



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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Memorandum

To: Kate Sheehan
Division Director

Thru: Keith Murry 
Class Studies Supervisor

From: Sophie Lager 
Class Studies Analyst

Date: December 16, 2019

Subject: Social Services Associates

The Department of Administration, Division of Personnel and Labor Relations (DOP&LR) initiated a classification study of the Social Services Associate I-II job classes. The study was initiated in accordance with ongoing maintenance of job classes and to populate all position descriptions in the Online Position Description system. The specifications for Social Services Associate were last reviewed June 30, 2001.

This memorandum addresses the study processes and results of the Social Services Associate I-II job classes. The study included 78 positions, 77 of which are in the Department of Health and Social Services and 1 in the Department of Education and Early Development.

Job analysis revealed that the body of work has remained largely unchanged, but has diversified over time. It was determined that the work ultimately resides at Social Services Associate II and it is appropriate to abolish Social Services Associate I. Social Services Associate II is retitled to Social Services Associate and is the only job class in the series.

Existing salary range assignments remain unchanged and the Social Services Associate job class is aligned at range 12.

Class codes for Social Services Associate remain unchanged from those previously assigned to Social Services Associate II (PF0222).

Three positions are reclassified up from Social Services Associate I to Social Services Associate; 17 flexibly staffed SSA I/II's are reclassified up from Social Services Associate I to Social Services Associate and have had their flexible staffing removed; 53 flexibly staffed Social Services Associate II's have had their flexible staffing removed and are retitled Social Services Associate; five positions have been retitled from Social Services Associate II to Social Services Associate. This information is illustrated in the following table:

DHSS			DEED	Actions
Office of Children's Services	Division of Juvenile Justice	Alaska Pioneer Homes	Mt. Edgecumbe	
16	1	0	0	Reclass up; Remove Flex Staffing; Title Change
3	0	0	0	Reclass up; Title Change
39	14	0	0	Remove Flex Staffing; Title Change
3	0	1	1	Title Change

The effective date for implementing the above changes to class series and position allocations is December 16, 2019. Correspondence on the allocation of study positions is being distributed through the OPD system.

Cc: Sana Efird – Assistant Commissioner
Department Health & Social Services

Neil Steininger, Administrative Services Director – Department of Education & Early Development
Office of Management and Budget
Office of the Governor

Janelle Vanasse – Division Director
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Department of Education & Early Development

Rachel Atkinson – Payroll Services Manager