



Memorandum

To: Kate Sheehan
Division Director

Thru: Kate Orozco
Classification Manager

From: Rob Montoya
Elizabeth Spence
Katie Nystrom
Classification Analysts

Date: August 3, 2023

Subject: Juvenile Justice Officer Salary Study

Summary:

The Department of Family & Community Services, Division of Juvenile Justice (DJJ) submitted a request to have the Division of Personnel and Labor Relations (DOPLR) conduct a salary study to review the pay of the Juvenile Justice Officer (JJO) job class series. The Alaska State Employees Association initially requested DOPLR conduct a classification study of this job class through Article 17.02. The request was presented to DJJ, and the division agrees the pay for these positions is not consistent with work being performed and is also causing retention and recruitment issues.

Results:

- Job class titles, pay grades, and coding updated.
- Job class specifications updated to reflect current terminology, practices, and processes; and updated the minimum qualifications. Juvenile Justice Counselor 1-2 flexibly staffed training plan updated to reflect current terminology, practices, and processes.
- Results are effective August 21, 2023.
- Deliberative information available upon request.

Updates:

Job Class Title	Class Code	Pay Grade	EE0-4	EEO Census
Juvenile Justice Counselor 1	PJ03A1	12	Protective Services Workers – Non-Sworn	3801
Juvenile Justice Counselor 2	PJ03A2	14	Protective Services Workers – Non-Sworn	3801
Juvenile Justice Counselor 3	PJ03A3	16	Protective Services Workers – Non-Sworn	3801

Cc:

Shannon Dilley – Division Director
Division of Juvenile Justice
Department of Family and Community Services

Amber Ferber – Human Resource Manager
Division of Support Services – Human Resources
Department of Family and Community Services

Marian Sweet – Assistant Commissioner
Finance and Management Division
Department of Family and Community Services

John Foster – Payroll Manager
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