

MEMORANDUM

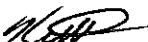
State of Alaska Department of Administration Division of Personnel & Labor Relations

To: Nicki Neal
Director

Date: January 19, 2010

Thru: Pam Day
Classification Manager

Phone: 465-8482
Fax: 465-1029
Email: pam.day@alaska.gov

From: 
Keith Murry
Human Resource Specialist

Phone: 465-4074
Fax: 465-1029
Email: keith.murry@alaska.gov

Subject: Executive Administrator, BPA Study

Preamble:

In response to the enactment of AS 08.04.055 the Division of Corporations, Business and Professional Licensing in the Department of Commerce, Community & Economic Development requested a new position to serve as the executive secretary of the Board of Public Accountancy.

Class Analysis:

The new position is responsible for providing administrative support to Board of Public Accountancy, providing professional guidance and assistance to individuals licensed, or seeking license, by the Board; and representing the Board to other state and federal agencies, local and national professional organizations, and local and national regulatory organizations.

The state's classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that: 1) the same title can be used to clearly identify each position; 2) the same minimum qualifications for initial appointment can be established for all positions; 3) the same rate of basic pay can be fairly applied to all positions; and 4) employees in a particular class are considered an appropriate group for purposes of layoff and recall. Job classes should be constructed as broadly as is feasible as long as the tests of similarity are met.

The existing job classes covering Executive Administrators of occupational licensing boards are all single-position job classes in the partially exempt service defined by their role in supporting a specific board. The agency has requested the position being created be placed in the partially exempt service. House Bill 315 did not amend AS 39.25.120 (c) or specify the service for the position it authorized; therefore, placing the position in the partially exempt service will require action of the Personnel Board under AS 39.25.130. Until the Personnel Board takes action to extend the partially exempt service the position remains in the classified service. Whether the position is in the classified service or the partially exempt service the tests of similarity dealing with entrance requirements apply. The position's requirement for professional knowledge and

skill in public accountancy, and duties and responsibilities that are significantly different than those that define and distinguish the Accountant class series, supports establishing a new job class.

Class Title:

A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

A class study conducted in 2003 included each of the Executive Administrators of occupational licensing boards and changed their class titles from Executive Secretaries. In keeping with this practice the new job class is titled "Executive Administrator, Board of Public Accountancy."

Minimum Qualifications:

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work to be performed.

In accordance with AS 08.04.070(h), the Board established the qualifications for the position in 12 AAC 04.145. The minimum qualifications have been established based on the final regulation filed by Lieutenant Governor Treadwell on January 5, 2011, and effective February 4, 2011.

Class Code:

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

Based on the requirement for professional knowledge and experience in accountancy, the class is aggregated to the Accounting and Fiscal job family (PB02) in the Administrative and Office Support Occupational Group.

AKPAY Code:

AKPAY Codes are assigned to job classes for use in legacy computer systems which cannot use the six-digit Class Codes. The new class is assigned AKPAY Code K0097

Fair Labor Standards Act

An employee in the position in this study is covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). The primary duty of providing professional assistance to the Board of Public Accountancy: requires advanced knowledge in the field of accounting; is in the functional areas of budgeting, finance, purchasing, research, public relations, government relations, and legal and regulatory compliance; and

includes the exercise of discretion and independent judgment in matters of significance. When compensated on a salary basis, an employee in the position is exempt from the overtime and minimum wage requirements of the Act as both a professional and administrative employee.

Salary Analysis:

The salary range of a job class is determined based on internal consistency within the state's pay plans, in accordance with merit principles, with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work. In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same occupational group and job family or related job families.

In evaluating the salary range for the new class consideration was given to alignment with other Executive Administrator job classes and the professional accounting job classes.

The executive administrators all perform the typical duties of administering their board's activities (ensuring licensing laws are properly administered; interpreting such laws for applicants and the public; planning, attending, and writing minutes/summaries of board meetings; representing the board before the media, legislature, other state agencies, other state and national regulatory agencies and professional organizations; and conducting research and summarizing results for the board's consideration). The executive administrators that do not have a statutory requirement for professional licensure under their own board's occupational area and are not required to have special expertise in the occupation are at salary range 18.

The executive administrator class that requires special expertise in the occupation licensed and in the work of the licensed professionals (the Executive Administrator, Real Estate Commission) is aligned one range higher, at salary range 19.

The executive director with a statutory requirement for licensure (the Executive Director, Board of Nursing) also has additional duties not typical of other executive administrators (supervision of staff overseeing the chemical dependency program activities and the Certified Nurse Aide program activities, as well as coordination of a statewide group working to ensure an adequate number of nurses are available to work in Alaska). These additional responsibilities, along with consideration of other nursing class in the alignment, resulted in the job class being aligned at salary range 21. (The class is in the Nursing job family and its range was changed to 23 when that job family's ranges were adjusted under the Market Based Pay Policy.)

The Executive Secretary, Board of Public Accountancy is required to possess expertise in public accountancy and apply that expertise to effectively represent the Board, provide guidance to applicants and licensees, and assist in investigations of violations by licensees. The requirement for specialized expertise indicates the Executive Secretary, Board of Public Accountancy, should be aligned at salary range 19.

In the Accounting and Fiscal job family range 19 falls between the advanced professional Accountant (range 18) and the first program administration level Accountant (range 20). The scope of responsibilities in supporting the licensing board, level of independence in decision making, and nature of decisions and recommendations, along with the level of professional

knowledge and skill in accounting required to effectively perform, corroborates the alignment at range 19.

Conclusions:

The new job class "Executive Administrator, Board of Public Accountancy" is established, placed in the Accounting and Fiscal job family, and assigned salary range 19.

The new position submitted for this review is assigned PCN 08-2111 and allocated to the new job class.

The effective date of the above actions is 02/04/2011

Additional correspondence on the allocation of PCN 08-2111 is being distributed through the OPD system.

Attachment:

Final class specification

cc: Don Habeger
Director
Division of Corporations, Business and Professional Licensing
Department of Commerce, Community & Economic Development

Jo Ellen Hanrahan
Director
Division of Administrative Services
Department of Commerce, Community & Economic Development

Sharon Dick
Human Resource Manager
General Agencies HR Resource Center