classification represents a group of positions assigned to supervise or perform a variety of duties directly and indirectly related to the statewide programs of life and fire safety, prevention, engineering, training and investigation. Incumbents conduct life and fire safety surveys of buildings, occupancies and premises; investigates questionable conditions; prepares safety reports; testifies as to circumstances and incidents.

Qualifications: Three years of experience in fire service work, including one year of fire prevention, inspection or investigative work.

Corrections:

Benchmark 134: Correctional Officer II

Level: journey level

Summary: Under general supervision, the Correctional Officer II performs security work among prisoners in an adult correctional institution. Directs prisoners to work assignments, meals, recreation and return to living units or dormitories. Maintain order and discipline in dormitories, shops, work details and recreational activities; reports infractions of rules, handles unruly and violent prisoners, using minimum necessary force. Patrols and inspects grounds, corridors, recreation areas, living units and dormitories; supervises close confinement facilities and

quarters. Takes periodic counts of prisoners; supervise and observe persons visiting prisoners. Keeps records of activities; dispenses medications as directed.

Qualifications: Successful completion of the Correctional Officer Academy, and one year of experience learning and performing skills for the custody, security, and reformation of prisoners in an adult correctional institution.

Benchmark 135: Correctional Superintendent I

Level: supervisory/management level

Summary: Incumbents manage and direct the operations of a 24-hour adult correctional facility through the supervision and oversight of subordinate correctional and administrative staff. At this level the facility managed typically serves a geographic region, houses less than 500 offenders, and provides a variety of rehabilitation programs.

Qualifications: A bachelor's degree and two years of experience as a journey level Correctional or Probation Officer.

Benchmark 136: Juvenile Justice Officer II

Level: journey level

Summary: Under general supervision, Juvenile Justice Officers II contain, counsel, participate in treatment and care for juvenile offenders in custody of a State juvenile justice facility established in the Division of Juvenile Justice. Supervises delinquent juveniles; facilitates group movements; assists teachers with students; participates in developing individual treatment plans; participates in treatment evaluation conferences.

Qualifications: A high school diploma or equivalent and one year of experience supervising juvenile or adult offenders remanded to the custody of a correctional facility.

Probation and Parole:

Benchmark 137: Juvenile Probation Officer II

Level: journey level

Summary: Under general supervision, Juvenile Probation Officers II determine the proper rehabilitative course of action for juvenile offenders assigned to the custody of the Division of Juvenile Justice, provide probation casework supervision and services, and execute their duties as officers of the court. Incumbents independently perform the full array of case management duties, are routinely assigned a caseload of varying difficulty, develop and implement individualized rehabilitation services, including secure and non-secure levels of probation, probation rehabilitation and detention of juvenile offenders and restoration of victims and communities. They conduct risk and need assessments, perform intake and disposition investigations, and document decisions and outcomes. They participate in treatment planning and implementation, court processes and procedures. Juvenile Probation Officers II are officers of the court responsible for case presentation, testimony and examination of witnesses.

Qualifications: A bachelor's degree and one year of professional level experience providing juvenile justice probation, adult probation, adult protection services, child protection services, or supervision of juvenile offenders in a juvenile justice facility.

Benchmark 138: Adult Probation Officer II

Level: journey level

Summary: Incumbents independently perform the full range of probation/parole duties to assess, evaluate, supervise, and guide incarcerated or released felony adult offenders. The Adult Probation Officers II apply professional knowledge of probation and parole principles and practices to conduct investigations, evaluate and assess offender needs and risk level, develop and recommend release plans, coordinate placement and program services, monitor, manage, and enforce compliance with release conditions, and prepare and complete extensive documentation and reports.

Qualifications: A bachelor's degree in any field and one year of entry level professional experience in probation, parole, criminal justice, juvenile justice, social services, criminal investigation, public safety or law enforcement, or as a social services case manager or counselor.

Benchmark 139: Adult Probation Officer IV

Level: management level

Summary: The Adult Probation Officer IV manages the operations and services of multiple probation offices, units, or programs, or a major statewide function. Work at this level requires that the incumbent has substantive involvement on a managerial level with significant authority for the review and approval of work, program functions, and program application. As a manager the incumbent provides program direction, leadership, and strategic planning to staff, assists senior management with policy and procedure development and administrative and resource control, and exercises considerable authority to make decisions that have a substantial impact on the program or functions. The primary responsibility and purpose is staff and program management, and incumbents are not expected to carry a caseload.

Qualifications: A bachelor's degree in any field and one year of advanced level experience supervising a probation/parole unit or office that performs assessment, evaluation, supervision, and guidance of incarcerated or released felony adult offenders.

Physics and Science Specialists:

Benchmark 140: Hydrologist II

Level: advanced level

Summary: The Hydrologist classification covers those professional level positions substantially involved in the scientific study, collection, reduction, interpretation and reporting of hydrologic data regarding water, water cycles and water resources. The work typically centers around one of three areas: surface water, groundwater or water quality studies. Positions perform hydrologic investigation, as well as provide hydrologic data to solve management problems; provide technical expertise to water resource managers by reviewing projects proposed by outside agencies; provide data to engineers in designing bridges, hatcheries, or hydroelectric plants; collect information on water availability for water users; document, inventory and inspect wells and water diversion structures; perform flood surveys for flood control projects; and review and approve hydrological studies associated with contaminated sites, clean up and remediation.

Qualifications: Bachelor's degree in the field of hydrology and two years of professional level experience in hydrology or any of its subdivisions such as hydrogeology, hydrologic engineering, water chemistry or limnology.

Benchmark 141: Geologist III

Level: advanced level

Summary: Geologists III perform advanced professional level geology work, as field geologists assigned specific project management tasks, regulatory functions, and/or in geologic specialties, focused on geologic subdisciplines such as structural geology, tectonics, petrography, igneous petrology, ore deposits, neotectonics, sedimentology, volcanology or others. Geologists III compile, synthesize and interpret geologic data; plan and execute logistics for field operations; perform geologic mapping and energy resource studies; review, approve and inspect mining exploration and mining operations; or conduct hazard assessments.

Qualifications: A bachelor's degree in geology, geophysics, geochemistry, geological engineering, engineering geology, or any of their subdivisions and one year of journey professional level experience in geology, geophysics, geochemistry, geological engineering, engineering geology, or any of their subdivisions.

Benchmark 142: Chemist IV

Level: expert level

Summary: The Chemist classification includes positions performing work that requires full professional education and training in the field of chemistry. Work is analytical in nature, involving investigation and interpretation of composition, molecular structure and properties of substances, transformations which they undergo, and the effects of such substances and transformations. Positions conduct a variety of analyses and present authoritative findings and conclusions. Work is primarily performed in laboratories. Chemists develop, standardize or carry out methods and procedures for the analysis of compounds or substances, most commonly for the purposes of (1) detection, identification and quantification, (2) compliance with law, accepted standards or other requirements, (3) criminal investigation or law enforcement. Chemist IV may also serve as working leader of a chemical laboratory staff, where responsibility is assigned for directing or performing work at the Chemist III level.

Qualifications: Bachelor's degree in chemistry and four years of increasingly responsible professional laboratory experience as a chemist, biochemist, geochemist, criminalist, or closely related position.

Environmental Science Specialists:

Benchmark 143: Environmental Program Specialist III

Level: journey level

Summary: Environmental Program Specialists III perform program work to protect or improve environmental quality and public health, control pollution, remedy environmental damages, and ensure compliance with environmental laws, regulations, and permits. Incumbents plan and perform a variety of project or program activities involving establishing criteria; formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory services to state and local government officials, industry representatives, and others on specific functions or programs. At this level the work involves full responsibility for well-established aspects of one or more programs or functional areas and includes a wide variety of duties involving diverse and complex technical and program considerations

Qualifications: A bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration and one year of first working professional level experience developing knowledge and skills in environmental regulations, pollution control, environmental damage recovery or programs to protect or improve environmental quality.

Benchmark 144: Environmental Program Manager I

Level: supervisory level

Summary: Environmental Program Manager I is the first level responsible for the delivery of environmental program services. Under general direction, incumbents direct the work of an office or unit providing services to regulated entities or agencies in a defined geographic area and directly supervise professional level staff. Incumbents have responsibility for planning, organizing, directing, and controlling resources and program delivery for the office or unit; including developing and implementing procedural controls, budget development and control, personnel administration, and procurement. This is a supervisory class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Qualifications: A bachelor's degree in an environmental, physical, biological, or natural science; or related and one year of advanced level professional experience in environmental regulation compliance.

Benchmark 145: Environmental Impact Analyst III

Level: advanced level

Summary: Under general direction, Environmental Impact Analysts III perform advanced professional level duties in preparing Environmental Assessments and Environmental Impact Statements. Incumbents serve as team leaders or coordinators on environmental studies, where the scope and complexity requires the work of multiple analysts or consultants, or serve as subject matter experts in facilitating departmental development of environmental policies and procedures and construction permitting requirements. At this level incumbents perform advanced level work, review the work of trainee and journey level analysts, and train others in technical detail, including interagency task force members and consultants. The advanced level work is characterized by large, multi-stage construction projects with Environmental Assessments or Environmental Impact Statements that require coordinating the work of multiple analysts or managing the work of consultants.

Qualifications: A bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration and two years of journey professional experience evaluating the potential environmental and socio-economic impacts of construction projects; preparing environmental documentation; and determining, negotiating, and monitoring permitted activities.

Engineering, Unlicensed:

Benchmark 146: Engineering Assistant III

Level: journey level

Summary: Performs journey level non-licensed engineering duties, applying accepted engineering practices in the location, design, materials, research, maintenance and construction of roads, bridges, buildings, airports, harbor facilities, utilities, or other engineering projects. As

first independent level on-site or project engineer, directs and supervises construction projects such as roadways, bridges, airports, buildings, utilities or others requiring journey level experience in the field of engineering due to the increasing complexity of the assigned projects. Incumbents are responsible for the project's technical aspects, compliance with regulations and specifications, the review of project documentation and quantities, the recommendation of pay item quantity adjustments, the function as the department's representative with the contractor, property owners, businesses and the public, the performance of inspection duties, and other related tasks.

Qualifications: Bachelor's degree from an institution accredited by the Accreditation Board for Engineering and Technology (ABET), with a major in engineering, architecture or land surveying and two years of engineering, architectural or land surveying experience.

Benchmark 147: Communications Engineering Associate II

Level: advanced level

Summary: Communications Engineering Associates II perform or supervise a variety of engineering duties involving the design, installation and/or modification of a wide range of communications systems including voice, optical and data communications via radio, microwave or satellite transmission. Incumbents of these positions provide engineering expertise to State agencies regarding electromagnetic communications requirements; and recommend new, or revise existing communications. Incumbents at this level are expected to function independently; and, performance is evaluated in terms of overall system effectiveness.

Qualifications: A bachelor's degree with a major in electrical, electronics, or communications engineering; or, a closely related field and three years of experience.

Benchmark 148: Utility Engineering Analyst IV

Level: advanced level

Summary: Positions in the Utility Engineering Analyst IV perform or supervise an engineering review function within the Public Utility Commission (PUC) in the evaluation of proposed or regulated utilities in respect to their willingness and ability to provide service, the convenience and necessity of such service, the reasonableness of engineering and operating expenditures in rate proceedings cases, and the evaluation of the continuing quality of service. Incumbents are assigned primary docket responsibility for evaluating and providing subsequent recommendations on the engineering aspects of utility certification, rate cases, and quality of service studies for the larger and more complex utilities such as electrical or telecommunications. Assignments require greater engineering expertise, judgment, and depth and scope of investigation.

Qualifications: Bachelor's degree in engineering or related field and five years of professional engineering experience including two years in utility engineering at the full performance level.

Engineering, Licensed:

Benchmark 149: Engineer/Architect III

Level: advanced/supervisory level

Summary: Engineer/Architect III is responsible for applying theories, principles and practices of professional engineering or architecture to transportation and public facilities projects. Positions in this class function either as a section chief for an engineering nonsupport or support

section such as Technical Services or Preliminary Design or for a design or construction section, reporting directly to a group chief; OR as an engineering manager, responsible for supervising and administering multiple large and/or complex projects. Included in this class are positions responsible for design and construction project management in the buildings/public facilities mode.

Qualifications: Registration as a Professional Engineer (PE) or Architect, and three years of professional engineering or architectural experience.

Benchmark 150: Technical Engineer I/Architect I

Level: specialist level

Summary: Under general administrative direction, the Technical Engineer I/Architect I serves in a statewide or region wide review and/or consulting role as a technical engineering or architectural specialist involved in development and modification of engineering or architectural techniques, approaches, standards and procedures. Responsibilities include quality control and technical assistance functions for very specific areas of engineering on a regional or statewide basis. Work requires an intensive and diversified knowledge of the specialized area of assignment.

Qualifications: Registration as a professional engineer (PE) or professional architect, and two years of professional engineering or architectural experience.

Architecture and Landscape Architecture:

Benchmark 151: Landscape Specialist

Level: journey level

Summary: Under minimal supervision of a Landscape Supervisor, uses professional landscape standards to plan and design land areas; analyzes ground sites, prepares and designs plans for development of State facilities or properties. Provides the full range of landscape architectural work from initial planning and design through project completion. (Common working titles are Landscape Designer or Landscape Architect).

Qualifications: A Bachelor's degree in Landscape Architecture or a related field and one year experience gathering field data plus designing and preparing site development plans for a landscape architect or designer.

Vessel Construction:

Benchmark 152: Vessel Construction Manager II

Level: advanced/management level

Summary: Incumbents manage medium to large vessel engineering and construction projects for ships and ship systems. Incumbents oversee project development, construction, contract administration and implementation, budgeting, financial management, staffing, reporting, public relations, and coordination with marine engineering staff, consultants, naval architects, contractors, and outside regulatory agencies. Works independently at the highest level of vessel project management with strong negotiation and communication skills and considerable knowledge of contract law, construction practices, naval architecture, and marine engineering disciplines.

Qualifications: Bachelor's degree in marine engineering, naval architecture, mechanical engineering, electrical engineering or naval science and one year of experience.

Land Surveying:

Benchmark 153: Land Surveyor I

Level: journey level

Summary: At this level incumbents perform or review land surveying duties in measuring and locating land, site planning, survey instruction writing, and map, plat, and field reviews. Incumbents may oversee survey activities or a survey project (which may entail serving as a working leader over non-registered project staff) and/or review control and boundary surveys of various contract land survey projects. Land Surveyors I apply theories, principles, and practices of professional (registered) land surveying. Land Surveyors I perform or review difficult and complex survey assignments where registration as a Professional Land Surveyor is required. Incumbents may be responsible for legal professional approval of surveys, stamping documents with the incumbent's professional seal, and/or may lead activities of a group of technical and non-registered personnel. Land Surveyors I usually function as project coordinators (i.e., having responsibility for a project) and working leaders over non-registered land surveying staff.

Qualifications: Registration as a Professional Land Surveyor.

Benchmark 154: Survey, Journey

Level: journey level

Summary: Determines, delineates and positions facility, land and construction areas by measuring distances, elevations, areas, angles and boundaries. Reviews and confirms party chief's calculations. Operates and maintains all survey equipment. Work at this level is performed independently, using standard methods and techniques, and consists of assignments that are typical of the occupational field. (Common working title is Instrumentman).

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Cartography and Drafting:

Benchmark 155: Drafting Technician III

Level: journey level

Summary: Under general supervision, performs the full range of manual and automated drafting duties in the fields of mechanical, architectural, or civil engineering or cartographic work. Incumbents are expected to perform any type of assignment with a minimum of instruction or supervision. Prepares detailed engineering plan sheets such as plan and profile, design detail, typical section, summaries, traffic, and traffic control. Assembles into complete plan set. Plans layouts, determines scales, methods of presentation, draws sectional views, confers with engineering staff to resolve tolerances and other issues.

Qualifications: High school diploma or equivalent with computer assisted drafting, design, or mechanical drawing course work at the technical/vocational school or college level and one year of automated drafting experience.

Benchmark 156: Cartographer II

Level: journey level

Summary: Under general supervision, compiles and produces a variety of maps and other graphic designs using a variety of software programs; compiles base map information from a variety of sources including aerial photography; digitizes information; produces draft and camera ready maps and graphs. Performs project planning including providing cost and production time estimates. Incumbents complete projects independently referring only the most difficult or complex matters to the supervisor.

Qualifications: High school diploma or equivalent and four years of cartographic or drafting experience including one year of computer assisted map production.

Food and Custodial Services:

Benchmark 157: Food Service, Sub-Journey

Level: entry level

Summary: Responsibilities include preparing food, compiling and preparing ingredients prior to cooking, setting tables, serving food, and cleaning-up food service equipment and areas. Incumbents at this level perform the more routine, non-specialized and repetitive tasks that do not require the more specialized skills. Basic tasks are those of progressive difficulty and performed under direct supervision until proficiency is demonstrated. (Common working titles are Food Service Worker, Cook's Helper, Assistant Cook).

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Benchmark 158: Food Service, Lead

Level: lead level

Summary: Performs the work and leads a group of other workers by directing and reviewing tasks. Sets schedules and priorities, determines methods, provides training and instruction, and evaluates and approves completed tasks. Tracks and maintains inventory and budget controls; orders and receives supplies for a shift. (Common working titles are Lead Cook, Shift Leader).

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Benchmark 159: Environmental Services, Journey II

Level: journey level

Summary: Incumbents in this class maintain a clean and sanitary physical environment in State facilities, institutions and hospitals. The work includes laundry service, area cleaning including furniture, upholstery and carpets, maintaining clean and safe entrances and walkways and performing minor equipment and building maintenance and repairs. Work is performed independently, using standard methods and techniques and consists of assignments that require prior experience or training in using large/heavy equipment and specialized cleaning processes. (Common working titles are Custodian, Janitor).

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Aircraft, Automobile or Vessel Maintenance:

Benchmark 160: Mechanic, Automotive, Advanced Journey/Lead

Level: advanced/lead level

Summary: Incumbents in this class inspect, perform preventative maintenance, diagnose equipment failure, and make necessary repairs and modifications to engine powered machinery and support structures. May also design and fabricate parts. At this level, work routinely requires the resolution of unusual, difficult or exceptional issues by developing or modifying approaches, methods or techniques. This level performs computerized diagnostic mechanic duties and requires the application of a wide range of skills and independence of action in troubleshooting electronic/mechanical systems, equivalent to a skilled heavy duty mechanic. Lead workers perform the work and lead a group of other workers by directing and reviewing tasks; assigning work; setting schedules and priorities; determining methods; providing training and instruction; and evaluating and approving completed tasks.

Qualifications: High school diploma or equivalent and three years of related experience. May also require completion of recognized apprenticeship program. Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Benchmark 161: Mechanic, Automotive, Foreman I

Level: supervisory level

Summary: Incumbents in this class act as an intermediary between workers and management to organize, assign and directly supervise the work of a labor, trades and crafts occupational group. Incumbents at this level are accountable for the quality and quantity of the work accomplished.

Qualifications: High School Diploma or equivalent and five years increasingly responsible technical automotive experience. Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Equipment Operations:

Benchmark 162: Equipment Operator, Journey II

Level: journey

Summary: Equipment operations cover a variety of light and heavy duty ground motorized equipment. Incumbents in this class operate the equipment in construction or maintenance environments to construct, repair, maintain, and provide for the safety of highways, roads, parts, airports and other public transportation areas. This level operates specialized heavy duty equipment such as grader, loader, dump truck, and all core equipment of the duty station with demonstrated proficiency.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. May require valid commercial driver's license for the type of equipment operated.

Benchmark 163: Equipment Operator Foreman I

Level: supervisory level

Summary: Incumbents in this class act as an intermediary between workers and management to organize, assign and directly supervise the work of a labor, trades and crafts occupational group. Incumbents at this level are accountable for the quality and quantity of the work accomplished, but does not generally perform the work with the exception of those located at certificated and non-certificated airports. Positions oversee equipment operations and mechanic crew of eight or more on multiple and simultaneous activities, covering more lane miles; or direct the work of up to eight operators and/or mechanics at non-certificated FAA airport.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. May require valid commercial driver's license for the type of equipment operated.

Building and Facility Maintenance:

Benchmark 164: Maintenance Generalist, Journey

Level: journey level

Summary: The Maintenance Generalist Journey covers occupations involving the repair and maintenance of exterior and interior buildings, building component and system devices, structures, the care and maintenance of plants and grounds, the preventive maintenance and servicing of equipment, and the related manual physical work. The work requires a range of competencies in a variety of trades such as plumbing, electrical, painting, masonry, concrete, carpentry, grounds maintenance and gardening. At this level work is performed independently, using standard methods and techniques, and consists of assignments that are typical of the occupational field.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. May also require appropriate certification depending on area of assignment.

Benchmark 165: Maintenance Specialist, Bldg/Facility/Construction, Journey I

Level: journey level

Summary: Work is typically concerned with complete systems or complex whole structures requiring the application of more advanced skills or licenses. Performs fundamental maintenance and repair such as installing and repairing electronic equipment, boilers and furnaces, computer systems, pneumatic controls, and power generation systems. This level performs work involving the full range of assignments normally associated with skilled work whereby the skill was gained through formal training or equivalent work experience in two or more recognized trades.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. Also requires licensing in field of specialization.

Benchmark 166: Maintenance Specialist, Bldg/Facility/Construction, Foreman

Level: supervisory level

Summary: Oversees skilled tradesmen performing building maintenance and repair. Incumbents in this class act as an intermediary between workers and management to organize, assign and directly supervise the work of a skilled trades occupational group. Incumbents at this level are accountable for the quality and quantity of the work accomplished.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. Also requires licensing in field of specialization.

Benchmark 167: Maintenance Specialist, Electrician, Journey II/Lead

Level: journey level

Summary: Maintains, inspects, repairs, adjusts and installs electrical systems; recognizes and responds to dangerous situations or emergencies such as high voltage systems, electrical fires, loose hot wires, broken power lines, etc.; troubleshoots and repairs defective electronic/electrical equipment. Lead workers inspect work done by lower level workers, and makes daily assignments. (Common working title is Electrician).

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. Also requires Electrician license.

Instrument Technicians:

Benchmark 168: Survey Instrument Technician II

Level: journey level

Summary: Under general direction, supervises and manages a precision optical, mechanical, magnetic and electro-optical instrument repair facility. Orders and installs replacement parts and components. Designs and constructs adapters, fixtures, brackets, test equipment and special tools as required.

Qualifications: High school diploma or equivalent and three years of experience in the adjustment, repair and maintenance of precision optical, mechanical, magnetic and electro-optical surveying instruments.

Construction Support:

Benchmark 169: Engineering Technician, Journey

Level: journey level

Summary: Incumbents are fully proficient, working independently to assist more senior technicians and engineer assistants in inspection, office engineering, materials testing, construction and surveying. Functions as the project engineer's representative on heavy construction projects and independently monitors discrete components of large projects, or the entirety of smaller ones, to ensure and document conformance of construction to project specifications and to document contractor's technique and productivity.

Qualifications: Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. May also require appropriate certification depending on area of assignment.

Benchmark 170: Materials Laboratory Technician, Journey

Level: journey level

Summary: 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. Plays a major role in laboratory accreditation.

Qualifications: An Associate's of science degree in chemistry or lab related field and related experience. Minimum qualifications are determined based on the competencies required of the position. Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job.

Vessel and Aircraft Operations:

Benchmark 171: Aircraft Pilot II

Level: journey level

Summary: Under general direction, pilots fixed wing or helicopter aircraft on departmental operations, administrative business or law enforcement missions.

Qualifications: A Commercial Pilot License and either Aircraft Multi-Engine Land or Sea rating or Rotocraft rating. A total of 1,500 hours flying aircraft which includes 500 hours as Pilot-In-Charge fixed wing aircraft and 500 hours as Pilot-In-charge of a fixed wing multi-engine aircraft.

Benchmark 172: Boat Officer III

Level: journey level

Summary: Performs and/or supervises the full range of duties and responsibilities involved in the safe operation and maintenance of vessels. Depending on levels of responsibility, incumbents may command, navigate, operate the engine and auxiliary equipment, make repairs to the engine, equipment and boat or perform related duties. Functions as 2nd in command of vessels 70 feet in length or larger, or as a captain of vessels 49-64 feet in length with full responsibility for its operations and piloting.

Qualifications: Two years of work experience as second-in-command or relief captain of a vessel of 46 feet in length or larger, or as a captain of a vessel of 28 feet in length or larger. Must have a U.S. Coast Guard 100-ton Master's license.

Office Equipment Operation:

Benchmark 173: Mail Services Courier

Level: journey level

Summary: Under general supervision in a central mail services center, completes all machine processes required for mail production runs using standard settings and programs. Completes assigned mail pick-up and delivery routes, prioritizes job orders, and maintains logs and tracks packages.

Qualifications: One year of related work experience. Also requires possession of valid driver's license.

Facility Security:

Benchmark 174: Security Guard I

Level: journey level

Summary: Following well-defined policies and procedures, Security Guards I ensure the safety and security of people and property at state-owned facilities. Incumbents perform a full array of security and inspection activities under general direction, following well-defined policies and procedures. Security Guards do not carry firearms and do not make arrests.

Qualifications: High school diploma or equivalent and six months of related experience. Also requires a valid driver's license.

Vessel Workers:

Benchmark 175: Second Mate

Level: journey level

Summary: Under direction of the Chief Mate, functions as the ship's navigation officer of a vessel. Maintains all navigation charts, publications, and equipment; assists the master and chief mate to maintain security of the vessel; stands deck watch; supervises loading and off loading operations; conducts weekly inspections of safety equipment; records weather observations and completes required forms; and maintains various supplies.

Qualifications: Unlimited Second Mate License appropriate for the vessel, pilotage required for all routes appropriate for the vessel, possession of Proficiency in the Use of Survival Craft Endorsement, and Current Standards of Training, Certification, Watchkeeping for Seafarers (STCW) Certificate with Second Mate license endorsement.

Benchmark 176: Steward

Level: journey level

Summary: Under supervision of the Chief Steward or designee, performs a variety of housekeeping, cleaning and/or galley duties aboard the vessel. Assists in maintaining security of the vessel; responds to and assists with customer needs; assists in loading stores and handling stock; performs various housekeeping/cleaning duties.

Qualifications: Related experience required. At least eighteen (18) years of age; high school diploma or equivalent; must be eligible to obtain a U.S. Coast Guard Merchant Mariner's Document; physical ability to perform any required duties of the Steward's department.

Benchmark 177: Third Assistant Engineer

Level: journey level

Summary: Under direction of the First Assistant Engineer, performs hourly rounds of the MSD room, auxiliary engine room, main engine room, and shaft alleys on a vessel. Logs engine temperatures and monitors systems; orders, receives, stores and inventories parts and materials; stand watch to monitor and prevent mechanical malfunctions; cleans, oils and lubes all machinery, strainers and filters.

Qualifications: High school diploma or equivalent and also requires Unlimited Third Engineer License, possession of Proficiency in the Use of Survival Craft Endorsement, and Current Standards of Training, Certification, Watchkeeping for Seafarers (STCW) Certificate.

Benchmark 178: Able Bodied Seaman

Level: journey level

Summary: Under the supervision and direction of the Deck Watch Officer, stands wheel and lookout watches. Under supervision of the Boatswain performs operational, maintenance, and sanitation duties on a vessel.

Qualifications: Related experience required. High school diploma or equivalent; possession of a United States Coast Guard Seaman's document as Able Bodied Seamen (must read AB Limited, Unlimited, or Special); and possession of a valid Standards of Training, Certification, and Watchkeeping for Seafarers (STCW 95) Certificate, the STCW-95 Certificate must be endorsed for rating forming part of a navigational watch.

Benchmark 179: Oiler

Level: journey level

Summary: Under supervision of the First Assistant Engineer and/or Watch Engineer, assists in the safe, efficient operation of the main propulsion units, electrical generation units, and related mechanical equipment on board a vessel.

Qualifications: Related experience required. High school diploma or equivalent and possession of a United States Coast Guard Seaman's Document for Oiler.

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Participating Organization Name: _____
 Contact Name & Title: _____
 Contact Phone/Email: _____
 Address: _____
 City, State, Zip: _____

Please review the preceding job description summaries to assist in matching jobs

BENCH MARK NO.	BENCHMARK TITLE	YOUR ORGANIZATION'S TITLE	STANDARD WORK WEEK			ANNUAL FLAT RATE SALARY*	ANNUAL SALARY* AT ENTRY (or range minimum)	ANNUAL SALARY* AFTER 5 YEARS**	ANNUAL SALARY* AFTER 10 YEARS**	ANNUAL RANGE MAXIMUM (if different from 10 year salary)	NO. OF YEARS TO RANGE MAXIMUM
			37.5	40	66	(if no range exists)					
1	Division Director-PX										
2	Division Operations Manager										
3	Administrative Clerk II										
4	Administrative Assistant II										
5	Administrative Officer I										
6	Accounting Technician I										
7	Accountant III										
8	Accountant V										
9	Human Resource Technician II										
10	Human Resource Specialist I										
11	Human Resource Manager I										
12	Analyst Programmer IV										
13	Data Processing Manager I										
14	Microcomputer/Network Specialist I										
15	Systems Programmer II										
16	Internet Specialist I										
17	Statistical Technician I										
18	Research Analyst III										

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			37.5	40	55						
19	Stock & Parts Services, Journey II										
20	Procurement Specialist III										
21	Claims Administrator										
22	Loan Closer/Processor II										
23	Grants Administrator II										
24	Occupational License Examiner										
25	Insurance Analyst I										
26	Community Care Licensing Specialist I										
27	Financial Institution Examiner III										
28	Utility Financial Analyst III										
29	Commercial Vehicle Enforcement Officer II										
30	Occupational Safety & Compliance Officer										
31	Safety Insp. & Compliance, Elevator Inspector										
32	Environmental Health Officer III										
33	Tax Technician III										
34	Tax Auditor III										
35	Revenue Audit Supervisor II										
36	Oil & Gas revenue Auditor III										
37	Internal Auditor III										
38	Local Government Specialist III										
39	Budget Analyst III										

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			37.5	40	46						
40	Economist III										
41	Petroleum Economist II										
42	Community Development Specialist II										
43	Planner III										
44	Transportation Planner I										
45	Radio Dispatcher II										
46	Emergency Management Specialist II										
47	Airport Operations Officer										
48	Ferry Terminal Assistant I										
49	Reservations Specialist										
50	Port Captain										
51	Maintenance & Operations Superintendent										
52	Right-of-Way Agent III										
53	Appraiser II										
54	Building Management Specialist										
55	Airport Leasing Specialist II										
56	Education Program Assistant										
57	Education Specialist II										
58	AVTEC Instructor										
59	Training Specialist II										
60	Alaska Military Youth Academy Team Leader										

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			37.5	40	56						
61	Recreation Assistant										
62	Library Assistant I										
63	Librarian III										
64	Archivist II										
65	Museum Curator II										
66	Archaeologist II										
67	Subsistence Resource Specialist II										
68	Publications Specialist II										
69	Information Officer II										
70	Child Support Specialist I										
71	Child Support Manager										
72	Eligibility Technician II										
73	Medical Assistance Administrator III										
74	Workers' Compensation Technician										
76	Social Services Program Coordinator										
76	Social Services Associate II										
77	Social Worker II (Children's Services)										
78	Social Worker IV/Children's Services Supervisor										
78	Public Guardian										
80	Vocational Rehabilitation Assistant II										
81	Vocational Rehabilitation Counselor III										

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			37.5	40	56						
82	Employment Security Specialist IB										
83	Employment Service Manager I										
84	College Intern III										
86	Health Program Associate										
88	Health Program Manager II										
87	Public Health Specialist II										
88	Certified Nurse Aide I										
89	Psychiatric Nursing Assistant III										
90	Nurse II										
91	Nurse II (Psychiatric)										
92	Public Health Nurse II										
93	Nurse IV										
94	Health Practitioner I										
98	Wildlife Veterinarian										
96	Psychological Counselor II										
97	Mental Health Clinician III										
98	Pharmacy Technician										
99	Recreation Therapist II										
100	Laboratory Technician										
101	Public Health Microbiologist I										
102	Fish & Wildlife Technician II										

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			37.5	40	56	FLAT RATE SALARY*	RT ENTRY				
						(if no range exists)	(or range minimum)	AFTER 5 YEARS**	AFTER 10 YEARS**	(if different from 10 year salary)	MAXIMUM
103.	Fishery Biologist II										
104	Fishery Biologist IV										
106	Biometrician III										
106	Fisheries Scientist I										
107	Agronomist II										
108	Natural Resource Technician II										
109	Natural Resource Specialist II										
110	Natural Resource Manager II										
111	Wildland Fire & Resource Technician III										
112	Park Ranger I										
113	Museum Protection & Visitor Services Supervisor										
114	Criminal Justice Technician I										
118	Law Office Assistant I										
116	Paralegal II										
117	Attorney II										
118	Attorney IV										
119	Administrative Law Judge I										
120	Workers' Compensation Hearing Officer II										
121	Forensic Technician I										
122	Forensic Scientist III - Chemistry										
123	Forensic Scientist III - DNA										

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			37.5	40	56						
124	Investigator III										
125	Recorder II										
126	Motor Vehicle Customer Service Representative I										
127	Motor Vehicle Office Manager I										
128	State Trooper										
129	Lieutenant, Alaska State Troopers										
130	Court Services Officer										
131	Airport Police & Fire Officer II										
132	Airport Police & Fire Officer V										
133	Deputy Fire Marshal I										
134	Correctional Officer II										
136	Correctional Superintendent I										
136	Juvenile Justice Officer II										
137	Juvenile Probation Officer II										
138	Adult Probation Officer II										
139	Adult Probation Officer IV										
140	Hydrologist II										
141	Geologist III										
142	Chemist IV										
143	Environmental Program Specialist III										
144	Environmental Program Manager I										

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BENCH-MARK NO.	BENCHMARK TITLE	YOUR ORGANIZATION'S TITLE	STANDARD WORK WEEK			ANNUAL FLAT RATE SALARY* (if no range exists)	ANNUAL SALARY* AT ENTRY (or range minimum)	ANNUAL SALARY* AFTER 5 YEARS**	ANNUAL SALARY* AFTER 10 YEARS**	ANNUAL RANGE MAXIMUM (if different from 10-year salary)	NO. OF YEARS TO REACH RANGE MAXIMUM
			37.5	40	56						
145	Environmental Impact Analyst III										
146	Engineering Assistant III										
147	Communications Engineering Associate II										
148	Utility Engineering Analyst IV										
149	Engineer/Architect III										
180	Technical Engineer I/Architect I										
181	Landscape Specialist										
182	Vessel Construction Manager II										
183	Land Surveyor I										
184	Survey, Journey										
188	Drafting Technician III										
188	Cartographer II										
187	Food Service, Sub-Journey										
188	Food Service, Lead										
189	Environmental Services, Journey II										
160	Mechanic, Automotive, Advanced Journey/Lead										
181	Mechanic, Automotive, Foreman I										
162	Equipment Operator, Journey II										
163	Equipment Operator Foreman I										
164	Maintenance Generalist, Journey										
168	Maintenance Specialist, Journey I										

* report BASE salary only
 ** in the same job

State of Alaska

Salary Reporting Form-master list.xlsx

Please review the preceding job description summaries to assist in matching jobs

BENCH- MARK NO.	BENCHMARK TITLE	YOUR ORGANIZATION'S TITLE	STANDARD WORK WEEK			ANNUAL FLAT RATE SALARY* (if no range exists)	ANNUAL SALARY* AT ENTRY (by range minimum)	ANNUAL SALARY* AFTER 5 YEARS**	ANNUAL SALARY* AFTER 10 YEARS**	ANNUAL RANGE MAXIMUM (if different from 10 year salary)	NO. OF YEARS TO RANGE MAXIMUM
			37.5	40	56						
166	Maintenance Specialist, Foreman										
167	Maintenance Spec., Electrician, Journey II/Lead										
168	Survey Instrument Technician II										
169	Engineering Technician, Journey										
170	Materials Laboratory Technician, Journey										
171	Aircraft Pilot II										
172	Boat Officer III										
173	Mail Services Courier										
174	Security Guard I										
176	Second Mate										
176	Steward										
177	Third Assistant Engineer										
178	Able Bodied Seaman										
179	Oiler										

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** in the same job