



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of
Health and Social Services

OFFICE OF THE COMMISSIONER

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March 4, 2021

The Honorable Liz Snyder
Co-Chair, House Health and Social Services Committee
State Capitol Room 421
Juneau, AK 99801

The Honorable Tiffany Zulkosky
Co-Chair, House Health and Social Services Committee
State Capitol Room 416
Juneau, AK 99801

Dear Representatives Snyder and Zulkosky:

Accompanying this letter is information requested by members of the House Health and Social Services Committee related to Executive Order 119:

Attachment A: Executive Order 119 Transition Document

Attachment B: Stakeholder Engagement Document (which includes the schedule for public employee townhall meetings)

Attachment C: Classification, ranges, and description of positions impacted by FY 2022 proposed budget.

Attachment D: Classification, ranges, and description of 13 new positions in Department of Health and Department of Family and Community Services

Classification, Ranges, and Descriptions of Positions Impacted by FY 2022 and the New Positions Associated with the Reorganization:

Finance Management Services has provided two reports related to the information requested on classification, ranges, and descriptions of positions. One report provides the information for the positions impacted in the DHSS FY 2022 proposed budget.

Attachment C provides the information for the 20 positions in the Division of Public Assistance (DPA), the 8 in the Division of Juvenile Justice, and the 6 in Alaska Psychiatric Institute. FY 2022 budget proposes the reduction of 96 positions in DPA through attrition. As positions become vacant in FY 2022, they will not be filled by the division. Because the positions will be

March 4, 2020

reduced through attrition, it is not possible to provide the classification, range, and description of the positions at this time.

Additionally, 24 positions will be transferred from the Department of Health and Social Services to the Department of Administration (DOA) for the implementation of Administrative Order 304 and Administrative Order 305.

This brings the total position reduction in the FY 2022 proposed budget to 154 positions (20 from DPA; 8 from DJJ, 6 from API; 96 through attrition at DPA; and 24 transferred to DOA).

Attachment D provides the information for the 13 new positions associated with the implementation of the Executive Order.

If you consider the reduction of 154 positions, the 13 new positions associated with the implementation of the Executive Order, plus the two new positions also proposed in the FY 2022 proposed budget, this brings the total number of reduced positions to 139. This is the total number of positions that Assistant Commissioner Robb discussed with the committee on Thursday, February 26, 2021.

Number of DHSS Employees Currently on Telework Agreements:

Co-Chair Snyder requested the number of DHSS employees that are actively on telework agreements. As of January 25, 2021, the last reported number to the Division of Personnel and Labor Relations, there were 1,191 active telework agreements on file for DHSS. This represents approximately 33% of the DHSS workforce.

Thank you for your consideration of this information. We look forward to the continued dialogue with the members of the House Health and Social Services Committee

Sincerely,



Adam Crum
Commissioner

Attachment A: Executive Order 119 Transition Document

Attachment B: Stakeholder Engagement Document

Attachment C: Position classification, range, and description report: FY 2022 Proposed Budget

Attachment D: Position classification, range, and description report: New Positions



**Department of Health and Social Services Transition Plan
Implementation of Executive Order 119
Establishing the Department of Health and the Department of Family and Community
Services**

What follows is the transition plan established for the implementation of Executive Order 119, establishing the Department of Health and the Department of Family and Community Services. There are a number of work processes and staff that are involved with the transition plan – these are primarily the behind-the-scenes items necessary for departmental operations and these do not affect the normal services and programs provided by the current divisions of the Department of Health and Social Services. This is not an exhaustive list, but a higher-level overview. This is a combination of department wide transition plans and section specific transition plans, with the majority of the work being performed by Finance and Management Services (also known as Department Support Services).

Pre-November 2020

- Internal discussion, research, analysis, and vetting of reorganization concepts and plans.

November 2020

- Begin work with the Department of Law to draft the Executive Order for the reorganization of the Department of Health and Social Services (DHSS) into the Department of Health (DOH) and the Department of Family and Community Services (DFCS). The leadership team of DHSS met with the Department of Law three times a week regarding the drafting of the Executive Order. Informal and formal meetings also occurred with Deputy Commissioners, Division Directors, Deputy Directors, and policy advisors.

December 2020

- Consulted with Information Technology (IT) on HIPAA security and compliance aspects of reorganizational decisions.
- Stakeholder engagement with federal agencies, tribal organizations, vendors/customers, other state agencies, and employee unions.
- Department email to all staff from Commissioner; Department Support Services (DSS) email from Assistant Commissioner.
- Internal and external feedback emails established and publicized to respond to comments and concerns, and suggestions.
- Press conference December 22, 2020 with Governor Dunleavy to announce Executive Order 119.

January 2021

- Department of Law finalized Executive Order 119.
- Executive Order transmitted to the Senate on January 20, 2021.
- Internal town hall events scheduled with each division to discuss impacts and answer questions from DHSS employees. Please see the attached stakeholder engagement schedule, which includes the employee town hall schedule.
- Continued engagement with stakeholder groups. Please see the attached stakeholder engagement schedule.
- Review usage data to determine correct allocation of support staff for each department.
- Conduct an inventory of signage requiring replacement at all facilities and estimate cost of replacement in facilities and offices.
- Establish plan for IT licensing split and preliminary budget breakout.
- Identify IT services easily split and determine the time and cost allocation.
- Prepare organizational charts for the Governor's Amended FY2022 Budget.
- Review historical data and usage data to project one-time expenditures for the Governor's Amended FY2022 Budget.
- Determine expenditure allocations and corresponding revenue allocation for the Governor's Amended FY2022 Budget.
- Determine appropriate department for existing capital projects.
- Begin updating policy and procedures to facilitate application to DOH and DFCS.
- Begin work with IT/ Business Applications for creating new departments in the GEMS grant management system.
- Begin talks with Division of Finance (DOF) at Dept. of Administration and Office of Management and Budget (OMB) about updates to IRIS and Alaska Budget System (ABS) to facilitate the creation of two departments in each system.

February 2021

- Prepare budget amendments and submit to OMB for approval before submitting to the Legislature by statutory deadline.
- Submit requests to Classification Services for any positions in the Partially Exempt Service that require Personnel Board approval.
- Post SFY22 grant solicitations with reorganization information.
- Begin re-allocating capital funding to the appropriate department and division.
- Break out IT enterprise licensing, divisional use only licenses, and PCN-specific client access licenses.
- Identify organizational impact for IT Governance and Portfolio Management System for DOH and DFCH.
- Continue stakeholder engagement through DHSS public employee townhalls, virtual session fly-in and townhall meetings with various stakeholder groups.

March 2021

- DOF updates the payroll financial structure for positions in both departments.
- Negotiate Letters of Agreement and/or Memoranda of Understanding regarding layoff organizational units and references to DHSS in all collective bargaining agreements and active Letters of Agreement to reflect DOH and DFCS.

- Begin Public Assistance Cost Allocation Plan statistical updates in preparation for transition to DOH and DFCS.
- Register DFCS on SAM.gov, the federal government's system for award management.
- Define IRIS security and workflow for DOH and DFCS.
- Identify IRIS appointing authority/security contacts.
- Begin work on designing organizational units in the accounting system for tracking activities related to the new departments and each of the divisions.
- Begin work on designing chart of account element for expenditure tracking i.e.: activity, function, location codes.
- Create new security and folders in ALDER, the reporting system from IRIS.
- Begin work on designing cost allocation structures (activity codes) for DFCS in CapPLUS, cost allocation software, to pool costs for distribution through the CapPLUS Allocation Process.
- Establish a plan for how records tied to DHSS in GEMS, the Revised Program log, and other shared information systems will continue to be available to appropriate staff for records retention and reference for continuity.
- Finalize plan for shared resources on IT Governance and Portfolio Information Management System.
- Finalize HIPAA entity determination and draft plan for DOH and DFCS department security office and privacy office service alignment.
- Create a support matrix for IT Help Desk Coverage for DOH and DFCS.
- Update Web Help Desk.
- Notify all federal partners of reorganization; begin transition meetings.
- Meet with federal partners to determine requirements stemming from the reorganization.
- Meet with DOF to ensure continuity of accounting and payroll functions through transition.
- Develop public education and awareness plan for beneficiaries, customers, vendors, and grantees.
- Continue stakeholder engagement through DHSS townhall meetings with various stakeholder groups, attend virtual session fly-ins as requested to discuss EO.
- Commissioner's office and Public Information Team (PIT) create and update public facing information webpage on the DHSS homepage for easy access to information regarding the reorganization.

April 2021

- Submit draft position descriptions to Human Resources for new positions and positions that will be reclassified.
- Work with Department of Administration to establish separate profiles for DOH and DFCS in Workplace Alaska.
- Appear before Personnel Board regarding any requests for Partially Exempt positions.
- Establish CapPLUS cost allocation structures (activity codes) for DFCS to pool costs for distribution through the CapPLUS Allocation Process.
- Begin design of the Human Resource Management (HRM) Home Unit structure for tracking personal service expenditure by division in the HRM system.
- Complete IRIS chart of account assessment and updates for Medicaid; Title IV-E; and allocable activity codes.

- Establish and finalize Reimbursable Services Agreements (RSA) required for DFCS Medicaid claiming and reporting.
- Establish internal audit protocols to ensure single state audit compliance for awardees of two departments.
- Create reports in GEMS for each new department while maintaining DHSS reports for retention.
- Identify department liaisons to work with on shared IT enterprise licensing and finalize direction on hybrid solution to determine HIPAA compliant accounts.
- Update existing sites domain name system (DNS) names and certificates.
- Begin the process of renaming and changing email addresses for all resource mailboxes, distribution groups, and associated access security groups.
- Continue work with DOF to ensure robust plan to transition into FY2022.
- Continue meetings with federal partners on reorganization transition.
- Finalize outreach and education plan to beneficiaries, customers, vendors and grantees of DHSS.
- Continue stakeholder engagement through DHSS public employee townhalls, townhall meetings with various stakeholder groups.

May 2021

- Receive completed classification actions for reclassified positions.
- Begin recruiting for DSS vacancies created by reorganization for both departments.
- Setup new appropriations in IRIS after passage of appropriation bills.
- Begin department delegation of authority updates in preparation for reorganization to DOH and DFCS.
- Begin FY2022 budgeted/unbudgeted RSA requests.
- Begin labor distribution profile (LDP) setup for both DSS divisions, and IRIS HRM home unit setup.
- Work with DOF to update E-Travel profiles and one card hierarchy updates.
- In conjunction with DOF, develop plan to update field warrants and the single audit.
- Contract notification letter to all vendors regarding name change, effective 7/1/2021.
- Draft necessary Reimbursable Services Agreements (RSA) for any shared work for facilities staff.
- Review Office of Civil Rights Corrective Action Plan requirements and identify end users and compliance to ensure proper licensing and cost.
- Continue meetings with federal partners on reorganization transition.
- Implementation of outreach and education plan to beneficiaries, customers, vendors, and grantees of DSS.
- Continue stakeholder engagement through DHSS public employee townhalls, townhall meetings with various stakeholder groups.

June 2021

- Select candidates for vacant positions, obtain hire approval, and make job offers for both departments.
- Ensure Automated Authorized Budget (Auto AB) loads budget correctly in IRIS.
- Plan office moves to split Finance and Management staff into DOH and DFCS teams including the Commissioner's Office.
- Draft plan for core service chargebacks.

- Submit the Public Assistance Cost Allocation Plan (PACAP) amendments to US Department of Health and Human Services Cost Allocation Services amending the existing plan and creating a plan for DFCS.
- Establish RSAs with other state agencies for services.
- Work with Department of Transportation and Public Facilities (DOTPF) to assign state equipment fleet vehicles to the appropriate department.
- Update lease agreements with private lessors to reflect new departments.
- Update occupancy agreements for state buildings with DOTPF.
- Issue grant awards to recipients as DHSS.
- Work with DOTPF to update construction delegations.
- Establish plan for reappropriation for DHSS by DOH and DFCS staff.
- Work with DOA to update American with Disabilities Act (ADA) delegations for ADA coordinators for each of the departments.
- Establish Service Level Agreements (SLA) between the two new departments and the Office of Procurement and Property Management (OPPM), Office of Information Technology, Division of Personnel and Labor Relations, Shared Services of Alaska, and DOT Division of Facilities Services.
- Separate out licensing in State of Alaska Enterprise Technology License Agreements and Enterprise Agreements contracts to ensure compliance in both departments.
- Finalize plan for Department Security Office and Privacy Office service alignment for both departments.
- Outreach and education to beneficiaries, customers, vendors, and grantees of DSS.
- Finalize implementation of requirements from federal partners.

July 2021

- July 1, 2021 the Department of Health and the Department of Family and Community Services are established.
- Onboard new hires and transfers for each department.
- Implement reappropriation plan for DHSS to each of the respective departments.
- Create Management Plan budget scenario for DOH and DFCS.
- Comprehensive Annual Financial Report (CAFR) reporting to DOF.
- Amend or update grant agreements issued in June with new department names.
- Begin coordinated work to update domain name system names and certificates.
- Implement new help desk support matrix in Web Help Desk.
- Implement plan for automatically updating display name on email accounts and continue to monitor for when this function can be taken over by the normal IRIS process.
- Implement plan for resource mailbox, distribution group, and security group remediation for each department.
- Meet with new DFCS Leadership to discuss options for shared IT Governance and Portfolio Information Management System.

August 2021

- Complete budget reappropriation for DHSS.
- Copy IRIS Charts of Accounts from FY2021 into FY2022.
- Finalize necessary RSAs for each of the departments.
- Based on HIPAA entity determination and DOH/DFCS Commissioner priorities, establish plan for IT licensing controls and management of accounts that can be split.

- Begin implementation of approved strategies for IT Governance and Portfolio Management.

September – December 2021

- FY2023 budget development including new department narratives and performance measures for DOH and DFCS.
- Open item adjustments for DSS encumbrances.
- CAFR reporting.
- Complete final DHSS Single State Audit responses.
- Create two separate Operating Grant books for both departments.
- Continue implementation of approved IT strategies for Governance and Portfolio Management.

January – March 2022

- Confirm correct reports established for audit reporting for both departments.
- Post SFY2023 grant solicitations for the two new departments.
- Work with DOF to establish new department in IRIS for FY23 implementation.
- Finalize Department Security Office and Privacy Office service alignment, provide IT guidance for each department.

April 2022 and Beyond

- Finalize FY2021 Title IV-E federal reporting and transition to DFCS.
- Allocation of FY2021 indirect audit chargeback costs and FY2022 Statewide shared costs to two departments.
- Finalize design on organizational units in the accounting system for tracking activities related to the new departments and visions in preparation for May establishment.
- Negotiate and finalize outstanding PACAP amendments for DHSS and two new departments.
- Complete final DHSS Single State Audit responses for SFY2021.
- IRIS chart of account assessment and updates for DOH allocable activity codes and Medicaid for both departments.

Executive Order 119
Stateholder Engagement
Prepared by DHSS

Entity	Engagement Date(s)
Alaska Native Health Board	ELT 12/18/2020 Mega Meeting 2/5/21 Townhall 3/3/21
Alaska Mental Health Trust Authority	ELT 12/18/2020 Trust Board 1/28/21
Tribal State Collaborive Group	12/18/2021 1/4/2021
Key Coalition	Exec Board 1/12/2021 Follow up with Exec Board 3/1/2021
Alaska Native Tribal Health Consortium (ANTHC)	ELT 12/4/2020 ELT 12/18/2020
Various Regional Tribal Health Groups	Started in January 2021, Ongoing
Alaska Federation of Natives (AFN)	ELT 12/18/2020 01/8/2021
Rasmuson Foundation	ELT 12/4/2020 Part of Casey Family Mtgs.
Alaska Mental Health Board and the Advisory Board on Alcoholism and Drug Abuse	Met with Advisory Board Executive Director on 12/22/2020 1/22/2021 Part of DBH town hall. EO is on the agenda for Board Mtg. 3/10/2021.
Governor's Council on Disabilities and Special Education	Met with Executive Director on 12/22/2020 1/22/2021 Participated in SDS Townhall
Mat Su Chapter of Association of Mature American Citizens (AMAC)	Event 2/13/2021
Alaska Primary Care Association	Round Table Event 3/5/2021
Alaskans Together for Medicaid	Round Table Event on 3/5/2021
Alaska State Hospital and Nursing Home Association (ASHNHA)	ELT 12/4/2020 ASHNHA CEOs 1/14/2021 Virtual Fly In 2/25/2021
Casey Family Foundation	12/17/2020 2/22/21 Next Mtg: 3/8/2021
Alaska State Chamber of Commerce	Virtual Fly-In 1/28/21
Alaska Behavioral Health Association	12/22/2020 All members meeting 2/4/2021 Agenda for Virtual Fly In at the end of March
Alaska Commission on Aging	12/22/2020 2/17/2021
Alaska Association on Developmental Disabilities	1/12/2021 AADD Participated in Key Coalition Board Meeting
Alaska Children's Trust	1/6/2021 ELT 2/12/2021 3/4/2021 Scheduled Provider Town Hall 3/31/2021 Scheduled public Town hall
State of Alaska Employee Organizations (GGU, SU, CEA, LTC)	12/22/2020 Follow Up 3/2/2021 ASEA PEL 3/3/21
Department of Health & Social Services Town Hall Meetings with Employees	
Finance and Management Services	1/20/2021
Health Care Services	1/21/2021
Senior & Disabilities Services	1/22/2021
Behavioral Health	1/22/2021
Juvenile Justice	1/26/2021
Office of Children's Services	2/1/2021
Juvenile Justice	1/26/2021
Office of Children's Services	2/1/2021
Public Assistance	2/1/2021
Public Health	2/3/2021
Alaska Psychiatric Institute	2/4/2021
Public Assistance	2/5/2021
Alaska Pioneer Homes	2/11/2021

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Centers for Medicaid and Medicare: Region 10	1/8/2021 Ongoing
Administration for Children and Families (ACF) - Administrator for Regions 8 & 10	12/4/2020 2/12/2021 Ongoing
Alaska Juvenile Justice Advisory Committee	1/21/2021
API Governing Body	1/7/2021
Children's Justice Task Force	1/19/2021
Citizen's Review Panel	1/22/2021
Court Improvement Program	1/4/2021

Attachment C
Classification, Ranges, and Descriptions of Positions - FY 2022 Proposed Budget

RDU	Component	PCN	Job Class Title	Time Status	Location	Range
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-2281	Staff Psychiatrist-Board Cert	FT	Anchorage	29
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-2318	Information System Coordinator	FT	Anchorage	18
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-2385	Administrative Assistant II	FT	Anchorage	14
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-2565	Mental Health Clinician III	FT	Anchorage	21
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-5212	Office Assistant IV	FT	Anchorage	12
AK Psychiatric Institute	Alaska Psychiatric Institute (311)	06-5330	Project Assistant	FT	Anchorage	16
Juvenile Justice	McLaughlin Youth Center (264)	06-3550	Juvenile Justice Officer II	FT	Anchorage	13
Juvenile Justice	McLaughlin Youth Center (264)	06-3982	Juvenile Justice Officer I	FT	Anchorage	11
Juvenile Justice	McLaughlin Youth Center (264)	06-4809	Juvenile Justice Officer III	FT	Anchorage	15
Juvenile Justice	Probation Services (2134)	06-3583	Office Assistant I	FT	Anchorage	8
Juvenile Justice	Probation Services (2134)	06-3659	Social Services Associate	FT	Dillingham	12
Juvenile Justice	Probation Services (2134)	06-3993	Juvenile Probation Officer I	FT	Valdez	14
Juvenile Justice	Probation Services (2134)	06-4510	Program Coordinator I	FT	Fairbanks	18
Juvenile Justice	Probation Services (2134)	06-4560	Juvenile Justice Officer I	FT	Nome	11
Public Assistance	Public Assistance Field Svcs (236)	06-8440	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8462	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8478	Eligibility Technician II	FT	Fairbanks	14
Public Assistance	Public Assistance Field Svcs (236)	06-8480	Eligibility Technician II	FT	Fairbanks	14
Public Assistance	Public Assistance Field Svcs (236)	06-8486	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8488	Eligibility Technician II	FT	Wasilla	14
Public Assistance	Public Assistance Field Svcs (236)	06-8499	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8514	Office Assistant II	FT	Anchorage	10
Public Assistance	Public Assistance Field Svcs (236)	06-8522	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8545	Eligibility Technician II	FT	Wasilla	14
Public Assistance	Public Assistance Field Svcs (236)	06-8569	Eligibility Technician II	FT	Juneau	14
Public Assistance	Public Assistance Field Svcs (236)	06-8601	Office Assistant I	FT	Anchorage	8
Public Assistance	Public Assistance Field Svcs (236)	06-8602	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8604	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8607	Eligibility Technician II	FT	Anchorage	14
Public Assistance	Public Assistance Field Svcs (236)	06-8631	Eligibility Technician II	FT	Wasilla	14
Public Assistance	Public Assistance Field Svcs (236)	06-8677	Eligibility Technician II	FT	Wasilla	14
Public Assistance	Public Assistance Field Svcs (236)	06-8690	Office Assistant II	FT	Anchorage	10
Public Assistance	Public Assistance Field Svcs (236)	06-8692	Office Assistant II	FT	Anchorage	10
Public Assistance	Public Assistance Field Svcs (236)	06-8693	Office Assistant II	FT	Anchorage	10

Attachment D: Classification, Ranges, and Description of New Positions in the Department of Health and
Department of Family and Community Services

Department of Health

Administrative Support Services

- Establish New Administrative Officer I/II - Supervisory; salary \$76.5 and benefits \$45.0 for a total of \$121.6, R19, JNU
- Establish New Office Assistant II -General Government Unit; salary \$39.3 and benefits \$32.3 for a total of \$72.1, R10, JNU

Information Technology Services

- Establish New Data Processing Manager I - Supervisory; salary \$93.5 and benefits \$50.8 for a total of \$144.3, R22, JNU
- Establish New Systems Programmer I/II - Supervisory; salary \$93.5 and benefits \$50.8 for a total of \$144.3, R22, JNU

Public Affairs

- Establish New Information Officer III – Supervisory; salary \$73.7 and benefits \$44.0 for a total of \$117.7, R20, ANC
- Establish New Publications Specialist III -General Government Unit; salary \$68.9 and benefits \$42.4 for a total of \$112.1, R19, ANC

Department of Family and Community Services

Commissioner's Office

- Establish New Commissioner -Exempt; salary \$141.2 and benefits \$71.5 for a total of \$212.6, no range, JNU
- Establish New Executive Secretary -Exempt; salary \$58.7 and benefits \$40.7 for a total of \$99.4, R16, JNU
- Establish New Temp Exempt Project Coordinator -Exempt; salary \$88.1 and benefits \$51.6 for a total of \$139.7, R22, JNU

Administrative Support Services

- Establish New HR Consultant III (soon to be titled Assistant HR Business Partner) – Confidential Bargaining Unit; salary \$76.5 and benefits \$47.5 for a total of \$124.0; R19, JNU

Information Technology Services

- Establish New Data Processing Manager I - Supervisory; salary \$93.5 and benefits \$53.8 for a total of \$147.3, R22, JNU
- Establish New Data Processing Manager III -Supervisory; salary \$107.1 and benefits \$58.9 for a total of \$165.9, R24, JNU

Public Affairs

- Establish New Temp Exempt Project Analyst -Exempt; salary \$124.0 and benefits \$65.0 for a total of \$189.0, R22, ANC