

Office of Management and Budget
Department Vacancy Analysis (two or more years vacant)
February 2025

Department of Commerce, Community, & Economic Development

The DCCED has identified 16 positions that have been vacant for two or more years.

PCN	Job Title	Component	Reason Vacant
01023X	Associate Director	Commissioner's Office	The department has been actively recruiting for this position but has been challenged to find an applicant with this unique skillset. the department anticipates filling this position in FY2025.
08T201	Special Project Assistant	Commissioner's Office	This position is an intern located in Ketchikan. The department will actively recruit for this position again in summer 2025, concurrent with the end of the University of Alaska's Spring semester.
08T193	Accountant 3	Administrative Services	This position was transferred into the Division of Administrative Services in FY2025 Management Plan for travel support and has been filled.
216057	Local Government Specialist 2	Community and Regional Affairs	This position is the sole position in the Kotzebue office. The department has recruited for this position many times but has been unable to find a successful applicant. In FY2025 the department authorized recruiting for this position in multiple locations to enable the division to provide services to the region remotely. That recruitment is ongoing. Unless a local applicant is found, this office will be closed on or before May 2027 when the local lease expires.
084044	Actuary	Insurance Operations	The division continues to actively recruit for this position. While the position is vacant, services are performed under contract by actuarial firms at higher cost. Recruitment for this position will continue.
021053	Administrative Assistant 2	Alaska Oil and Gas Conservation Commission	This position was recently reclassified from a Microfilm / Imaging Operator to an Administrative Assistant. The AOGCC is planning recruitment for this position in spring 2025.
04702X	Accounting and Contracts Admin	Alaska Gasline Development Corporation	The AGDC does not use IRIS for personal services. This position is filled.
04718X	Project Engineer	Alaska Gasline Development Corporation	The AGDC does not use IRIS for personal services. This position is vacant until it is needed for project advancement.
04720X	Director, Administrative Servi	Alaska Gasline Development Corporation	The AGDC does not use IRIS for personal services. This position is filled.
04732X	President	Alaska Gasline Development Corporation	The AGDC does not use IRIS for personal services. This position is filled.
080228	Sr Manager PFAM	Alaska Industrial Development and Export Authority	AIDEA has historically only filled project positions as they are needed. Recruitment for this position is anticipated in FY2025 as workload on projects is expected to increase in conjunction with capital projects and investment activity. This position is needed to accomplish these projects.
08T131	College Intern	Alaska Seafood Marketing Institute	This intern position is vacant until needed and until a student is available to perform the work. Recruitment is anticipated in summer 2025.
086059	CCC Spec 3	Regulatory Commission of Alaska	The Regulatory Commission of Alaska has experienced significant recruitment challenges for professional level technical positions. The RCA is competing with the private sector for potential employees, and the private sector is very competitive. RCA will continue to recruit for this position.
086081	Utility Engineering Analyst 3	Regulatory Commission of Alaska	The Regulatory Commission of Alaska has experienced significant recruitment challenges for professional level technical positions. The RCA is competing with the private sector for potential employees, and the private sector is very competitive. RCA will continue to recruit for this position.
08X183	Utility Master Analyst	Regulatory Commission of Alaska	These Utility Master Analyst positions are filled as needed for rate or project review. RCA will recruit as needed based on filing and review activity. When these positions are vacant, funding for them carries forward to the following year to offset operations.
08X185	Utility Master Analyst	Regulatory Commission of Alaska	These Utility Master Analyst positions are filled as needed for rate or project review. RCA will recruit as needed based on filing and review activity. When these positions are vacant, funding for them carries forward to the following year to offset operations.

Department of Corrections (DOC)

The recruitment and retention of qualified applicants continues to be the DOC's primary goal. In December 2024 the DOC had an average vacancy of 12.2 percent, however, moving into January 2025 DOC has increased staffing lowering the vacancy to 10 percent for the month. DOC is continuing recruitment efforts with a focus on security and priority positions where contracts or

overtime are required for coverage. The DOC has 19 positions that are currently reporting as being vacant for two years or longer. The DOC is reviewing each vacant position to determine impacts associated with the vacancy and the potential for realignment to meet priority needs in other areas/locations.

Department of Environmental Conservation (DEC)

The DEC has two positions which have been vacant for two plus years.

- 187913 – Procurement Specialist 3 (Administrative Services)
A candidate accepted the position, and it is pending processing. This was a new position established when the initial IJA funding was announced. The Division of Administrative Services delayed filling the role until such time the body of work exceeded the current capacity. The influx of water and wastewater projects related to IJA funding has begun moving out of design and into construction and increased procurement support is now needed and the need is expected to continue. The position was held to be good stewards of federal dollars within DEC's capital budget.
- 187284 – Village Safe Water Engineer 2 (Water)
This position is vital to the success of the Village Safe Water (VSW) program. The VSW program has conducted numerous recruitment efforts but has not been successful in finding qualified applicants in previous recruitment pools. The program is currently evaluating internal hire opportunities but also continues to explore alternative classifications which may be able to complete this project work without the requirement for professional engineering credentials.

Department of Fish and Game (DFG)

Out of DFG's 849 full-time positions, there are 10 full-time positions that have been vacant for over two years, which is roughly one percent of the full-time workforce. These are reviewed on a case-by-case basis and the DFG has made progress over the past year to reclass positions, transfer positions, and obtain funding if needed. A recent change to the travel process has resulted in some divisions reclassing long-standing vacant positions to help cover the increased workload.

Some vacancies have been awaiting the award of federal disaster funding. The federal funding for disaster projects can take years to obtain and the funding is just now starting to be dispersed by Pacific States Marine Fisheries Commission. Recruitments for these positions are beginning.

Additionally, federal grants make up roughly 35 percent of the DFG budget and cover a large amount of the personal service expenditures. If a grant ends, is decreased, or does not increase for inflation the DFG may not be able to fill all positions. The core mission of the department and the mission of the divisions are still being completed, but vacancies do result in an increased workload for remaining staff.

Department of Health (DOH)

The DOH has identified five positions that have been vacant over two years.

- 166004 – Accountant 2 (Health Care Services, Medical Assistance Administration)
 This position is in the process of reclassification as part of a larger reorganization to meet division needs and DOH’s mission; and is expected to be filled by March 2025. Staff are unable to manage the existing workload, working overtime, and currently do not have the necessary backup to perform the job duties. Additional assistance is necessary to maintain timely financial processes and audit requirements and responsibilities. An existing Accountant 3 (064059) position prepares the Centers for Medicare and Medicaid Services (CMS) budgets to maintain federal funding and is responsible for CMS quarterly reports. If the incumbent leaves, the division would have extreme difficulty learning and managing the required tasks to ensure compliance with the CMS requirements. With this reclassified position the division will be able to successfully maintain and complete the financial responsibilities for continued federal funding.
- 052318 – C/C Lic Spec 1 (Public Assistance, Child Care Benefits) – Last filled 1/15/2022
 This position was previously recruited, and an offer was extended to a candidate. However, the applicant withdrew their initial acceptance of the position. As a result, the position is currently out for recruitment again. This position is essential as the licensing program supports the government's initiative to expand access to quality child care by increasing the number of licensed facilities statewide. Maintaining adequate staffing is critical to achieving this goal. Additionally, ensuring providers meet minimum health and safety standards is fundamental to safeguarding the well-being of children in care.
- 061629 – Medicolegal Investigator 2 (Public Health, State Medical Examiner) – Last filled 6/15/2022 – Transferred from Nursing in October 2024
 The DOH is actively recruiting for this position. Two candidates have been offered the position and declined. Over the last ten years, Alaska has experienced a 33 percent increase in annual number of deaths and a 54 percent increase in the number of deaths certified by State Medical Examiner’s Office, creating unmanageable workloads on staff resulting in difficulty with retention and quality control. In 2023, the office experienced its highest caseload, with Medicolegal Investigators having caseloads exceeding 400 cases. This PCN was moved from Public Health Nursing to the State Medical Examiner’s Office to help with the rising caseload.
- 061231 – Medicolegal Investigator 2 (Public Health, State Medical Examiner) – Last filled 11/15/2022 – Transferred from Nursing in October 2024
 The DOH is actively recruiting for this position. Two candidates have been offered the position and declined. Over the last ten years, Alaska has experienced a 33 percent increase in annual number of deaths and a 54 percent increase in the number of deaths certified by the State Medical Examiner’s Office, creating unmanageable workloads on staff resulting in difficulty with retention and quality control. In 2023, the office experienced its highest caseload, with Medicolegal Investigators having caseloads exceeding 400 cases. This PCN was moved from Public Health Nursing to the State Medical Examiner’s Office to help with the rising caseload.
- 061136 – Health Program Manager 4 (Public Health, Public Health Laboratories) – Last filled 3/15/2022 – Transferred from Nursing in October 2024

The recruitment for this position closed on 12/27/2024 and the candidate pool is being actively interviewed, and a candidate has been selected to move forward to hire. This position will support the State Laboratory Chief in overseeing the operational ends of month for the state public health labs to free the Chief's time to focus on regulatory compliance, testing oversight and quality, data integrity, and laboratory safety. The responsibilities of the Chief's role have grown over the last 10 years and the position requires support to effectively be able to direct staff of more than 50 individuals in two facilities. The position was moved from Public Health Nursing for this critical need.

Department of Labor & Workforce Development (DLWD)

The DLWD is aware of the concerns surrounding long-term vacant positions. During the past 18 months, the DLWD has been actively identifying positions that are vacant for 24 plus months for repurposing to other needs within the department. As such, when new legislation or programmatic initiatives require positions, the DLWD can avoid presenting budgetary asks that include new positions. This active management is described below.

The DLWD currently has 13 positions that have been vacant for 24 plus months on the position report that was generated in January 2025. Three of those positions were reclassified this past fall by DLWD to staff the newly built Office of Citizenship Assistance (OCA) in Anchorage. The supervisor of that office just started and hasn't dropped off the vacancy report. The other two OCA positions are under recruitment, with promising candidates in the applicant pool.

In Labor Standards & Safety (LSS), two of the positions on this list are being repurposed for the Governor's Executive Order on the Alaska Safety Advisory Program within LSS. The funding for these positions is in the DLWD's budget request for FY2026.

Within the Administrative Services Division (ASD), DLWD has moved the longest vacant position out of the Research & Analysis section and into Management Services to use as a new IT Manager position for the entire department. The department's delay revolves around the finalization of the internal IT Classification Study, as the entire IT series has been frozen since January 2024.

Withing the Division of Employment and Training Services (DETS), two long-term vacancies are seasonal Unemployment Insurance (UI) technician positions. The DETS has many of these positions and rarely fill them all at once. Their hiring is driven by workload need, and sometimes the positions remain unfilled longer as a result. A sudden surge in UI applications can result in a need to fill positions like this quickly, and they are useful to have on the books.

The remaining five positions are either 100 percent federally funded or have been challenged in successful recruitments over the period. DLWD will continue to assess if the 24 plus month vacancies are good targets for repurposing within the department.

Department of Law (Law)

Below are three positions within Law that have been vacant for two or more years.

Criminal Division:

- 031350 Paralegal 2, Utqiagvik – The paralegal position has been actively recruited for since becoming vacant on 6/13/2023; the biggest challenge is the location and housing. This position is funded by a Memorandum of Agreement with the Utqiagvik Borough, which requires that the paralegal be in Utqiagvik. Therefore, Law cannot hire in a different location and have them work remotely.
- 031367 Attorney 5, Bethel – The division believes this position will be filled soon. The biggest challenges for this position have been the location and available housing. Bethel is a location the division has been working on housing solutions to try to help with that piece.

Administrative Services:

- 030323 Analyst/Programmer 5, Anchorage – This position performed IT services for the Civil Division’s case management system. When this position became vacant, the department tried to recruit for the position but had multiple failed attempts. In the meantime, the division hired a contractor to perform some of the duties and has used the money from the vacant position to fund the contract work. The recruitment for this position has been put on hold while the Classification Division finalizes the IT class study, as well as to see if the case management system gets funding for a replacement, which will change the needs of the position.

Department of Natural Resources (DNR)

Below are some things the DNR is working on to reduce the number of vacancies.

- Do continuous recruitments to increase visibility and keep opportunities in front of potential applicants on Workplace Alaska.
- Examine the minimum qualifications to ensure they are in line with current industry standards and not overly restrictive.
- Targeted advertising where DNR would expect to find qualified applicants.
 - Professional organizations.
 - Industry/collegiate job fairs.
 - Actively solicit potential applicants from current employees.
- Look at reallocating positions at the division or department level so older vacancies are filled before newer vacancies; this may require careful management and creative reclassing.
- Examine current workloads, looking at who is currently performing the work, how successful that is, and are there signs of burnout, to determine if the position is truly needed.
- Identify positions funded by a specific program that cannot be reallocated elsewhere and analyze if other qualifying programmatic work could be done in different job class.
- Identify positions that have not been recruited for due to funding and develop a plan for funding.
- Examine wages and benefits to determine if they are in line with industry standards for the public sector (i.e. letters of agreement have been successful with attracting and retaining people).

Department of Public Safety (DPS)

Most DPS positions are not chronically vacant. The DPS currently has 14 full-time positions that have been vacant for more than two years. Leadership's long-term strategy is to continue targeted recruitment efforts, consider incentives where feasible, such as hybrid work schedules, and prioritize filling positions in the locations where they are needed most. As the department actively works to fill all vacancies, some positions are more difficult to recruit for due to location, cost of living, or job classification challenges. Despite these challenges, the department remains committed to filling these positions with qualified personnel and is exploring various strategies to improve recruitment and retention. Below is a breakdown on the status of DPS' 14 vacancies, greater than two years unfilled:

- Deputy Fire Marshals (two vacancies - Bethel & Juneau): One position is being relocated from Bethel to Soldotna to improve recruitment prospects, while the other is open for recruitment in Juneau, Ketchikan, or Sitka.
- State Troopers (five vacancies - statewide): Two of these positions are currently being covered by long-term non-permanent former troopers to ensure continuity of service. The remaining positions continue to be actively recruited with one trooper position in St. Mary's is currently out to bid.
- Court Services Officer (one vacancy - Juneau): The Juneau position has been difficult to fill due to the high cost of living. The department has explored creative solutions, including inquiries into legislative housing options, to help address this challenge.
- Public Safety Technicians (five vacancies - statewide): The department has requested a classification review of this job series, as the current pay scale has impacted recruitment efforts.
- Pilot (one vacancy - Bethel): DPS is in the process to move this position to be based out of Anchorage with temporary duty assignment to Bethel to meet operational needs.

Department of Revenue (DOR)

Vacant positions are needed as the DOR continues to improve vacancy challenges over the long term. Over the past few fiscal years, department leadership has been actively working on this issue and continues to make significant progress. In December 2023, a multi-year class study was implemented to stabilize retention in the Child Support Enforcement Division (CSED), where vacancies were highly concentrated. Since then, turnover rates have decreased significantly, and chronically vacant positions are being systematically filled. The DOR is on track to restore its workforce to pre-COVID-19 levels by FY2026, improving both recruitment and retention.

Department of Transportation and Public Facilities (DOT&PF)

For the DOT&PF's vacant positions, the Commissioner's Office reallocates positions vacant 18 months, this ensures business units have time for reclass, conduct multiple recruitments, etc. If the position has been vacant 18 months the position is reallocated to areas of higher need and priority. The DOT&PF has used letter of agreements, mission critical incentives, telework, equipment allowances, and training opportunities to attract and retain staff.