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Official Business

# Alaska State Legislature

## Senate

### Committee on Labor & Commerce

Pouch V  
State Capitol  
Juneau, Alaska 99811

#### Chairman's Information:

- 1) SB 31: "An Act relating to state hiring in rural communities and areas."
  - a) Introduced : Zharoff
  - b) Co-Sponsors: Coghill, Kerttula
- 2) INTENT: To provide "equal" access, without preference, for residents of rural areas for those state jobs which are located within their rural communities. There has been no attempt in this legislation to alter requisite qualifications or the State Register system.

FISCAL NOTES: Total: 769.6 with 17 new PFT's:

FUNDING: When considering the fiscal note assumptions, it should be noted that there may be off-setting costs to the state. An example of such costs would be transportation from the point of hire, and the possibility of increased employee efficiency without the personal "adjustments" of relocation.

Also of consideration should be the positive impact of hiring a "local" rather than "importing" a person from outside the community in which the work will be performed.

QUESTIONS: How are transportation and relocation costs handled within various departments?

*38,000 APPLICATION INCREASE ?*

3) COMMITTEE COMMENTS:

4) PUBLIC HEARINGS:

- a) Sponsor
- b) Public witnesses:

5) BILL ACTION:

- a) Hold in committee?
- b) Assign to sub committee for further review?
- c) Move from Committee?
- d) close public hearings?

(see next page)

- CHAIRMAN'S INFO -

6) COMMITTEE ACTION:

a) amendments?

b) CS adoption? (I have a draft CS which provides for an immediate effective date)



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Pouch V  
State Capitol  
Juneau, Alaska 99811

SB 31:

INTENT OF LEGISLATION: To provide "equal access", without preference, for those persons who reside in rural areas where a vacancy or new position in state government is to be located. This concept would not by-pass the State Register system of hiring nor attempt to alter qualifications requisite for those vacancies located in rural communities.

SB 31 Sectional Analysis:

Section 1) When a department or agency has a vacant position to fill with the majority of the work being done in one or more rural areas of the State, they shall comply with the following:

- b) 30 days notice of the vacancy mailed to the postmaster, village council, or city government, of each rural area where the work will be performed. The department shall also request assistance from any local radio station to publicize the vacancy.
- c) The department shall accept applications from residents of the rural areas in which the work will be performed.

The department shall review applications and determine whether minimum qualifications have been met, or send the applications to the division of personnel to determine whether the minimum qualifications have been met.

- d) During the selection process, the department shall consider those applicants who meet the minimum qualifications for the rural higher sections of this bill as well as those who would normally be considered.
- e) Defines "rural area" as having a population of 6,100 or less. Division of Personnel shall consider Bureau of Census "rural/urban" definitions when adopting regulations.

DEPARTMENT OF FISH AND GAME

APPLICANT ASSISTANCE SHEET



There are over 1600 employees throughout the State working for the Department of Fish and Game. If you are interested in a position with the Alaska Department of Fish and Game (ADF&G), it may help you to know about some of the most common types of jobs and what experience or education is necessary to apply for them.

Brief Description and Summary of Necessary Qualifications of some of the most common job types hired by ADF&G. (For complete descriptions and lists of qualifications, please refer to the "JOBS" book or RECRUITMENT BULLETINS in any Personnel Office or Employment Center.)

Fish and Game Technician series: Helps in fish and game counts, surveys and experiments, and in tagging fish or marking game; may do some laboratory work.



Qualifications:

- Fish & Game Technician I - Necessary physical capability.
- Fish & Game Technician II - High School degree or 6 months of field or laboratory experience.
- Fish & Game Technician III - High School degree and 2 years of field or laboratory experience or 2½ years total field or laboratory experience.



Fish Culturist series: Works in State hatcheries which may be remote with small crews; assists in all activities of salmon raising and hatchery upkeep.

Qualifications:

- Fish Culturist I - High School degree and 1 year experience.
- Fish Culturist II - High School degree and 1 year as a Fish Culturist I with the State or related college degree.
- Fish Culturist III - High School degree and 1 year as a Fish Culturist II with the State or related college degree and 1 year working experience.

Game Biologist series: Professional Biologists with duties in management, research and surveys of wild animals and birds.



Qualifications:

- Game Biologist I - B.S. in game related studies.
- Game Biologist II - M.S. in game related studies or B.S. and 1 year's experience as a biologist for the State

- F&G Applicant Assistance Sheet

**Fishery Biologist series:** Professional Biologists with duties in management, research and surveys of fish and their habitats.

Qualifications:

Fishery Biologist I - B.S. in fishery related studies

Fishery Biologist II - M.S. in fishery related studies

or B.S. and one year's experience as a biologist with the State.



**Habitat Biologist series:** Professional biologists with duties involving environmental impact of development projects on fish and wildlife resources.



Qualifications:

Habitat Biologist I - B.S. in habitat related studies.

Habitat Biologist II - M.S. in habitat related studies or B.S. and one year's experience as biologist w/State.

**Boat Officer series:** Responsible for safe operation, maintenance and navigation of vessels used in fishing research and operation for ADF&G.

Qualifications:

Boat Officer I (commands vessel of less than 15 gross tons) - 2 years' experience commanding inboard power vessels.

Boat Officer II (commands vessel of 15 to 100 gross tons) - 3 years' experience commanding inboard power vessels.

Boat Officer III (commands vessel of more than 100 gross tons) - 4 years' experience commanding inboard power vessels.



**Assistant Boat Officer:** semi-skilled duties in operation and upkeep of vessels; performs housekeeping and cooking duties.

Qualifications:

1 year of paid boating experience.

As with most other State departments, Fish and Game also hires clerical, administrative and maintenance staff.

Filling out an application for an ADF&G position

The "State of Alaska Employment Application" has 4 pages to be filled out. Each section is numbered, and the following instructions will help you fill them out correctly. A complete and well-written application will help you get a job with the State. Please read the instructions on the application carefully.

Box #1 - Job Title. This must be filled in, or your application will not be accepted. Use the exact title listed in the Recruitment Bulletins.

Box #4 - Residency. Since when have you lived in Alaska?

Box #5 - Previous State employment. Have you worked for the State before?

Box #2 - Social Security number

Box #3 - Zip Code

Box #6 - Your name

Boxes #7 and #8 - Address and phone number. This is the information which will be used to contact you about jobs. Inform the Personnel Office of any changes at all times to make sure that Fish and Game Staff can get ahold of you.

Box #9 - Alaska Drivers' License

Box #10 - Source of Employment Information

Box #11 - Type of position. Most Technician and Culturist positions are seasonal or non-permanent. In order to be contacted for these positions, you must check squares C and D. Vessels positions are full-time, seasonal or non-permanent (check squares A, C, and D), while Biologists positions are usually full-time or seasonal (check squares A and C). It is fine if you want to check all the boxes, to make sure you are told about any available job openings of any type.

Box #12 - Previous name(s)

**STATE OF ALASKA EMPLOYMENT APPLICATION**

This application is for one job class only, unless the recruitment announcement allows you to apply for a job class series. Separate applications must be turned in for each job class for which you want to apply. A job class is a set of individual positions that have been grouped together and given the same official title because they have the same kind of duties and responsibilities. The Division of Personnel distributes a list of job classes open for application with a description of each. Read these descriptions BEFORE you fill out this application to see that you have the education and/or experience required. You can find the list of job classes and the pamphlet "Applying for a Job", which provides more information about completing this application form, at many locations statewide, including the offices listed below, Departmental Personnel Offices, and all State Job Service Offices.

If you wish to update an application already on file with the Division of Personnel, you may do so provided the job class is open to recruitment. However, if the application on file is more than one year old, you must submit a complete new application.

Complete all parts of this application; the EEO Survey portion, however, is voluntary. An application which does not contain essential information or which is illegible must be returned to you. In order to receive full credit for your training and experience, you must provide complete and detailed information. REPORT ANY ADDRESS AND TELEPHONE CHANGES PROMPTLY TO ANY OFFICE LISTED BELOW. Please be sure to keep a complete copy of your application.

**TYPE OR PRINT IN INK ONLY.**

**FOR OFFICE USE ONLY**

1. APPLYING FOR (Use Official Job Class Title Only)

2. SOCIAL SECURITY NUMBER

3. EMP CODE

4. ALASKA RESIDENT:  No  Yes  
Since: / /  
US Day Yr

5. EMPLOYMENT STATUS:

I have never been employed by the State of Alaska.  
 Not employed by the State now, but I have been in the past.

Employed by the state now, indicate status below:

PE Permanent Employee is someone currently working in the classified service who has completed a probationary period in a permanent full-time, permanent part-time or permanent seasonal position.  
 PR Probationary Employee is someone working in a permanent full-time, permanent part-time, or permanent seasonal position who is currently serving an initial probationary period ("working test period") during which the employee's work is closely observed and evaluated to see if they can do the job.  
 NP Non-Permanent Employee is someone currently hired in the classified service to do a temporary job (one lasting 120 days or less) or to work on a special project or program.  
 EX Exempt Employee is someone currently working in a position that is excluded by law from the classified service.  
 PX Partially-Exempt Employee is someone currently working in a position that is excluded by law from some of the regulations covering the classified service. Appointments to partially-exempt or exempt positions do not have to be made through the competitive process that is required in the classified service.

6. NAME  
Last First MI

7. MAILING ADDRESS  
Street or P.O. Box  
City State

8. TELEPHONE NUMBERS  
Home: ( )  
Business or Message: ( )

9. VALID ALASKA DRIVERS LICENSE  
 No  Yes

10. I LEARNED OF THE POSITION FROM  
 (A) Job Service  (F) Radio Announcement  
 (B) Personal Friend  (G) TV Announcement  
 (C) State Employee  (H) Newspaper  
 (D) Div. of Personnel  (I) Other  
 (E) Dept. Personnel Office

11. JOB TYPE I WILL ACCEPT  
 (A) Permanent full-time  (C) Non-Permanent  
 (B) Permanent part-time  
 (D) Permanent seasonal

12. Name(s) under which previously employed by the State:

Box #13 - Locations. Lists of eligible names for a job opening are given according to the location of the job. Your name will be on only the lists for the location you chose or write here. You may want to check "Any city, town or village" if you are very anxious to to a job and are willing to move anywhere.

PAGE 1 - BOTTOM HALF

Box #14 - U.S. Citizenship

Box #15 - Your signature and date. Your application will not be accepted unless it is signed and dated here.

**13. CONDITIONS OF EMPLOYMENT**  
 You will be put on the eligible list for only those jobs which are in the class, division, or village where you have indicated you would be willing to work. You may be removed from an eligible list if you refuse to accept a job or fail to accept any of the jobs listed on your name card you would accept. You may change these conditions at any time by notifying the Division of Personnel in writing. If more than eight (8) locations are desired, please check "Any".

LOCATIONS where you would work:  Fairbanks  Other \_\_\_\_\_  
 Any city, town or village in the state  Juneau  Other \_\_\_\_\_  
 Anchorage  Ketchikan  Other \_\_\_\_\_

**14.**  
 Do you have a legal right to accept employment in the United States?  Yes  No  
 If you are not a U.S. citizen, you need a work permit from AASA.

**15. CERTIFICATION**  
 I certify that the information I have entered on this form is true and correct to the best of my knowledge.  
 I understand that if I do not fully disclose or enter false information on this form my application may be rejected, that my name may be removed from the list of eligible candidates, or that I may be removed from my job, that the information on this application may have to be rechecked and that I may be required to be rechecked for all positions, and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature.  
 I agree that the State of Alaska, or its agents, may contact former employers or other persons who I know and in order to obtain additional information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT TO: Department of Administration  
 DIVISION OF PERSONNEL**

Juneau: Juneau C - 9201  
 Juneau, Alaska 99801  
 (907) 465-4430

Fairbanks: 875 7th Avenue, Ste. J  
 Fairbanks, Alaska 99701  
 (907) 456-1917

Anchorage: 3241 Fairview St.  
 Anchorage, Alaska 99508  
 (907) 579-6411

DD FORM (Rev. 3-62)

PAGE 2 - TOP HALF

Box #16 - Veteran's Preference. Be very careful to give proper dates, so that Veteran's Points can be added to reach your final score.

Box #17 - Relatives Working for the State of Alaska.

Box #18 - Licenses

Box #18a - Knowledge of Equipment

Box #19 - Convictions. This information may or may not affect your application, but you should be completely truthful when answering.

Box #20 - Typing Certifications (optional)

**16. VETERAN'S PREFERENCE CLAIM:** The State Personnel Act provides that veterans receive preference for entry into the classified service. Once hired in a permanent position in the classified service, a veteran is no longer eligible for veteran's preference.

- Five (5) veteran's preference points are awarded if: You have completed 181 days or more of active duty (other than for training purposes) in the United States Armed Forces during war periods: April 6, 1917 to December 1, 1919; September 16, 1940 to December 31, 1947; June 27, 1950 to November 7, 1975, and you were discharged under honorable conditions.
- Ten (10) veteran's preference points are awarded if: You meet all of the above requirements and are entitled to compensation under laws administered by the United States Veterans' Administration, or are a person who was honorably discharged or released from active duty because of a service-connected disability.

Applicants with service in the National Guard or Reserve do not qualify for veteran's preference unless called to active duty for 181 days or more. If you served in this capacity, please submit a copy of your service record (DD form 214).

Service Branch	Date Entered	Date Discharged	Rank at Discharge	Type of Discharge

**17. LIST RELATIVES EMPLOYED BY STATE OF ALASKA**

Name	Relationship	Department

**18. LIST CURRENT PROFESSIONAL LICENSES, CERTIFICATES, REGISTRATIONS**

Title	Date Obtained	Operate	Repair

**18a. LIST ELECTRONIC OR MECHANICAL EQUIPMENT YOU OPERATE OR REPAIR**

Title	Date Obtained	Operate	Repair

**19. CONVICTIONS**  
 Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years?  
 Yes  No  
 If you, within a reasonable period of time, attach to this application, a conviction record in not-liable grounds for disqualification. The number, nature, severity and relationship to the job applied for will be included in reviewing the application.

**20. TYPING CERTIFICATION**  
 If the job class for which you are applying requires you to type, please complete the combined below. Give the speed at which you are completely sure you can type.  
 I can type at a (7) and equal to, or faster than, \_\_\_\_\_ words per minute with fewer than \_\_\_\_\_ total errors during a period of at least five minutes. I understand that if I cannot type at this speed I may be removed from an eligible list or from my job.

Box #21 - High School Education

High School Diploma or GED Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and Location of High School	Date Diploma Received	GED or equivalent and testing date	Date Passed
List in B. Course Completed (check one) 9 10 11 12 High School Course Most Relevant to the Job Class				

Box #22 - Training after High School

**II. EDUCATION AND TRAINING RECEIVED AFTER HIGH SCHOOL**

**A.** List in A. all college education and training. Most colleges and universities grant credit on a semester or quarter basis depending on how the school year is divided into terms and quarters. Be sure to list your college credits in the correct column. If your credit was not given on the basis of the college mark of C or a 2.0 grade in the credit on a separate sheet A "minus" means at least 24 semester hours of college credits earned at least 18 of which are upper division level in the area of emphasis.

College, University, Graduate School Name & Location of School	Dates Attended	Semester Grade Credit earned			Major or Subjects Taken	Degree Year	Did You Graduate?	Grade Use Only
		Dist. Hr.	Sum Hr.	Other				
	From: To:						<input type="checkbox"/> Yes <input type="checkbox"/> No	
	From: To:						<input type="checkbox"/> Yes <input type="checkbox"/> No	
	From: To:						<input type="checkbox"/> Yes <input type="checkbox"/> No	
	From: To:						<input type="checkbox"/> Yes <input type="checkbox"/> No	

Transferred on:  
 Enrolled  Requested from my school  On Me with the Division of Personnel

Suppose Personal Information:  
 Included  On Me with the Division of Personnel

Name as it Appears on Transcript

PAGE 2 - BOTTOM HALF

**B.** List here education or training not received at a college or university. Indicate the kind of school you attended (vocational, technical, business, correspondence, etc.). List the subjects you studied, the number of class hours in contact with a teacher or the number of assignments you completed for a home study course, and any certificate or degree you received.

Other Education/Training Name & Location of School	Kind of School	Dates Attended	Course Completed	Subjects Taken	Date Awarded		Grade Use Only
					Cert.	Degree	
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				

Box #23 - WORK HISTORY. Describe all the jobs you have had, starting with the most recent one first. Be sure to fill out each blank completely, especially the starting and ending dates, giving the month, day and the year, and the number of hours you worked in a week.

23. WORK HISTORY

Give your entire work history. Start with your present or most recent job and work back. Include full and part-time paid and volunteer (unpaid) work, military experience, and summer jobs. Full-time is considered 35 hours per week or greater. If you worked less, you worked part-time. Please specify the number of hours worked per week. If you worked for the Federal Government or were in the armed forces, provide G.S. ratings and/or military ranks. Give accurate and complete information about the duties and responsibilities you had in each job. If you supervised anyone, explain who they were (typists, technicians, etc.) and describe what kind of supervisory duties you had (direct the work, hire, promote, fire, etc.). Incomplete answers may cause your application to be rejected or given a low score. A complete description of your duties is essential, use separate sheets of paper if necessary. A resume may be attached if all questions in the work history block are answered.

It is the responsibility of the applicant to demonstrate possession of the minimum qualifications at the time of application.

PAGES 3 & 4

EMPLOYER	JOB TITLE	FROM	TO
ADDRESS		HOURS PER WEEK: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	STARTING SALARY: \$
DUTIES:			FINAL SALARY: \$
		No. of Employees Supervised	
		Name of Your Supervisor	
		Supervisor's Title	
	Reason for Leaving	FOR OFFICE USE ONLY	

HELPFUL HINTS

- Be sure to include a description of your basic outdoor skills and any commercial fishing experience you have had. Give a time estimate (in terms of seasons or daily routine) for any subsistence hunting or fishing you regularly do.
- You should also include any regular activity in which you guided or led any organized wilderness trips, giving an estimate or time spent.
- If you have experience working in a private hatchery, tell whether it was a fry station, rearing pool or full hatchery, as well as what your duties were.
- When describing your job or duties, be sure to tell to whom you reported and who reported to you. This will help the reviewer determine your level of responsibility.
- When applying for a biologist position, you may also want to attach a resume or an organization chart to help describe your position.
- When applying for positions on boats, it is important to indicate what size boats and kinds of boats you have had experience on, as well as telling about your duties and the number of hours you worked.
- If you have any problems describing your work experience on the application itself, feel free to also write a letter to the reviewer telling about your background, and include it with your completed application.

EMPLOYER	JOB TITLE	FROM	TO
ADDRESS		HOURS PER WEEK: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	STARTING SALARY: \$
DUTIES:			FINAL SALARY: \$
		No. of Employees Supervised	
		Name of Your Supervisor	
		Supervisor's Title	
	Reason for Leaving	FOR OFFICE USE ONLY	

EQUAL EMPLOYMENT OPPORTUNITY SURVEY: The Department of Fish and Game is committed to a policy of non-discrimination against any employee or applicant, and accepts its responsibility for providing equal employment opportunities for all Alaskans. You do not have to fill out this survey, but the information you give will help the Dept. of Fish and Game fulfill its Affirmative Action goals.

SOCIAL SECURITY NUMBER

Social Security number

STATE OF ALASKA  
EQUAL EMPLOYMENT OPPORTUNITY SURVEY

TO ALL APPLICANTS:

The information requested on this page is being gathered by the Alaska Division of Personnel for research, for implementation of the State Affirmative Action Program, and to fulfill Federal Equal Employment Opportunity reporting requirements. Your responses are strictly voluntary and failure to provide the information requested will not subject you to adverse effects; however, we urge you to complete all items. This page will be detached from your application prior to referral to a state hiring agency. Any information reported will be kept in a computer file.

INSTRUCTIONS:

- A. Write your social security number in the box above. Make sure this number corresponds to the number entered on page 1 of the State Application for Employment. NOTE: No benefits or employment privileges provided by law will be denied because of refusal to disclose Social Security Number.
- B. Indicate your choice of responses by making a check mark (✓) in the appropriate boxes.
- C. Do not detach this survey from this application.

Position for which you are applying:	Title:	Date of Birth:
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RACIAL/ETHNIC/SEX DATA  
(See Reverse for Definitions)

	MALE	FEMALE
White .....	(T) <input type="checkbox"/>	(H) <input type="checkbox"/>
Black .....	(O) <input type="checkbox"/>	(C) <input type="checkbox"/>
Hispanic .....	(S) <input type="checkbox"/>	(E) <input type="checkbox"/>
Asian or Pacific Islander .....	(L) <input type="checkbox"/>	(B) <input type="checkbox"/>
American Indian .....	(K) <input type="checkbox"/>	(A) <input type="checkbox"/>
Alaska Native .....	(P) <input type="checkbox"/>	(D) <input type="checkbox"/>

Check one box only (optional)

DISABLING OR HANDICAPPING CONDITIONS  
(See Reverse for Definitions)

- Visual Impairment
- Hearing Impairment
- Developmental Disability
- Other Physical Impairment (Specify \_\_\_\_\_)
- Psychological Impairment (Mentally Restored)
- Chemical Dependence
- Multiple Disabilities
- Other
- No Disabling or Handicapping Condition

Check the boxes which apply to you.

VETERAN'S INFORMATION

Branch of Service	Dates of Active Duty	Percentage of Disability
Location of Residence (City or Village)	Served in Vietnam?	

Fill out this information if you are a disabled veteran.

Processing Your Application:

1. Your application should be sent to one of the addresses listed on the front of the application, given below the line on which you wrote your signature. **\*\*Always keep a copy of your application for future reference.**
2. Your application will be reviewed and your background and experience will be examined. You will then be given a score for each job type, and will get a letter to inform you of each score.
3. On the basis of each of your scores, your name will go on lists of people qualified for those job types. These lists will be provided to Fish & Game offices each time there are positions opened for those job types. You will be contacted for an interview through a job notice.

Responding to Job Notices: You will usually be contacted about job openings by phone, telegram or letter.

- If you are interested in a particular position, you should respond that you would like to be considered. You will be asked to set up an interview time or to provide a copy of your application.
- If you do not think you would like that particular position, you should respond that you are "Not Interested". Your name will be left on the list in case other positions of that job type open up in the future.
- Your name will be removed from the list,
  1. if you have already accepted a position of that job type;
  2. if you fail to respond within the time period given on the telegram, or letter;
  3. if you do not keep Personnel informed of your current address;
  4. if you do not show up for a scheduled interview; or
  5. if you do not show up for work after you have accepted a job.

Applying through Job Service: There are a few occasions, when short term jobs are opened (for a period of 30 days to 6 months), that the Department might need to hire someone through a local Job Service office. You should keep your local Job Service informed of your interest in Fish and Game positions.

If you have questions about applying for a position in the Department of Fish and Game, ask for help at any State Personnel Office or Employment Center. Offices of the Department of Fish and Game can also help you, or you can call the Fish and Game Personnel Office at 465-4140, or write to us at the following address:



Personnel Section  
 Department of Fish and Game  
 P.O. Box 3-2000  
 Juneau, AK 99802

STATE OF ALASKA  
ANNOUNCES

# SCHEDULED RECRUITMENT

JANUARY THROUGH DECEMBER

## 1985

THE ANNUAL SCHEDULE OF RECRUITMENT OPENINGS provides you with the opportunity to have your name included on a number of different eligible lists. Job classes listed on the attached schedule have been closed to recruitment and are being opened for 30 or 60 day periods during 1985.

WHEN YOU SUBMIT A STATE OF ALASKA APPLICATION YOU ARE APPLYING TO BE INCLUDED IN A POOL OF CANDIDATES WHO CAN BE CONSIDERED WHEN AN ACTUAL VACANCY IS BEING FILLED. Job classes on this schedule are likely to be those for which there are few positions, low turnover, or long lists of eligible applicants competing for the vacancies that do occur. Scheduled job class openings as shown on the attached lists do not indicate actual vacancies, but when a vacancy occurs employees are hired from a pre-evaluated pool of eligible candidates.

For job classes listed on the attached schedule, applications will be accepted for processing only if postmarked to or received in one of the three Division of Personnel offices during the specific time frame indicated. Detailed Recruitment Bulletins will be issued for each job class prior to the scheduled opening.

**DON'T FORGET THERE ARE OTHER OPPORTUNITIES  
TO APPLY FOR A JOB WITH THE STATE OF ALASKA!**

In addition to the opportunities listed on this bulletin, there are other avenues for applying for CLASSIFIED STATE JOBS.

CONTINUOUSLY OPEN JOB CLASSES generally are those for which there are fewer qualified waiting on eligible lists to be considered for vacancies when they occur. Currently there are approximately 400 continuously open job classes you can apply for any time.

UNSCHEDULED RECRUITMENT is also necessary sometimes when actual vacancies cannot be filled from existing eligible lists. These recruitment openings are announced on special bulletins, on radio and in newspapers.

In addition, the Division of Personnel is not involved in the hiring process for some types of classified jobs.

REFERRAL FROM PUBLIC EMPLOYEES LOCAL 71 hiring halls is necessary for filling some types of classified jobs.

ELIGIBLE LISTS ARE MAINTAINED INDEPENDENTLY BY A SPECIFIC DEPARTMENT in a few cases. Department of Transportation and Public Facilities is independently responsible for recruitment and hiring for certain types of jobs, for instance.

There are also many State jobs which are NOT CLASSIFIED JOBS.

JOBS OUTSIDE OF THE CLASSIFIED SYSTEM have their own application procedures. State jobs which are not classified include positions:

In the Offices of the Governor and the Lieutenant Governor  
At the Cabinet level  
In the Legislative Affairs Agency  
On a number of Boards and Commissions  
On State Ferries  
With the Court System  
With the University of Alaska

--SEE BACK FOR ADDI

THE STATE OF ALASKA IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

*-SAMPLE RECRUITMENT  
Bulletin-*

AN IMPORTANT NOTE TO APPLICANT:

The first step in making the State of Alaska recruitment and hiring process work for you is to answer some important questions:

- Which types of jobs are you interested in?
- Do you have the necessary minimum qualifications for specific job classes in that category?
- Are you willing to work in the location of the job?
- When will the State accept and process your applications?

The answers to these questions are important and will make the effort you put into applying for State jobs really count. Help in finding the answers is available in a number of places:

JOBS BOOKS are located in many locations throughout the State, including all Division of Personnel offices and Alaska Job Service Centers. The JOBS BOOK provides details on all state jobs open continuously for recruitment. It outlines minimum qualifications needed, location of the jobs, salary ranges and all other information you will need when considering an application. The JOBS BOOKS are updated weekly.

THE HOW TO APPLY booklet is updated and may answer many of your questions and also provide you a valuable tool in properly filling out your application for employment with the State of Alaska.

ALASKA JOB SERVICE CENTERS are available across the state to help you answer the questions above and to assist you in your search for a job.

PLEASE CONTACT ANY OF THE DIVISION OF PERSONNEL OFFICES LISTED BELOW IF YOU NEED FURTHER ASSISTANCE. WE WILL BE HAPPY TO HELP YOU.

Pouch C-0201	2600 Denali St, Suite 400	675 Seventh Avenue
Juneau, AK 99811.	Anchorage, AK 99503	Station A
465-4430	279-6441	Fairbanks, AK 99701
		456-1017

THE STATE OF ALASKA  
Invites People to Join Our Applicant Pool  
For the Job Classes Listed Below  
During the Month of

# JANUARY

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1310	Supply Technician I	8	68	4
1311	Supply Technician II	20	54	3
1451	Personnel Officer I	13	65	2
1452	Personnel Officer II	12	46	4
1706	Statistical Technician I	17	55	4
1707	Statistical Technician II	7	42	2
3573	Librarian I	9	12	1
3574	Librarian II	3	10	1
3575	Librarian III	7	14	1
6123	Fish Culturist I	65	185	20
6124	Fish Culturist II	29	139	4
6125	Fish Culturist III	25	117	7
6128	Fish Culturist IV	17	23	3
6129	Fish Culturist V	14	7	0
7831	Airport Safety Officer I	* 0	90	0

\* Applicants are screened and hired at the I level and advanced to the II level after training and successful performance on the job. There are 80 Airport Safety Officer II positions in the State's classified service.

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1793	Research Analyst II	6	67	3
1795	Research Analyst III	3	32	1
1794	Research Analyst IV	15	69	7
1905	Records & Licensing Supervisor	6	43	1
2149	Ferry Services Manager I	5	62	2
2150	Ferry Services Manager II	12	54	1
2151	Ferry Services Manager III	3	29	2
2152	Ferry Terminal Assistant	15	91	9
2117	Loan Closer I	2	37	1
2118	Loan Closer II	5	15	1
6165	Habitat Biologist I	5	225	2
6166	Habitat Biologist II	24	86	4
6167	Habitat Biologist III	25	54	3
6168	Habitat Biologist IV	5	23	1
7767	Investigator II	23	38	4
7768	Investigator III	11	42	0
7769	Investigator IV	5	16	1
7820	Security Guard I	10	58	3

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1809	+ Management Analyst I	+ 0	107	1
1810	Management Analyst II	5	62	3
1811	Management Analyst III	12	87	3
1812	Management Analyst IV	0	68	0
3170	Education Administrator I	17	38	1
3171	Education Administrator II	9	28	1
5417	Institutional Instructor	8	132	8
6141	Game Biologist I	6	240	0
6142	Game Biologist II	39	77	3
6143	Game Biologist III	53	38	3
6144	Game Biologist IV	8	12	0
6193	* Subsistence Resource Specialist I	2	237	2
6194	* Subsistence Resource Specialist II	17	105	4
6197	* Subsistence Resource Specialist III	6	70	1
6210	Fish and Wildlife Enforcement Aide	8	271	2
6212	Fish and Wildlife Enforcement Officer	32	56	12
8210	Environmental Sanitarian I	2	155	0
8211	Environmental Sanitarian II	21	46	5
8212	Environmental Sanitarian III	12	18	2
8213	Environmental Sanitarian IV	2	7	1

+ Positions are filled at the entry level only occasionally when experienced candidates are not available.

\* Two month opening (also open during April).

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1296	Accountant I'	14	26	2
1297	Accountant III	14	22	2
1298	Accountant IV	5	24	1
2207	Economist I	1	26	0
2208	Economist II	4	24	2
2209	Economist III	7	53	4
2225	Labor Economist I	3	22	1
2226	Labor Economist II	7	7	3
2227	Labor Economist III	6	4	3
2291	Planner II	9	58	3
2292	Planner III	30	89	5
2293	Planner IV	33	104	14
2294	Planner V	1	52	1
2295	Planner VI	2	34	2
4342	Probation Officer I	5	102	1
5980	Health and Social Services Planner I	3	24	3
5981	Health and Social Services Planner II	6	20	2
4121	Eligibility Quality Control Tech I	16	26	5
4171	* Eligibility Technician I	51	453	18
4172	* Eligibility Technician II	69	38	19
4173	* Eligibility Technician III	34	54	12
4174	* Eligibility Technician IV	17	32	2
6193	Subsistence Resource Specialist I	2	237	2
6194	Subsistence Resource Specialist II	17	105	4
6197	Subsistence Resource Specialist III	7	70	1
8305	Environmental Field Officer I	5	119	1
8306	Environmental Field Officer II	12	98	1
8307	Environmental Field Officer III	18	61	0
8308	Environmental Field Officer IV	4	19	0

\* Also open during the month of September.

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3605	Publication Technician	5	35	0
3606	Publication Specialist I	2	58	1
3607	Publication Specialist II	11	35	2
3608	Publication Specialist III	3	15	0
3612	Visual Information Specialist	5	25	1
3620	Graphic Artist I	2	22	0
3621	Graphic Artist II	8	4	2
4169	Handicap Child Program Specialist I	2	25	1
4275	Community Care Licensing Specialist I	12	114	4
5132	Public Health Nurse I	6	36	4
8352	Ecologist II	17	46	1
8353	Ecologist III	6	29	1
8423	Drafting Technician I	5	37	1

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1922	Administrative Officer I	15	118	8
1923	Administrative Officer II	27	145	4
1924	Administrative Officer III	9	116	0
2966	Leasing Officer III	3	38	2
8304	Environmental Technician	2	141	1
8659	Regional Environmental Supervisor	3	22	0

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4104	Social Services Associate I	3	187	0
4105	Social Services Associate II	2	91	0
4106	Social Services Associate III	14	68	3
7105	Paralegal Assistant I	6	73	2
7106	Paralegal Assistant II	29	47	6
8655	Environmental Engineer II	8	17	3
8656	Environmental Engineer III	21	68	1
8211	Environmental Sanitarian II	21	46	5
8212	Environmental Sanitarian III	12	18	2
1401/1403	Personnel Technician/Assistant I	44	539	19
1402/1404	Personnel Technician/Assistant II	19	689	7

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1436	Personnel Analyst I	* 2	119	1
1437	Personnel Analyst II	* 0	29	0
1448	Retirement & Benefits Specialist I	* 1	45	1
1792	Research Analyst I	2	162	0
1871	Local Government Specialist I	* 1	214	0
1872	Local Government Specialist II	0	190	0
1873	Local Government Specialist III	10	103	4
2371	Insurance Market Analyst I	* 1	58	0
2964	Leasing Officer I	3	112	2
2290	Planner I	8	174	4
4111	Social Worker I	4	309	3
4112	Social Worker II	17	92	5
4113	Social Worker III	101	123	38
4114	Social Worker IV	18	81	7
4115	Social Worker V	3	33	0
8305	Environmental Field Officer I	5	119	1
8306	Environmental Field Officer II	12	98	1
8307	Environmental Field Officer III	18	61	0
8308	Environmental Field Officer IV	4	19	0

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Juneau, AK 99811	Anchorage, AK 99503	Station A
465-4430	279-6441	Fairbanks, AK 99701
		456-1017

THE STATE OF ALASKA  
Invites People to Join Our Applicant Pool  
For the Job Classes Listed Below  
During the Month of

## SEPTEMBER

The State of Alaska is accepting applications during special 30 to 60 day recruitment openings during 1985 for a number of job classes which have been temporarily closed to recruitment.

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1210	Accounting Technician I	112	197	39
1211	Accounting Technician II	53	142	22
1212	Accounting Technician III	30	99	9
1192	Data Processing Clerk II	57	139	26
1703	Statistical Clerk	11	85	3
4171	+ Eligibility Technician I	51	453	18
4172	+ Eligibility Technician II	69	38	19
4173	+ Eligibility Technician III	34	54	12
4174	+ Eligibility Technician IV	17	32	2
4648	Employment Security Specialist IA	166	* 541	26
4650	Employment Security Specialist II	39	* 121	27
4651	Employment Security Specialist III	7	* 101	9
4652	Employment Security Specialist IV	9	* 61	2
4655	Employment Security Manager I	3	* 42	0
4656	Employment Security Manager II	5	* 34	1
4657	Employment Security Manager III	1	* 10	0
4658	Employment Security Manager IV	1	* 8	0
4659	Employment Security Analyst I	1	* 68	0
4660	Employment Security Analyst II	8	* 55	1
4661	Employment Security Analyst III	6	* 31	0
7611	Youth Counselor I	26	82	12
7612	Youth Counselor II	69	160	5
7613	Youth Counselor III	26	53	1

+ These job classes also open during April.

\* These are 1984 figures. Eligible lists for these job classes are maintained by the Department of Labor and updated counts of the number of eligibles were not available at the time this schedule was printed.

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WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

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# OCTOBER

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1222	Accounting Supervisor I	11	61	3
1223	Accounting Supervisor II	10	45	3
1224	Accounting Supervisor III	20	35	9
1236	Accounting Supervisor IV	11	28	4
1237	Accounting Supervisor V	4	18	1
6112	Fish & Game Technician I	64	262	46
6113	Fish & Game Technician II	208	487	80
6605	Forest Technician I	10	242	6
6606	Forest Technician II	30	117	14
6607	Forest Technician III	40	94	20
6608	Forest Technician IV	28	170	10
6609	Forest Technician V	7	93	2
6621	Forester I	9	125	2
6622	Forester II	22	53	11
6744	Historian I	7	40	2
6745	Historian II	3	29	1
6746	Archaeologist I	5	51	2
6747	Archaeologist II	3	37	1
8833	Cadastral Survey Assistant II	7	12	2
8834	Cadastral Survey Assistant III	3	9	1

--CONTINUED ON BACK--

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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
8835	Cadastral Surveyor I	6	7	3
8836	Cadastral Surveyor II	9	6	2
8837	Cadastral Surveyor III	4	7	0
6650	Natural Resource Technician I	29	506	24
6651	Natural Resource Technician II	44	311	17
6652	Natural Resource Officer I	61	480	16
6653	Natural Resource Officer II	81	281	27
6654	Natural Resource Manager I	69	276	18
6655	Natural Resource Manager II	42	148	13
6656	Natural Resource Manager III	10	129	2
6657	Natural Resource Manager IV	8	65	2
8325	Hydrologist I	4	73	3
8326	Hydrologist II	4	41	1
8327	Hydrologist III	2	35	0
8328	Hydrologist IV	3	20	0
8329	Hydrologist V	1	6	0
8340	Geologist I	4	132	0
8341	Geologist II	3	72	1
8342	Geologist III	11	78	3
8343	Geologist IV	12	117	3
8344	Geologist V	2	24	0
8345	Geologist VI	8	15	0
8364	Geology Assistant I	6	93	2
8365	Geology Assistant II	7	92	1
6705	Park Ranger I	27	272	8
6706	Park Ranger II	10	34	2

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## NOVEMBER

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6114	Fish & Game Technician III	218	497	57
6115	Fish & Game Technician IV	11	84	1
6116	Fish & Game Technician V	10	28	1
6605	Forest Technician I	10	242	6
6606	Forest Technician II	30	117	14
6607	Forest Technician III	40	94	20
6608	Forest Technician IV	28	170	10
6609	Forest Technician V	7	93	2
6621	Forester I	9	125	2
6622	Forester II	22	53	11
6744	Historian I	7	40	2
6745	Historian II	3	29	1
6746	Archaeologist I	5	51	2
6747	Archaeologist II	3	37	1
8833	Cadastral Survey Assistant II	7	12	2
8834	Cadastral Survey Assistant III	3	9	1
8835	Cadastral Surveyor I	6	7	3
8836	Cadastral Surveyor II	9	6	1
8837	Cadastral Surveyor III	4	7	0
6650	Natural Resource Technician I	29	506	24
6651	Natural Resource Technician II	44	311	17

--CONTINUED ON BACK--

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5652	Natural Resource Officer I	61	480	16
6653	Natural Resource Officer II	81	281	27
6654	Natural Resource Manager I	69	276	18
6655	Natural Resource Manager II	42	148	13
6656	Natural Resource Manager III	10	129	2
6657	Natural Resource Manager IV	8	65	2
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<u>Class Code</u>	<u>Title</u>	<u># of Positions</u>	<u># of Candidates on Eligible list</u>	<u># of Hires in Past Yr.</u>
1912	Administrative Assistant I	103	411	46
1913	Administrative Assistant II	45	247	10
1914	Administrative Assistant III	19	155	6
6160	Fishery Biologist I	176	317	46
6161	Fishery Biologist II	122	214	6
8357	Environmental Conservation Supvr	7	32	2

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STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
**BILL ANALYSIS**

DEPARTMENT Fish and Game	DIVISION Administration	BILL NUMBER SB31	SPONSOR Fred Zharoff
DEPARTMENT POSITION While we strongly support increasing local hire, the bill as drafted poses significant problems.			
PREPARED BY <i>Beverly Reaume</i> Beverly Reaume	DATE 1/28/85	COMMISSIONER'S SIGNATURE <i>Conrad Collinsworth</i>	DATE 1-29-85

**SUMMARY**

OTHER AGENCIES AFFECTED BY BILL Administration Labor Natural Resources	CONSTITUENT GROUP(S) AFFECTED BY BILL
ORGANIZATIONAL SUPPORT FOR BILL	ORGANIZATIONAL OPPOSITION TO BILL

FISCAL IMPACT:  NONE  FISCAL NOTE ATTACHED

BACKGROUND/LEGISLATIVE INTENT

Require notice of intent to local post office, local government officials and radio stations to fill vacancies 30 days prior to recruitment to allow for prospective candidates to submit applications which would be scored and considered along with existing certified candidates. Would be limited to communities with fewer than 6100 people.

ANALYSIS OF BILL/PROGRAM EFFECTS

For Department of Fish and Game this would lead to year-round open recruitment for the technicians and biologists series and expanded recruitment for culturists and support staff. Would require very fast turnaround in application scoring requiring a minimum of two additional examiners. Resulting recruitment coordination, examining coordination and extensive advertising would require a third position.

The major effect would be to double the time it now takes to recruit for individual positions. A six-week technician position would take a minimum of two months lead time in order to fill.

Emergency hires would increase dramatically in order to deal with the short time frames Fish and Game encounters with no-shows and in-season terminations.

It is doubtful that this proposal would significantly increase local hire over the current combination of local registers and job service.

AMENDMENTS PROPOSED

Expand recruitment openings (3 times a year instead of 1) of targeted series. Fish and Game would still require two of the three additional examiners. Increased opportunity for application processing would offer local residents more opportunity to be placed on certification list but eliminate the costly advertising and recruiting requirements under this proposal.

*Position PAPERS*

# MEMORANDUM

# State of Alaska

TO: Senate Labor and Commerce Committee  
Alaska State Senate

DATE: January 31, 1985

FILE NO:

TELEPHONE NO:

465-2406

FROM:

Sharon Barton, Director  
Division of Management  
Dept. of Natural Resources

SUBJECT:

SB 31

After a review of SB 31, "An Act relating to state hiring in rural communities and areas," I would like to offer the following comments on behalf of the Department of Natural Resources. Although we appreciate the intent of this bill, if passed into law, it would be expensive to implement and would have undesirable impact on public service.

First, let me explain the cost of implementation relative to this department. Currently, the Personnel Section has responsibility for the examining of all applications for 39 different job classes that are unique to DNR. During a recent two month open recruitment period, the Personnel Section received over 6400 applications. Because of the number of positions this department has in rural areas (298) and the rate of turnover (101 in FY 84), open continuous recruitment for most of these job classes would be required to comply with this bill. We estimate this could result in the receipt of a minimum of 10,000 applications on a yearly basis.

Current staff, one full time Personnel Assistant I, is unable to keep up with the present workload without the assistance of two non-permanent employees hired on for a five month period. With open continuous recruitment, one additional full time Personnel Assistant I would be needed in the Juneau Office. The cost of this new position is estimated at \$49,100 for FY 86 with an assumed 5% yearly inflation rate to FY 90. Implementation of this bill would also entail additional recruitment cost for advertising vacancies in the rural areas. In FY 84, this department hired 101 new employees into positions in rural areas. A single column display ad in rural Alaskan community newspapers averages \$60 for a one day run. Therefore, a yearly cost of \$6000.00, is estimated for minimal advertising.

The undesirable impact on the public has to do with the time delay that would result in filling rural vacancies. We estimate that it would take at least fourteen weeks before filling a vacated rural position. The reasons for this are listed below:

- A. Personnel Rules and Labor contracts only require two weeks notice for resignation. Rarely does the employer receive more. SB 31 requires that we send a notice of intent to fill a vacancy to Postmasters, etc. Assuming the hiring authority sends the notice out immediately upon receiving the employee's notice of

resignation, the position will be vacant for two weeks after the incumbent leaves, in order to comply with SB 31's requirements of sending a notice out "30 days before filling the position.

- B. SB 31 also requires that applications received as a result of the notification be accepted and examined before filling the position. Continuous open recruitment would be necessary and with a continuous influx of applications the examining time could be up to eight weeks with the attached minimal fiscal note.
- C. After all applications are examined, they must be certified to the list. All state hires for the classified service must be made off of a certification. Certification can take up to a week depending on current workloads.
- D. Once all applicants are certified to this list or notified of failure to meet the minimum qualifications, the hiring authority may order a certification from the Division of Personnel. Receipt of a certification takes up to a week.
- E. After the hiring authority has received the certification he/she may begin working the list in accordance with Personnel Rules, Labor agreements, EEO procedures, Local hire laws, etc. Once notices have gone out to the applicants, a waiting period of 10 calendar days for response is required (2 AAC 07.120.b.(3); GGU Art. 18, Sec. 4 (3); SBU Art. 17, Sec. 4 (3)).
- F. Finally the position may be offered to an applicant. Depending on the applicant's status at the time (employed or unemployed), he/she may then have to give a two week notice to their present employer before beginning work. So, taking into account the initial fourteen weeks for recruitment, examining, certification and working the list, a position could actually be left vacant for sixteen weeks.

Leaving positions open for this extended time would result in substantial loss of service to the public, especially in the department's small staffed, rural offices such as the recording offices in Sitka, Nome, Bethel, Homer, Palmer and Kenai.

We appreciate Senator Zharoff's desire to improve the state's rural hire opportunities and we would be happy to work with him and with the Department of Administration, Division of Personnel, to achieve legislative or administrative means to this end which would have less negative impact on the same Alaskan residents Senator Zharoff seeks to serve.

cc: Carol Wilson, Special Assistant to the Commissioner  
Frank Raye, Director, Div. of Personnel, Dept. of Admin.  
Senator Fred Zharoff, Alaska State Senate

Position Paper  
SB 31

SB 31 establishes new procedures for recruiting and filling positions. The bill requires agencies to advertise locally and accept and process applications for at least 30 days prior to making any appointment. The bill's specific intent is to apply these new procedures to hiring for all positions located in, or working mostly in, rural communities and areas. It would provide increased access to State jobs for rural residents.

We support the objective of this bill, which is better access to State jobs for rural residents, provided there is adequate funding to do a good job. There are impacts on the Division of Personnel which need to be discussed. We also have concerns with the language of the bill as written. There may be conflicts with the constitutional rights of all Alaskans, conflicts with union contracts, and other unintended administrative results that need to be addressed so that the objective of this bill is not undermined.

I. IMPACTS ON THE DIVISION OF PERSONNEL

- A. There is a need to develop and adopt regulations and procedures, define rural areas affected, identify positions affected, and clarify the terms and definitions used in the bill.
- B. There is a need to open a number of job classes to continuous recruitment in order to accommodate departmental needs to advertise locally as needed to fill vacancies as they occur.

This would require significant additional examining and certification resources both in the Division of Personnel and in several departments which do their own examining and have a large number of rural positions. These impacts are specifically addressed in the fiscal analysis.

II. CONCERNS WITH CURRENT LANGUAGE

- A. Under paragraph C there is a constitutional question of allowing only rural residents to apply for jobs and not all Alaskans. At issue is the creation of two sets of standards. It is not the special efforts to publicize jobs in rural areas that is in question, but restricting application for jobs to residents of a specific area. The logical extension is that rural residents would not be allowed to apply for jobs in Anchorage. We do not believe that two sets of standards based solely on where in Alaska you reside is defensible. Further, rural and urban areas will prove difficult to define. The Department of Labor defines urbanized areas as those with a central city of a population of 50,000 or more. This would include only Anchorage as an urbanized area.

Position Paper  
SB 31

Providing equal access means that more people have a chance at a job. It also means more applications to process. There may be ten local residents who apply, but 100 urban residents who apply for a particular vacancy. We estimate that at least 100 applications can be expected for each vacancy on the average. We currently have 370,000 application records for the less than 3,000 job openings every year.

B. This bill, under paragraph (d) would cover any job in any State department or agency.

1. Currently most of these jobs are covered by collective bargaining agreements which specify the method of filling vacancies. These collective bargaining agreements supersede the State Personnel Act insofar as the agreements deal with wages, hours, terms and conditions of employment. Accommodating both the collective bargaining agreements and this bill will be difficult.

a) Eligible lists are not maintained for Labor, Trades and Crafts positions covered by Public Service Employees Local 71, AFL-CIO. They are filled by union referral. Neither the Division of Personnel nor the various departments currently review applications for those jobs. Any desired change in the method of union referral would have to be negotiated with Local 71. We recommend either excluding Labor, Trades and Crafts positions from this legislation or amending the recruitment to provide that applications be routed as required by a collective bargaining agreement.

b) Positions covered by the General Government and Supervisory agreements--which constitute most classified State jobs--require a hire to be made from an eligible list except for transfer and rehire appointments. If there is a layoff employee, he/she must be offered the job if it is to be filled.

Proposed AS 39.25.185(c) would allow a hire to be made either from an eligible list or from a group of local candidates. This method is not allowed by union contract. To eliminate this conflict would require that all applications be reviewed and scored and an eligible list issued prior to making an appointment.

Because the contract provision on layoff would supersede this bill we therefore recommend that this bill apply only to real job opportunities, not where there is a layoff or where the minimum qualifications

Position Paper  
SB 31

require current employment such as is required in the Department of Public Safety to be eligible for promotion to higher ranks within the State Troopers.

- c) Under proposed AS 39.25.185(a), this bill would cover nonpermanent and seasonal positions that are already given local preference under AS 39.25.195-200. In addition there would be a conflict with AS 39.25.195 which requires the use of an eligible list or dispatch for filling nonpermanent positions. Although a waiver by the Director is possible, these have been issued in limited circumstances such as an inadequate eligible list. The intent of AS 39.25.195 was to reduce the abuse of temporary employment, including hiring unqualified individuals. AS 39.25.196 allows local preference for nonpermanent and seasonal positions. Essentially the Division of Personnel ranks local candidates first on the list--in order of their final score--and if there are no local candidates the hiring manager may request a referral of a qualified local candidate from Job Service.

The filling of these nonpermanent and seasonal jobs would be severely impacted by this legislation. Advertising for 30 days for a six week position that needs to be filled "when the fish are running" might mean the job is not filled at all. Because these jobs are already covered by local preference legislation, we recommend their exclusion from this bill.

- d) Also, under proposed AS 39.25.185(a), this bill would cover all partially exempt positions. These positions would include Attorneys in the Department of Law as well as Emergency Guards in the Department of Public Safety. Emergency Guards were placed in the partially exempt service last year by legislative action because of the need to quickly hire such individuals. Again, to require a 30 day recruitment period would not be reasonable for Emergency Guards.

We recommend excluding partially exempt positions from the provisions of this bill. In defining the Partially Exempt Service, AS 29.25.130(3) specifies that one of the characteristics of a partially exempt position is that it "involves responsibilities and duties of a type not susceptible to the ordinary recruiting and examining procedures."

- e) Proposed AS 39.25.185(c) and (d), if implemented, would create a double standard for selection. Some people have to be found qualified to be considered

Position Paper  
SB 31

the job; others do not. Rural residents would be treated differently than Anchorage residents. This would also run contrary to the State requirement under AS 39.25.150(3) that the Director of Personnel "use employee selection methods . . . that will fairly test the capacity and fitness of the person examined to discharge the duties of the class in which employment is sought."

As importantly, using this double standard, the State would find it difficult to show that we have met the requirements under Section 5E of the Federal Uniform Guidelines on Employee Selection Procedures should we be faced with a discrimination suit. We simply could not show that we administered and scored applicants in a consistent manner. This need for consistent review and scoring of applications is a prime reason why each hiring manager would not be able to recreate the process for each vacancy and why a central agency--either the Division of Personnel or the personnel officer of the operating departments--would be responsible for the review process.

Again, we would have to require that all candidate's applications were reviewed and scored before placement on our eligible lists.

- f) To not review and score applications consistently would leave us vulnerable to loss of Federal funds for such programs as Public Assistance and Medical Assistance for which adherence to Federal merit system standards is required.
- g) Other unintended results include long periods of time required to fill each rural position. A 30 day recruitment period required under proposed AS 39.25.185(c), followed by application review and scoring, issuing of an eligible list, mandatory ten days notice to candidates, interviews of candidates and selection of appointee could mean vacant positions of several months duration. This period could be lessened somewhat by reducing notice requirement to 15 days. Most of these jobs already have open application periods of 30 days each year (for example, Social Services Associates, Eligibility Technicians, Fish and Game technicians, Administrative Assistants), and many others are currently open to application all the time (Legal Secretary, Clerk Typist, Accounting Clerks). It has typically taken two to four months to review applications in the order that they are received by the Division of

Position Paper  
SB 31

Personnel. The Departments of Fish and Game and Natural Resources, for their job classes, have scheduled openings in the fall of each year so that people who apply will be on the list for the spring hiring season. Fish and Game currently has a backlog of about 14,000 applications; Natural Resources is currently processing applications received on November 2, 1984. There are that many people looking for work. Therefore, without adequate funding, support, vacancies could be lengthy.

A Fiscal Note has been prepared based on the assumption that departments who do their own examining will continue to do so without any additional help from the Division of Personnel, and will provide their own fiscal notes to this bill.

Frank Raye  
Frank Raye, Director  
Division of Personnel

1/29/85  
Date

Lisa Rudd  
Commissioner Lisa Rudd  
Department of Administration

2/3/85  
Date

Bill No. Senate Bill 31  
Title "An Act Relating to State Hiring  
in Rural Communities and Areas"

Date January 28, 1985  
Contact: Judy Knight  
465-2720  
Eileen Plate  
465-2700

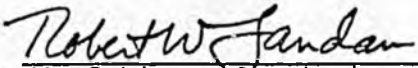
The Department of Labor strongly supports efforts to remove barriers that hamper rural Alaskans from obtaining State employment. The Department's Employment Security Division has long worked with the Division of Personnel and with other State agencies, as well as local residents, to assist with local recruitment. Under Senate Bill 31, this division could continue to provide this service using its Job Service offices in 19 locations throughout the State.

As a State agency with employees in many rural areas, the Division is concerned that any increase in the time required to fill a vacancy will result in a decrease in services to the very residents of those areas that the bill is designed to help. The smaller Job Service offices are staffed with only one or two employees; and if the effort to recruit and hire a local resident prolonged the vacancy, it would ironically reduce the local office's ability to help local residents find suitable employment.

No doubt the provisions of this bill will have a dramatic impact on the Department of Administration, as well as several other agencies.

Accordingly, although the Department supports the intent of Senate Bill 31, the effects of extended vacancies in positions which provide direct services to the public should be closely evaluated before such an approach is implemented.

APPROVED:

  
for Jim Robison, Commissioner  
Department of Labor



Alaska Public  
Employees Association **APEA**  
State Headquarters: 340 N. Franklin, Juneau, AK 99801 (907) 586-2334

MEMORANDUM

TO: Senator Fred Zharoff, Chairman  
Senate Labor and Commerce Committee

FROM: Cherie Shelley, Executive Director  
Alaska Public Employees Association

SUBJECT: SB 31

DATE: February 5, 1985

The Alaska Public Employees Association, while supporting the idea of improving local hiring possibilities in rural communities, believes that enactment of SB 31 would create many problems and would be very expensive for the State.

APEA has concern about the constitutionality of SB 31 because it provides for preferential treatment of rural residents over those living in urban areas by restricting application for jobs to residents of specific areas.

Both the General Government Bargaining Unit and the Supervisory Bargaining Unit contracts with the State of Alaska speak of our mutual agreement to support the merit principles among public employees, to the end that public employees be selected, appointed, and promoted from among the most qualified. Both contracts provide that hires be made from eligible lists, except in the cases of rehire or transfer. Additionally, if there is a laid off employee in the job class, that person must be offered the job. The proposed legislation would allow a hire to be made either from an eligible list or from among any local candidates who might or might not meet the qualifications for the job class. This does not meet contractual requirements, nor does it uphold merit principles.

In order to avoid this conflict, all applications would have to be examined, scored, and an eligible list issued before any appointment could be made. The Division of Personnel is currently two or four months behind in examining and certification; the additional burden created by this bill could only worsen that situation. One month of advertising time plus two to four (or more) months to assure that all applications have been reviewed will make filling a vacancy a very lengthy process. This could seriously impact services to the public or, in cases of short-term seasonal positions, lead to abuses in emergency hiring.

Of concern also to APEA is the impact this proposed legislation would have on current state employees. Although they may apply for other state job classifications, it is now taking two to four months to get on eligible lists. If that time is lengthened as a result of demands created by enactment of this bill, many promotional opportunities will be lost.

Unless the Legislature is willing to commit sufficient resources in the form of new positions to take on the extra work generated by such legislation, even the current level of service could not be maintained. Also, APEA believes that the bill as written might actually decrease total annual employment in the affected areas by increasing the time necessary to fill vacant positions.

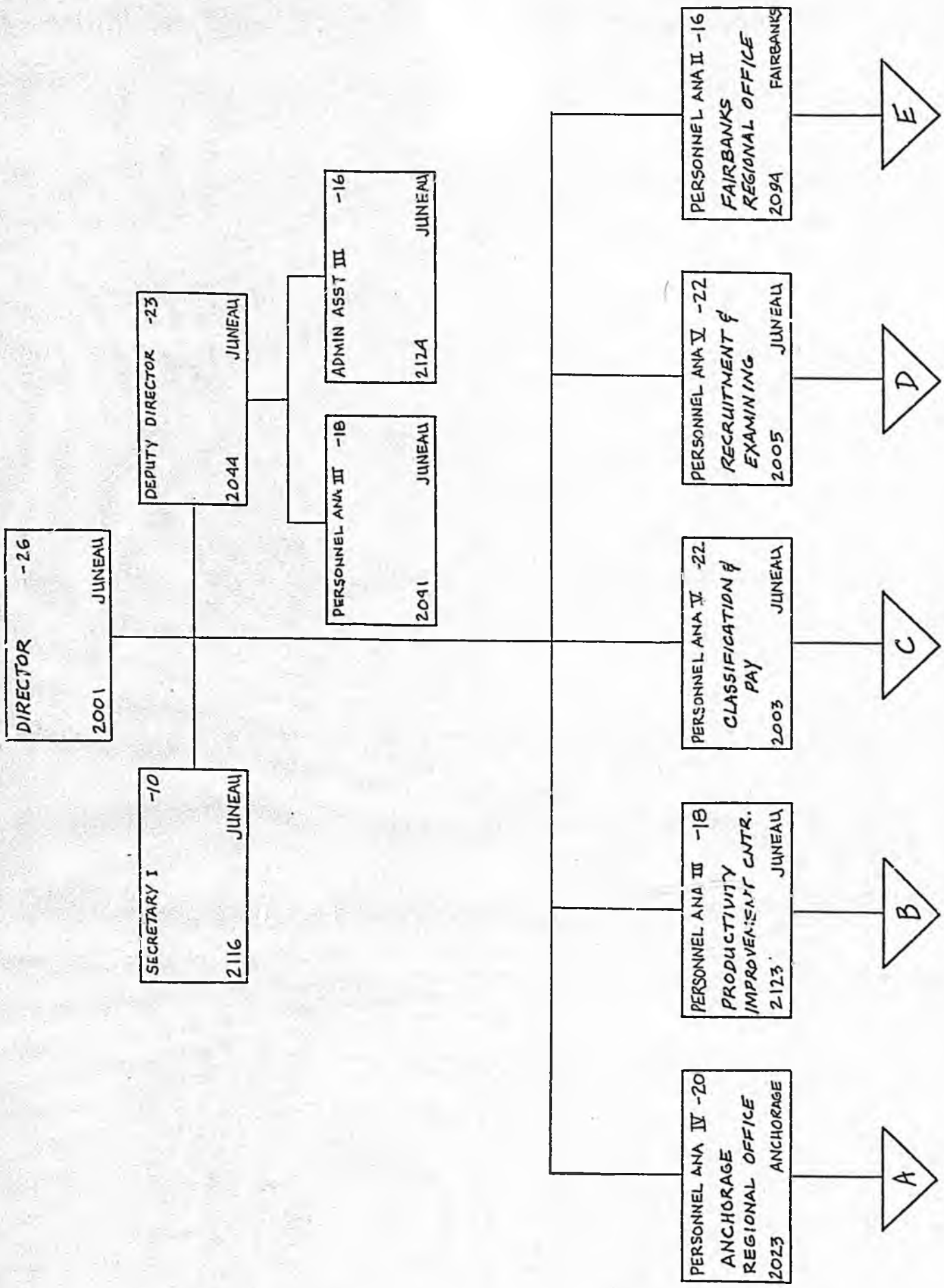
We believe that the requirement of a 30-day recruitment period should be shortened to 15 days and waived altogether if there has been an open recruitment period during the preceding year. We also feel that only permanent full-time positions which are to be filled from an open competitive eligible list should be addressed in SB 31. Nonpermanent local hires and short-term seasonal positions are already addressed under AS 39.25.196. The bill should apply only to positions newly assigned to a community in a classification which has not been used in that community previously, and then only if there are no laid-off employees in the class who have agreed to accept employment in the location or who have turned down the position.

As an alternative to amending the proposed legislation as suggested above, APEA feels that a better solution might lie in increasing expedited recruitment efforts in the rural areas through an annual or semi-annual visit by a recruiter who would speak to local residents about possible vacancies and assist them in applying for any classes which are allocated to the location. This would necessitate bringing large numbers of applications back to the central office, establishing tickler files so that applications could be held until the next open recruitment period when they could be examined and names of qualifying candidates placed on appropriate lists. When a vacancy occurred, there would be no need for additional advertising; the department could

call for an eligible list at once. This procedure would give special attention and encouragement to residents or rural areas without according special privileges which would alienate urban constituents.

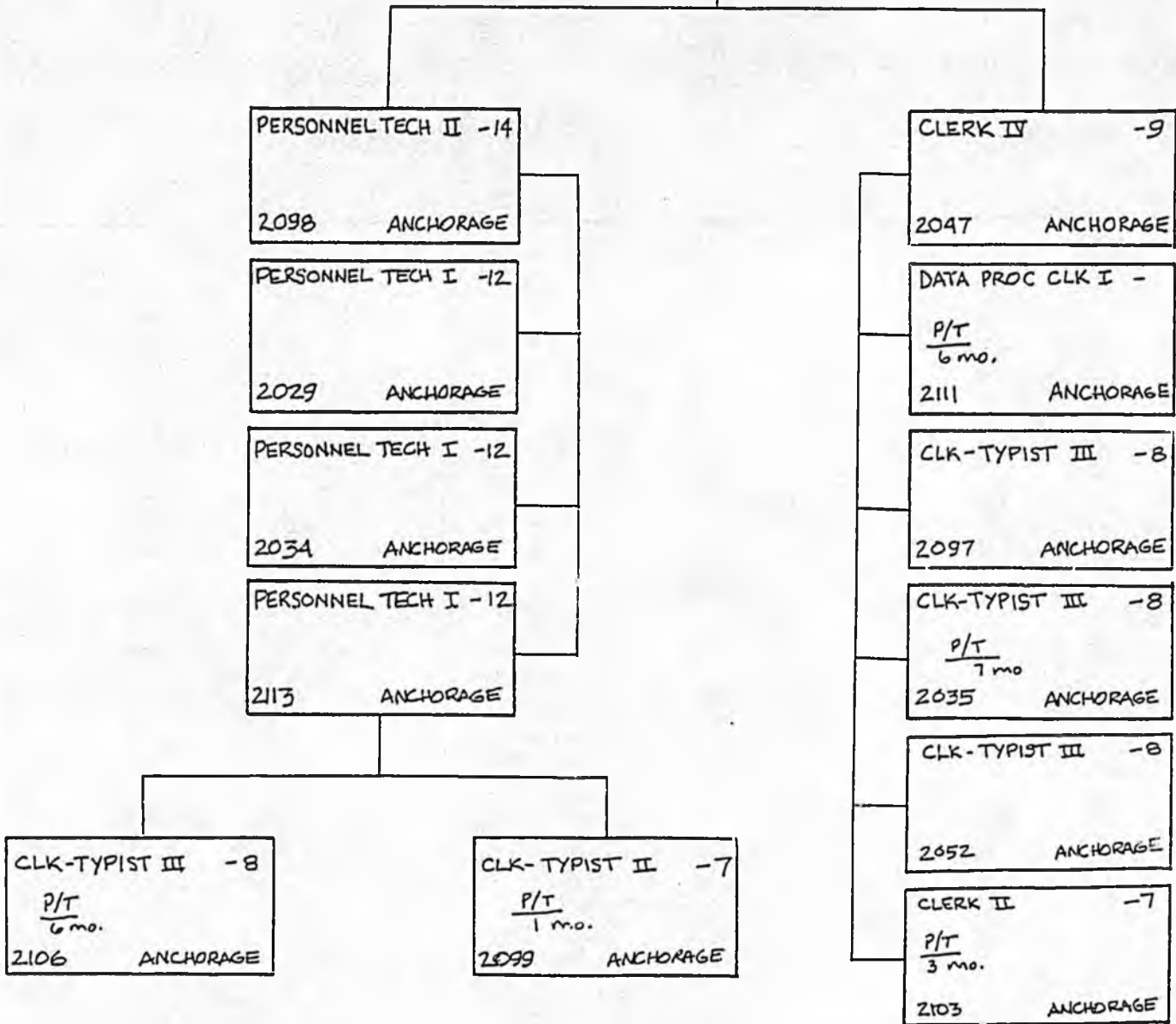
Such an alternative would also require additional funding for recruitment and for examining applications but would be a more economical approach than SB 31 as written.

APEA believes that there may be concern on the part of some rural residents about the inability to qualify for classes. If this is a concern, the mechanism for review of minimum qualifications already exists in the Division of Personnel and will certainly be addressed in the classification study currently being conducted by the State of Alaska.

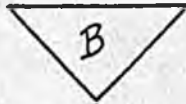


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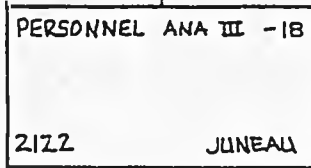
# ANCHORAGE REGIONAL OFFICE



8 PFT  
5 PPT



PRODUCTIVITY IMPROVEMENT CENTER



C

CLASSIFICATION & PAY

ORG. DEV. SPEC. -20  
2049 JUNEAU

PERSONNEL ANA IV -20  
2120 JUNEAU

PERSONNEL TECH I -12  
2032 JUNEAU

CLERK IV -9  
2031 JUNEAU

CLK-TYPIST III -8  
2077 JUNEAU

PERSONNEL ANA III -18  
2006 JUNEAU

PERSONNEL ANA III -18  
2108 JUNEAU

PERSONNEL ANA III -18  
2121 JUNEAU

PERSONNEL ANA III -18  
2078 JUNEAU

PERSONNEL ANA III -18  
2050 JUNEAU

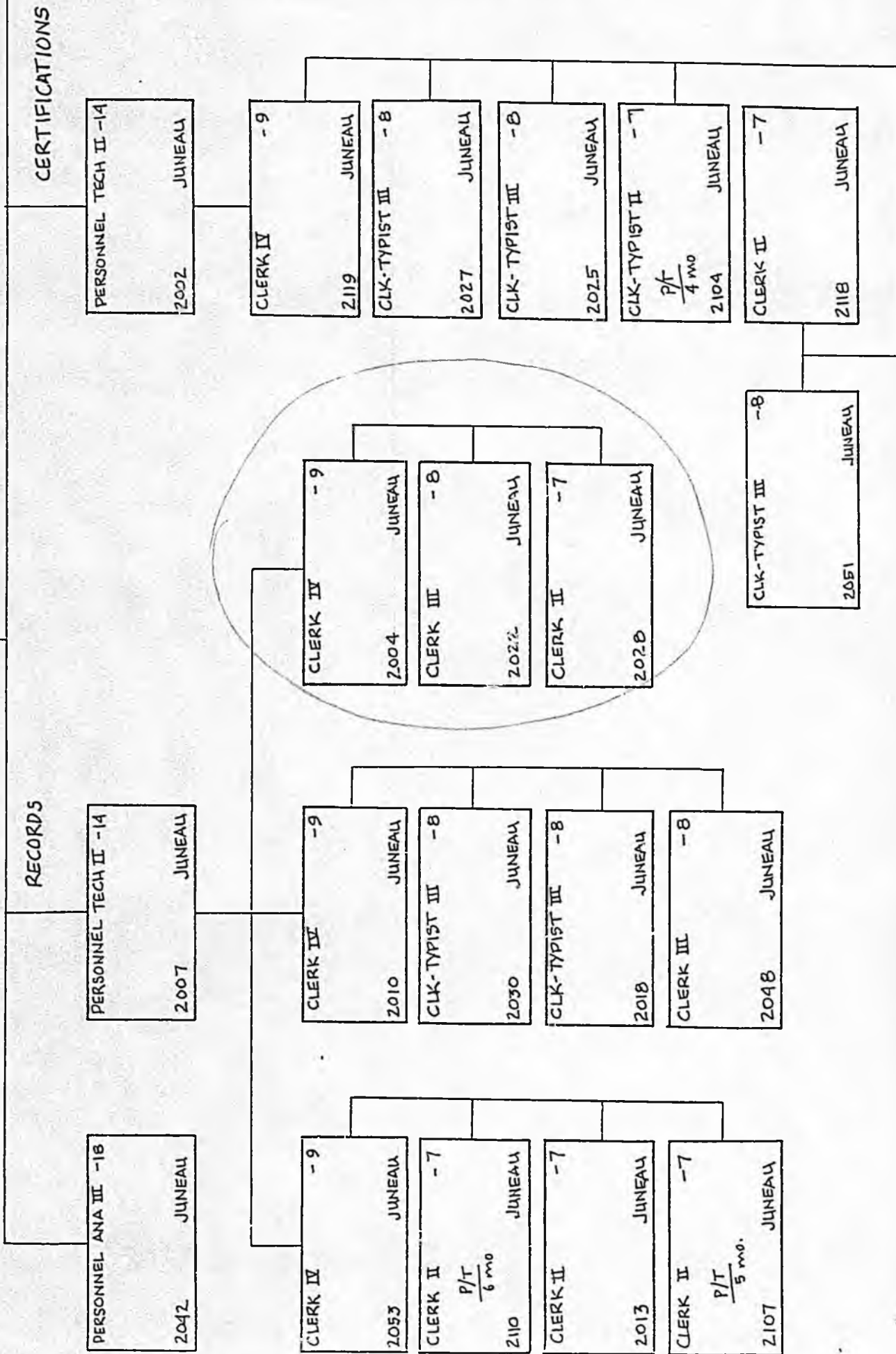
PERSONNEL ANA III -18  
2040 JUNEAU

PERSONNEL ANA II -  
JUNEAU

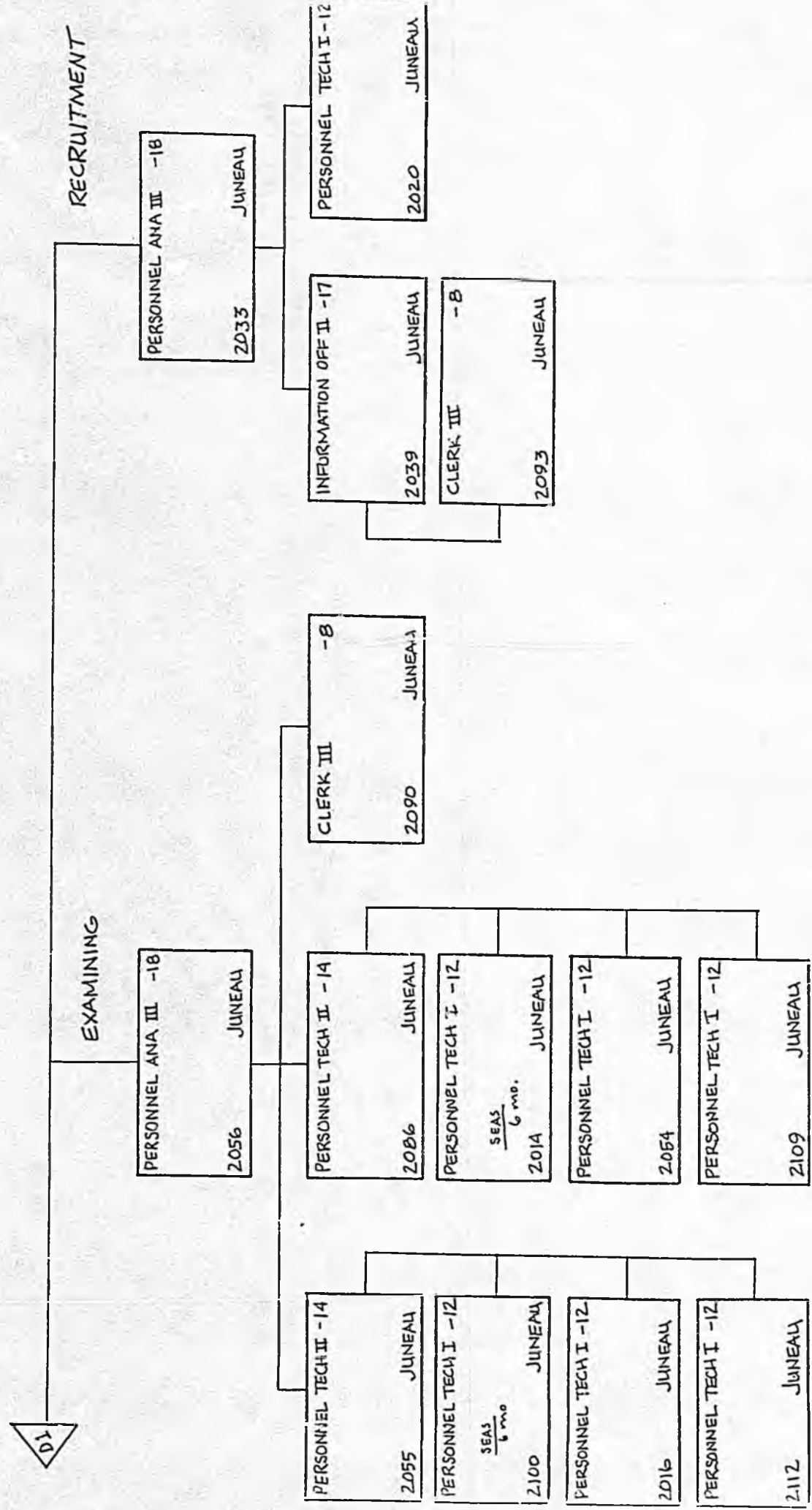
# RECRUITMENT & EXAMINING

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RECRUITMENT & EXAMINING, cont'd



DI

RECRUITMENT

EXAMINING

PERSONNEL ANA III -18  
2033 JUNEAU

PERSONNEL TECH I -12  
2020 JUNEAU

INFORMATION OFF II -17  
2039 JUNEAU

CLERK III -B  
2093 JUNEAU

CLERK III -B  
2090 JUNEAU

PERSONNEL ANA III -18  
2056 JUNEAU

PERSONNEL TECH II -14  
2086 JUNEAU

PERSONNEL TECH I -12  
SEAS 6 mo.  
2104 JUNEAU

PERSONNEL TECH I -12  
2084 JUNEAU

PERSONNEL TECH I -12  
2109 JUNEAU

PERSONNEL TECH II -14  
2055 JUNEAU

PERSONNEL TECH I -12  
SEAS 6 mo.  
2100 JUNEAU

PERSONNEL TECH I -12  
2016 JUNEAU

PERSONNEL TECH I -12  
2112 JUNEAU



FAIRBANKS REGIONAL OFFICE

PERSONNEL TECH I -12  
2096 FAIRBANKS

CLERK IV -9  
2095 FAIRBANKS

CLERK III -7  
P/T  
6 mo  
2105 FAIRBANKS

# STATE OF ALASKA

## DEPARTMENT OF ADMINISTRATION

### DIVISION OF PERSONNEL

BILL SHEFFIELD, GOVERNOR

POUCH C (MS 0201)  
JUNEAU, ALASKA 99811

(907) 465-4430

March 21, 1985

Mr. Jim Slocum  
Fiscal Analyst  
Legislative Finance Division  
Pouch WF  
Juneau, AK 99811

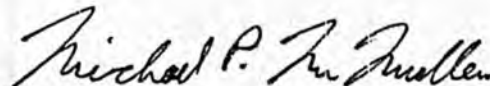
Dear Mr. Slocum:

You have asked on behalf of Senator Ferguson for the number of positions and associated costs relating to the dissemination of recruiting information and the reviewing and analyzing of applications. I am enclosing a set of organization charts for Division of Personnel and a copy of the Current Year Authorization Balances for FY 84 as of June 30, 1984.

The two regional offices, Anchorage and Fairbanks, and the Recruitment and Examining Section perform the recruiting and examining functions, including the clerical support for these functions. The exception is the Employee Records Unit which I have circled in pencil. Specific positions assigned to the recruiting functions are a Personnel Technician I in the Anchorage Regional Office and the Recruitment Unit labeled as such in the Recruitment and Examining Section.

The Current Year Authorization Balances as of June 30, 1984, were the last computer reports issued on paper. The microfiche printer we have will not produce a good paper copy for subsequent reports. The June 30 report understates Personal Services costs by one-half month. Travel costs should be current. Contractual and Commodities had additional expenses posted until August 31 when the Fiscal Year books were closed. The enclosed report should provide a reasonably accurate picture of the recruitment and examining costs for FY 84. If exact information as of August 31 is needed, please let me know.

Sincerely,



Michael P. McMullen  
Deputy Director

MPM/gyr  
14/4D1/0321-01/2  
Enclosures: Organizational Charts  
CYAB as of June 30, 1984

DEPT	ADMINISTRATION	AUTHORIZATION	FISCAL YEAR	DISBURSEMENTS	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
212	INSTATE PER DIEM	873.75	873.75					
213	OUTSIDE TRANSPORTAIN	325.88	325.88					
214	OUTSIDE PER DIEM	80.00	80.00					
281	TRANSPORTATION	929.27	929.27					
282	PER DIEM	1,200.00	1,200.00					
283	OTHER COSTS	3,011.30	3,011.30					7,603.64-

300	TOTAL TRAVEL AND MOVING	7,603.64	7,603.64					7,603.64-
312	LOCAL SERVICE TELE	1.70	1.70					
322	PRINTING & BINDING	2,177.66	2,177.66					
326	SUBSCRIPTN/INFO SVC	124.98	124.98					
329	PRINTING & ADVERT NCE	119.70	119.70					
345	OFFICE FURN & EQUIP	118.75	118.75					
394	CONFERENCE REGISTRAT	170.00	170.00					
395	EMPLOYEE TUITION FEE	75.00	75.00	400.00				
397	FREIGHT EXPRESS/CART	26.61	26.61					

400	TOTAL CONTRACTUAL SERVICES	636.74	2,577.66	3,214.40				3,214.40-
481	SUPPLIES & MATERIALS	358.93	358.93					
485	STATIONERY & SUPPLYS	68.06	268.20					
489	DUPLICATING SUPPLIES	63.61	63.61					
	TOTAL SUPPLIES & MATERIALS	490.60	268.20	758.80				758.80-

SUBF	TOTAL CLASSIFICATION & PAY	371,212.85	2,845.86	374,058.71				374,058.71-
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02-95-2-211 ADMIN SVCS TO ST AGN PERSONNEL CLASSIFICATION STUDY

200	FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL	PERSONNEL	PERSONNEL
211	TRAVEL AND MOVING	246.00-	246.00-
221	INSTATE TRANSPORTAIN	246.00	246.00

02-95-2-220 ADMIN SVCS TO ST AGN PERSONNEL RECRUIT & EXAMINE

211	FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL	PERSONNEL	PERSONNEL
212	INSTATE TRANSPORTAIN	246.00	246.00
	INSTATE PER DIEM	369.20	369.20
	TOTAL INSTATE TRANSPORTAIN	615.20	615.20

SUBF	TOTAL RECRUIT & EXAMINE	615.20	615.20					615.20-
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FISCAL YEAR TO DATE 06/30/84

AUTHORIZATION DISBURSEMENTS TRANSFER\$ OUT EXPENDITURES RESTRICTIONS BALANCE

DEPT ADMINISTRATION

2-95-2-221 ADMIN SVCS TO ST AGN PERSONNEL

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL

1111	PERSONAL SERVICES	41,962.69	41,962.69		
1111	REGULAR COMPENSATION	2,122.97	2,122.97		
1181	AK SUPPLMNTL BENEFIT	5,539.06	5,539.06		
1182	PUBLIC EMPLOYEE RET	335.72	335.72		
184	UNEMPLOYMENT INS.	2,082.40	2,082.40		
185	GROUP HEALTH INS.	507.73	507.73		
186	WORK COMP INSURANCE	467.64	467.64		
189	TERMINAL LEAVE CHRG				

TOTAL PERSONAL SERVICES 53,018.21 53,018.21

DBF TOTAL CHIEF 53,018.21 53,018.21

2-95-2-224 ADMIN SVCS TO ST AGN PERSONNEL

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL

111	REGULAR COMPENSATION	471,422.95	471,422.95		
21	OVERTIME	3,565.63	3,565.63		
22	SHIFT DIFFERENTIAL	595.86	595.86		
43	LEAVE PAY OUT	752.55	752.55		
81	AK SUPPLMNTL BENEFIT	28,849.05	28,849.05		
82	PUBLIC EMPLOYEE RET	61,059.21	61,059.21		
84	UNEMPLOYMENT INS.	3,811.72	3,811.72		
85	GROUP HEALTH INS.	48,794.58	48,794.58		
86	WORK COMP INSURANCE	5,765.26	5,765.26		
89	TERMINAL LEAVE CHRG	5,083.95	5,083.95		

TOTAL REGULAR COMPENSATION 629,700.76 629,700.76

CONTRACTUAL SERVICES

114	POSTAGE & MAILING	380.63	380.63		
116	MESSENGER SERVICE	4.86	4.86		
222	PRINTING & BINDING	57.85	57.85		
666	DATA PROCESSING EQPT	3,049.50	3,049.50		
82	DATA PROCESSING SVC	15,000.00	15,000.00		
95	EMPLOYEE TUITION FEE	75.00	75.00		
97	FREIGHT EXPRESS/CART	85.90	85.90		
999	CONTRACTUAL FEES NCE	5,262.84	5,262.84		

TOTAL CONTRACTUAL SERVICES 15,137.85 15,137.85

SUPPLIES & MATERIALS

73	LABORATORY SUPPLIES	33.93	33.93		
81	STATIONERY & SUPPLYS	3,585.00	3,585.00		
89	OFC/LIBRARY SUPS NCE	3,618.93	3,618.93		

TOTAL SUPPLIES & MATERIALS 7,237.86 7,237.86

DBF TOTAL EXAM ADMINISTRATION 642,178.42 642,178.42

TOTAL 629,700.76 629,700.76

EXAM ADMINISTRATION

TOTAL 23,996.58 23,996.58

DBF TOTAL EXAM ADMINISTRATION 657,317.27 657,317.27

DEPT ADMINISTRATION	AUTHORIZATION	DISBURSEMENTS	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
02-95-2-225	ADMIN SVCS TO ST AGN PERSONNEL					

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL

100 PERSONAL SERVICES						
111 REGULAR COMPENSATION	86,886.01					
121 OVERTIME	625.99					
122 SHIFT DIFFERENTIAL	164.18					
181 AK SUPPLMNTL BENEFIT	5,374.55					
182 PUBLIC EMPLOYEE RET	11,573.14					
184 UNEMPLOYMENT INS.	701.52					
185 GROUP HEALTH INS.	10,065.20					
186 WORK COMP INSURANCE	1,050.53					
189 TERMINAL LEAVE CHRG	960.47					
TOTAL PERSONAL SERVICES	117,401.59					117,401.59-
200 TRAVEL AND MOVING						
211 INSTATE TRANSPORTATN	351.00					
212 INSTATE PER DIEM	330.00					
TOTAL TRAVEL AND MOVING	681.00					681.00-
300 CONTRACTUAL SERVICES						
316 MESSENGER SERVICE	15,904.25					
321 PHOTO PROCESSING	41.25-					
345 OFFICE FURN & EQUIP	160.00					
382 DATA PROCESSING SVC	14,647.50		15,410.00		7,415.00	
389 PROFESSIONAL SVC NCE	44.37					
399 CONTRACTUAL FEES NCE	768.33					
TOTAL CONTRACTUAL SERVICES	31,683.20		15,410.00		7,415.00	54,308.20-
400 SUPPLIES & MATERIALS						
482 EDUCATIONAL/TRAINING	14.80					
TOTAL SUPPLIES & MATERIALS	14.80					14.80-
SUBF TOTAL CERTIFICATION	149,580.59		15,410.00		7,415.00	172,405.59-

02-95-2-226 ADMIN SVCS TO ST AGN PERSONNEL

100 PERSONAL SERVICES						
111 REGULAR COMPENSATION	59,108.86					
181 AK SUPPLMNTL BENEFIT	3,623.36					
182 PUBLIC EMPLOYEE RET	7,802.39					
184 UNEMPLOYMENT INS.	472.84					
185 GROUP HEALTH INS.	7,552.66					
186 WORK COMP INSURANCE	715.17					
189 TERMINAL LEAVE CHRG	645.85					
TOTAL PERSONAL SERVICES	79,921.13					79,921.13-
300 CONTRACTUAL SERVICES						
345 OFFICE FURN & EQUIP	382.55					

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL

100 PERSONAL SERVICES						
111 REGULAR COMPENSATION	59,108.86					
181 AK SUPPLMNTL BENEFIT	3,623.36					
182 PUBLIC EMPLOYEE RET	7,802.39					
184 UNEMPLOYMENT INS.	472.84					
185 GROUP HEALTH INS.	7,552.66					
186 WORK COMP INSURANCE	715.17					
189 TERMINAL LEAVE CHRG	645.85					
TOTAL PERSONAL SERVICES	79,921.13					79,921.13-
300 CONTRACTUAL SERVICES						
345 OFFICE FURN & EQUIP	382.55					

Employee RECORDS MAINTENANCE

FISCAL YEAR TO DATE 06/30/84  
 AUTHORIZATION DISBURSEMENTS TRANSFERS OUT EXPENDITURES RESTRICTIONS BALANCE

DEPT ADMINISTRATION  
 .....  
 382.55  
 80,303.68  
 382.55  
 80,303.68

TOTAL CONTRACTUAL SERVICES  
 SUBF TOTAL RECORDS MAINTENANCE

02-95-2-227 ADMIN SVCS TO ST AGN PERSONNEL

FUND 100	ACCOUNT 7200	BUDGET COMPONENT 09.95.25.01.00	PERSONNEL/LABOR REL	PERSONNEL	RECRUITMENT
100	PERSONAL SERVICES				
111	REGULAR COMPENSATION		53,927.00	53,927.00	
181	AK SUPPLMNTL BENEFIT		3,305.73	3,305.73	
182	PUBLIC EMPLOYEE RET		7,118.37	7,118.37	
184	UNEMPLOYMENT INS.		431.40	431.40	
185	GROUP HEALTH INS.		6,393.80	6,393.80	
186	WORK COMP INSURANCE		652.48	652.48	
189	TERMINAL LEAVE CHRGE		581.78	581.78	
	TOTAL PERSONAL SERVICES		72,410.56	72,410.56	

200	TRAVEL AND MOVING				
211	INSTATE TRANSPORTATN		1,134.00	1,134.00	
212	INSTATE PER DIEM		614.00	614.00	
221	INSTATE TRANSPORTATN		57.31	57.31	
	TOTAL TRAVEL AND MOVING		1,805.31	1,805.31	

300	CONTRACTUAL SERVICES				
322	PRINTING & BINDING		13,447.77	13,447.77	
326	SUBSCRIPTN/INFO SVC		63.00	63.00	
395	EMPLOYEE TUITION FEE		105.00	105.00	
	TOTAL CONTRACTUAL SERVICES		13,615.77	13,615.77	

400	SUPPLIES & MATERIALS				
481	STATIONERY & SUPPLYS		34.83	34.83	
	TOTAL SUPPLIES & MATERIALS		34.83	34.83	

SUBF TOTAL RECRUITMENT			13,447.77	87,866.47	
			74,418.70	34.83	
			13,447.77	87,866.47	

02-95-2-229 ADMIN SVCS TO ST AGN PERSONNEL

FUND 100	ACCOUNT 7200	BUDGET COMPONENT 09.95.25.01.00	PERSONNEL/LABOR REL	PERSONNEL	GENERAL
200	TRAVEL AND MOVING				
211	INSTATE TRANSPORTATN		1,012.00	1,012.00	
212	INSTATE PER DIEM		909.00	909.00	
	TOTAL TRAVEL AND MOVING		1,921.00	1,921.00	

300	CONTRACTUAL SERVICES				
322	PRINTING & BINDING		1,816.67	1,816.67	
323	PRINT & BIND FORMS		884.00	884.00	
329	PRINTING & ADVERT NCE		150.00	150.00	
	TOTAL CONTRACTUAL SERVICES		2,850.67	2,850.67	

400	SUPPLIES & MATERIALS				
	TOTAL CONTRACTUAL SERVICES		1,816.67	2,850.67	
			1,034.00	1,921.00	
			1,816.67	2,850.67	

SUBF TOTAL RECRUITMENT			1,816.67	1,921.00	
			1,034.00	1,921.00	
			1,816.67	2,850.67	

DEX 0206/842220R01 02-95-2-229

CM2220-R01

CURRENT YEAR AUTHORIZATION BALANCES

PAGE 238

FISCAL YEAR TO DATE 06/30/84

	AUTHORIZATION	DISBURSEMENTS	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
PT ADMINISTRATION	.....	693.29	.....	.....	.....	.....
81 STATIONERY & SUPPLYS	.....	693.29	.....	693.29	.....	.....
89 DFC/LIBRARY SUPS NCE	.....	32.80	.....	32.80	162.61	.....
TOTAL SUPPLIES & MATERIALS		726.09		726.09	162.61	888.70-
0 MACHINERY/EQUIPMENT						
22 DATA PROCESSING		5,384.90		5,384.90	2,174.25	
TOTAL MACHINERY/EQUIPMENT		5,384.90		5,384.90	2,174.25	7,559.15-
DF TOTAL GENERAL		9,065.99	1,816.67	10,882.66	2,336.86	13,219.52-

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL

100 PERSONAL SERVICES  
 111 REGULAR COMPENSATION  
 121 OVERTIME  
 143 LEAVE PAY OUT  
 181 AK SUPPLMNTL BENEFIT  
 182 PUBLIC EMPLOYEE RET  
 184 UNEMPLOYMENT INS.  
 185 GROUP HEALTH INS.  
 186 WORK COMP INSURANCE  
 189 TERMINAL LEAVE CHRGE

259,294.69  
 2,302.77  
 1,397.40  
 14,364.63  
 33,239.46  
 2,103.95  
 22,503.08  
 3,181.92  
 2,769.15

259,294.69  
 2,302.77  
 1,397.40  
 14,364.63  
 33,239.46  
 2,103.95  
 22,503.08  
 3,181.92  
 2,769.15

TOTAL PERSONAL SERVICES

341,157.05

341,157.05-

200 TRAVEL AND MOVING  
 211 INSTATE TRANSPORTATN  
 212 INSTATE PER DIEM

845.46  
 1,755.20

845.46  
 1,755.20

DESCRIPTION	AUTHORIZATION	FISCAL YEAR TO DATE 06/30/84	DISBURSEMENTS	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
DEPT ADMINISTRATION	.....	.....	.....	.....	.....	.....	.....
215 INSTATE PROG TRANS	324.00	324.00			324.00		
216 INSTATE PROG PR DIEM	318.75	318.75			318.75		
221 INSTATE TRANSPORTATN	336.00	336.00			336.00		
222 INSTATE PER DIEM	3,650.00	3,650.00			3,650.00		
TOTAL TRAVEL AND MOVING	7,229.41	7,229.41			7,229.41		7,229.41-
00 CONTRACTUAL SERVICES							
311 LONG DISTANCE TELE	7,129.33	7,129.33			7,129.33		
312 LOCAL SERVICE TELE	2,986.37	2,986.37			2,986.37		
314 POSTAGE & MAILING	5,412.00	5,412.00	360.00		5,772.00		
319 COMMUNICATIONS NCE	67.90	67.90			67.90		
322 PRINTING & BINDING	757.79	757.79			757.79		
326 SUBSCRIPTN/INFO SVC	111.00	111.00		1,366.83	2,124.62		
345 OFFICE FURN & EQUIP	495.00	495.00			495.00		
363 OFFICE EQUIPMENT	2,284.25	2,284.25			2,284.25		
367 OFFICE COPIER EQUIP	4,998.96	4,998.96			4,998.96		
389 PROFESSIONAL SVC NCE	80.00	80.00			80.00		
392 LAUNDRY	8.45	8.45			8.45		
394 CONFERENCE REGISTRAT	170.00	170.00			170.00		
395 EMPLOYEE TUITION FEE	175.00	175.00	40.00		215.00		
397 FREIGHT EXPRESS/CART	967.07	967.07			967.07		
399 CONTRACTUAL FEES NCE	734.00	734.00			734.00		
TOTAL CONTRACTUAL SERVICES	26,377.12	26,377.12	1,766.83		28,143.95		28,143.95-
00 SUPPLIES & MATERIALS							
481 STATIONERY & SUPPLYS	3,395.21	3,395.21			3,395.21	236.80	
485 DUPLICATING SUPPLIES	734.60	734.60			734.60		
489 OFC/LIBRARY SUPS NCE	259.78	259.78			259.78	450.00	
TOTAL SUPPLIES & MATERIALS	4,389.59	4,389.59			4,389.59	686.80	5,076.39-
00 MACHINERY/EQUIPMENT							
522 DATA PROCESSING	1,175.00	1,175.00			1,175.00		
552 OFFICE FURNITURE	1,095.36	1,095.36			1,095.36		
TOTAL MACHINERY/EQUIPMENT	2,270.36	2,270.36			2,270.36		2,270.36-
UBF TOTAL ANCH REGIONAL OFFICE	381,423.53	381,423.53	1,766.83		383,190.36	686.80	383,877.16-
2-95-2-260 ADMIN SVCS TO ST AGN PERSONNEL							
FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.95.25.01.00 PERSONNEL/LABOR REL PERSONNEL							
00 PERSONAL SERVICES							
111 REGULAR COMPENSATION	71,491.44	71,491.44			71,491.44		
181 AK SUPPLMNTL BENEFIT	3,740.07	3,740.07			3,740.07		
182 PUBLIC EMPLOYEE RET	9,436.90	9,436.90			9,436.90		
184 UNEMPLOYMENT INS.	571.87	571.87			571.87		
185 GROUP HEALTH INS.	6,658.91	6,658.91			6,658.91		
186 WORK COMP INSURANCE	865.01	865.01			865.01		
189 TERMINAL LEAVE CHRG	787.25	787.25			787.25		
TOTAL PERSONAL SERVICES	93,551.45	93,551.45			93,551.45		93,551.45-
00 TRAVEL AND MOVING							

FBKS REGIONAL OFFICE

FISCAL YEAR TO DATE 06/30/84

AUTHORIZATION	DISBURSEMENTS	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
ADMINISTRATION	845.00		845.00		
STATE TRANSPORTATION	582.55		582.55		
STATE PER DIEM	402.00		402.00		
STATE PROG TRANS					
TOTAL TRAVEL AND MOVING	1,829.55		1,829.55		1,829.55-
CONTRACTUAL SERVICES					
LONG DISTANCE TELE	1,994.58		1,994.58		
LOCAL SERVICE TELE	1,600.38		1,600.38		
POSTAGE & MAILING	1,165.50		1,165.50		
PRINTING & BINDING		13.35	13.35		
RESCRIPTN/INFO SVC	84.00		84.00		
OFFICE FURN & EQUIP	874.03		874.03		
OFFICE EQUIPMENT	861.25		861.25		
ORD PROCESSING EQPT	653.40		653.40		
OFFICE COPIER EQUIP	1,316.75		1,316.75		
EMPLOYEE TUITION FEE		50.00	50.00		
WEIGHT EXPRESS/CART	129.22		129.22		
TOTAL CONTRACTUAL SERVICES	8,679.11	63.35	8,742.46		8,742.46-
SUPPLIES & MATERIALS					
STATIONERY & SUPPLIES	1,100.42		1,100.42		
REPLICATING SUPPLIES	76.00-		76.00-		
FC/LIBRARY SUPS NCE	20.00		20.00	3.75	
TOTAL SUPPLIES & MATERIALS	1,046.42		1,046.42	3.75	1,048.17-
CHINERY/EQUIPMENT					
DATA PROCESSING	1,610.00		1,610.00		
TOTAL MACHINERY/EQUIPMENT	1,610.00		1,610.00		1,610.00-
TOTAL	105,714.53	63.37	105,777.83	3.75	105,781.53-

Cramer  
1/28/85 ✓

Original sponsors: Zharoff, Coghill  
and Kerttula

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IN THE SENATE

BY THE LABOR AND  
COMMERCE COMMITTEE

CS FOR SENATE BILL NO. 31 (L&C)

IN THE LEGISLATURE OF THE STATE OF ALASKA

FOURTEENTH LEGISLATURE - FIRST SESSION

A BILL

For an Act entitled: "An Act relating to state hiring in rural communities  
and areas; and providing for an effective date."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

\* Section. 1. AS 39.25 is amended by adding a new section to read:

Sec. 39.25.185. RURAL HIRING PROCEDURES. (a) A department or  
agency that intends to fill a position the majority of whose work is  
performed in one or more rural areas or communities in the state shall  
comply with this section.

(b) At least 30 days before filling the position, the department  
shall give notice of intent to fill a vacancy by mailing notice of the  
vacancy and of the procedures established by this section to the  
postmaster, the village council or the city government of each rural  
area or community in which the person hired to fill the position will  
work. The department shall also request assistance in publicizing the  
vacancy from any local radio station.

(c) The department shall accept applications for the position  
from residents of any rural area or community in which the person  
hired to fill the position will work. The department shall review the  
applications and either determine whether the applicant meets the  
minimum qualifications for the position or send a copy of the applica-  
tion to the division of personnel and request the division to deter-  
mine whether the applicant meets the minimum qualifications. Unless  
it is determined before the department fills the vacancy that the  
applicant does not meet minimum qualifications, the department shall

1 consider the applicant in accordance with (d) of this section.

2 (d) When selecting a person to fill the vacancy, the department  
3 shall consider all applicants determined to meet minimum qualifica-  
4 tions under this section in addition to those it would consider if  
5 this section did not apply.

6 (e) In this section, "rural area or community" includes an area  
7 or community with a population of 6,100 or fewer people. The division  
8 of personnel may adopt regulations consistent with this section and  
9 shall consider the Bureau of the Census definition of urbanized areas  
10 and rural areas when adopting regulations under this section.

11 \* Sec. 2. This Act applies to a position that is vacant on the effec-  
12 tive date of this Act or that becomes vacant after the effective date of  
13 this Act.

14 \* Sec. 3. This Act takes effect immediately in accordance with AS 01.-  
15 10.070(c).  
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## JOB CLASSES OPEN TO OUT OF STATE RECRUITMENT

<u>CLASS CODE</u>	<u>TITLE</u>
6445	Agricultural Inspector II
6446	Agricultural Inspector III
1623	Analyst/Programmer III
1624	Analyst/Programmer IV
1625	Analyst/Programmer V
8693	Assistant Port Captain
2311	Bank Examiner II
2312	Bank Examiner III
6131	Biometrician II
2414	Boiler and Pressure Vessel Inspector
5416	Cartographer III
1829	Data Base Administrator
1828	Data Base Specialist
2425	Industrial Hygenist I
1833	Information Management Specialist
7756	Latent Fingerprint Examiner I
5217	Medical Officer
5446	Physical Therapist I
5447	Physical Therapist II
5145	Program Nurse Consultant
5226	Public Health Medical Specialist
5134	Public Health Nurse III
1651	Systems Programmer I
1652	Systems Programmer II
3324	Vocational Rehabilitation Counselor I
3325	Vocational Rehabilitation Counselor II
3326	Vocational Rehabilitation Counselor III

Dept of Admin, Div of Personnel Budget:

FY85 Auth: 2,828.2

Gov's FY86: 3,333.3

Change: Increase of \$505.1 or 17.8%  
Increase of 6 PFT positions

Div of Personnel Requested: Increase of 1,000.2, or 35.3%  
Increase of 23 PFT employees

Introduced: 1/14/85  
Referred: Labor and Commerce  
and Finance

BY ZHAROFF, COGHILL  
AND KERTTULA

1 IN THE SENATE

2

SENATE BILL NO. 31

3

IN THE LEGISLATURE OF THE STATE OF ALASKA

4

FOURTEENTH LEGISLATURE - FIRST SESSION

5

A BILL

6 For an Act entitled: "An Act relating to state hiring in rural communities  
7 and areas."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 \* Section. 1. AS 39.25 is amended by adding a new section to read:

10 Sec. 39.25.185. RURAL HIRING PROCEDURES. (a) A department or  
11 agency that intends to fill a position the majority of whose work is  
12 performed in one or more rural areas or communities in the state shall  
13 comply with this section.

14 (b) At least 30 days before filling the position, the department  
15 shall give notice of intent to fill a vacancy by mailing notice of the  
16 vacancy and of the procedures established by this section to the  
17 postmaster, the village council or the city government of each rural  
18 area or community in which the person hired to fill the position will  
19 work. The department shall also request assistance in publicizing the  
20 vacancy from any local radio station.

21 (c) The department shall accept applications for the position  
22 from residents of any rural area or community in which the person  
23 hired to fill the position will work. The department shall review the  
24 applications and either determine whether the applicant meets the  
25 minimum qualifications for the position or send a copy of the applica-  
26 tion to the division of personnel and request the division to deter-  
27 mine whether the applicant meets the minimum qualifications. Unless  
28 it is determined before the department fills the vacancy that the  
29 applicant does not meet minimum qualifications, the department shall

*Minimum  
Qualifications*

1 consider the applicant in accordance with subsection (d) of this  
2 section.

3 (d) When selecting a person to fill the vacancy, the department  
4 shall consider all applicants determined to meet minimum qualifica-  
5 tions under this section in addition to those it would consider if  
6 this section did not apply.

7 (e) In this section, "rural area or community" includes an area  
8 or community with a population of 6,100 or fewer people. The division  
9 of personnel may adopt regulations consistent with this section and  
10 shall consider the Bureau of the Census definition of urbanized areas  
11 and rural areas when adopting regulations under this section.

**STATE OF ALASKA 1985 LEGISLAT. SESSION**  
**FISCAL NOTE**

Revision Date: \_\_\_\_\_

**REQUEST**

Bill/Resolution No.: SB 31  
 Title: "An Act relating to state hiring in rural communities or areas"  
 Sponsor: Zharoff, Coghill, Kertulla  
 Requestor: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

**FISCAL DETAIL**

Agency Affected: Natural Resources  
 Program Category Affected: NRMEC  
 BRU, Program or Subprogram(s) Affected: Management

**EXPENDITURES/REVENUES: (Thousands of Dollars)**

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>OPERATING</b>						
100 PERSONAL SERVICES		33.7	36.8	39.2	40.5	41.7
200 TRAVEL						
300 CONTRACTUAL		14.5	15.1	15.9	16.7	17.6
400 SUPPLIES		0.5	0.5	0.6	0.6	0.6
500 EQUIPMENT		6.5	1.7	---	---	---
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
<b>TOTAL OPERATING</b>		<b>55.2</b>	<b>54.1</b>	<b>55.7</b>	<b>57.8</b>	<b>59.9</b>

<b>CAPITAL</b>						
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<b>REVENUE</b>						
----------------	--	--	--	--	--	--

**FUNDING: (Thousands of Dollars)**

GENERAL FUND		55.2	54.1	55.7	57.8	59.9
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>		<b>55.2</b>	<b>54.1</b>	<b>55.7</b>	<b>57.8</b>	<b>59.9</b>

**POSITIONS:**

FULL-TIME		1	1	1	1	1
PART-TIME						
TEMPORARY						

**ANALYSIS:** Attach a separate page if necessary

Prepared By: Sharon Barton Phone: 465-2406  
 Division: Management Date: Feb. 4, 1985  
 Approved by Commissioner: Norm D. Stewart, Deputy Date: \_\_\_\_\_  
 Agency: Natural Resources

Distribution (by Agency preparing fiscal note):

- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

- FISCAL NOTES (5) -

## FISCAL NOTE ANALYSIS

SB 31

This legislation would create an increased workload in this department's personnel section. Currently, the personnel section has responsibility for the examining of all applications submitted for 39 different job classes that are unique to DNR. Because of the number of positions this department has in rural locations (298), this particular bill would result in continuous open recruitment for most of these job classes.

During a recent two month open recruitment period, the personnel section received over 6400 applications. If left open to continuous recruitment, the number of applications received each year would increase minimally to approximately 10,000.

Current staff, one Personnel Assistant I, is unable to keep up with the present workload without the aid of two non-permanent employees hired on for a period of five months. Examining backlog is now two months. With open continuous recruitment, a certain result of the passage of this bill, one additional full-time Personnel Assistant would be needed in the Juneau Office to cover the increased application flow and keep the examining backlog at a minimally acceptable level.

In preparing this fiscal note, it is assumed the additional person would be hired July 1, 1985. A five percent inflation rate is assumed for fiscal years 1985 - 1990. A one time cost of \$6,500 would include a work station, chair, filing cabinets, desk top calculator, phone installation, misc. desk supplies and a computer terminal.

**STATE OF ALASKA 1985 LEGISLATIVE SESSION  
FISCAL NOTE**

Revision Date: \_\_\_\_\_

Page 1 of 11

**REQUEST**

Bill/Resolution No.: SB 31  
 Title: State hiring in rural communities and areas  
 Sponsor: Zharoff, Ccghill, Kertulla  
 Requestor: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

**FISCAL DETAIL**

Agency Affected: Administration  
 Program Category Affected: Centralized Administrative Services  
 BRU, Program or Subprogram(s) Affected: Personnel

**EXPENDITURES/REVENUES: (Thousands of Dollars)**

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>OPERATING</b>						
100 PERSONAL SERVICES	0.0	413.6	428.0	428.0	428.0	428.0
200 TRAVEL	0.0	58.5	58.5	58.5	58.5	58.5
300 CONTRACTUAL	0.0	47.5	47.5	47.5	47.5	47.5
400 SUPPLIES	0.0	3.9	3.9	3.9	3.9	3.9
500 EQUIPMENT	0.0	55.4	0.0	0.0	0.0	0.0
600 LAND & STRUCTURES	0.0	0.0	0.0	0.0	0.0	0.0
700 GRANTS, CLAIMS	0.0	0.0	0.0	0.0	0.0	0.0
800 MISCELLANEOUS	0.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL OPERATING</b>	<b>0.0</b>	<b>578.9</b>	<b>537.9</b>	<b>537.9</b>	<b>537.9</b>	<b>537.9</b>

<b>CAPITAL</b>						
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<b>REVENUE</b>						
----------------	--	--	--	--	--	--

**FUNDING: (Thousands of Dollars)**

GENERAL FUND		578.9	537.9	537.9	537.9	537.9
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>		<b>578.9</b>	<b>537.9</b>	<b>537.9</b>	<b>537.9</b>	<b>537.9</b>

**POSITIONS:**

FULL-TIME		13(156)	13(156)	13(156)	13(156)	13(156)
PART-TIME						
TEMPORARY						

**ANALYSIS: (Attach a separate page if necessary)**

Analysis of fiscal impact on the Division of Personnel is attached. This bill would also have major fiscal impact on several Departments, particularly Fish and Game, Health and Social Services, and Natural Resources.

Prepared By: Frank Rave *Frank Rave* Phone: 465-4430  
 Division: Personnel Date: 1/24/85

Approved by Commissioner: Lisa Rudd *Lisa Rudd* Date: 2/3/85  
 Agency: Department of Administration

**Distribution (by Agency preparing fiscal note):**

Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

Rev. 7/1/84

Senate Bill 31  
Fiscal Note Analysis  
Prepared by Division of Personnel  
Department of Administration  
January 23, 1985

Senate Bill 31 requires hiring managers to recruit locally for 30 days prior to filling any position which is in, or works predominately in, a rural area. It also requires a manager to consider all interested local applicants, unless it has been formally determined that they do not meet the minimum qualifications for the job, prior to making an appointment.

The Division of Personnel would need additional resources to successfully implement this proposed legislation as written.

New resources will be required to: (1) Develop and enforce regulations used only for recruitment in rural areas, (2) accomplish the labor intensive tasks involved in accepting and processing a large number of additional applications (from both urban and rural applicants) as a result of continuously open recruitment for approximately 100 additional job classes, and (3) distribute recruitment and examining services into rural areas as required to fill vacancies.

A professional staff person would be needed to develop necessary regulations and put them in place. Additional clerical positions would be required to do such tasks as receiving applications, entering necessary data into the computer, mailing of correspondence, responding to inquiries and filing. Additional technicians would be required to examine additional applications. Examination of applications is a labor intensive task, requires training in use of a number of detailed guidelines and often involves further correspondence or discussion with the applicant. An appeal process is also required by law and is time consuming.

Additional Examining Estimated Workload  
Generated by SB 31

	Processed by Division of Personnel	Processed by Department	Total
# Job Classes to be opened to continuous recruitment	50	60	110
# Rural positions affected	225	950	1175
Estimated vacancies if turnover 33%	75	330	405
Estimated # additional applications submitted	15,000	23,000	38,000
Estimated # examiners required to process (at 3,700/examiner/year)	4.1	6.2	10.3

This fiscal note is based on several considerations.

First, no additional volume of applications for processing can be absorbed by existing staff. Processing of current workload has consistently been backlogged about two months. During the last six months, the Division received 33,000 applications. Seventeen thousand (17,000) of these were processed in the Division and fourteen thousand (14,000) were sent to departments which have been delegated authority to examine applications. Applications are examined and reviewed in the order of date received.

Second, the Division feels that opening recruitment to rural residents for every vacancy that occurs also means opening recruitment to all Alaskans.

Third, vacancies are unpredictable and, therefore, workload is not evenly distributed. Many agencies needing to fill vacancies may periodically need assistance from the Division if several vacancies occur at the same time. Because of the six months training period required, nonpermanent technical level positions are not a viable alternative.

Fourth, application processing needs to be timely. If an agency is to realistically consider all interested local applicants and still make a timely hiring decision without major disruption of services to the rural areas, application review must be prompt. Hiring of any individual who has not been certified as qualified, although provided for in paragraph (c) and (d) of the bill, could be challenged by employee bargaining unions and perhaps other agencies and thus lead to further disruption of services. Also, just as the public considers it a right to apply for a place on State hiring lists and they also expect the same kind of timely service as when they apply for such things as a business license, a driver's license or a permanent fund dividend. Especially when a real job opportunity is at stake, timely processing is essential.

Fifth, in-person recruitment assistance in rural areas is desirable. Notice requirements as described in the proposed legislation are minimal. In the past, the most successful rural recruitment efforts have involved on-site applicant assistance and in-person contacts. On-site acceptance and review of applications by a Division representative would serve to expedite applications from local residents, facilitate a prompt hiring decision and guard against preselection and favoritism by hiring managers. Furthermore, hiring managers generally become involved in only a few personnel functions as part of making an occasional hiring decision. They are not usually prepared or interested in accepting and processing applications on a formal or continuing basis. The Division can not consider an application a legal document until received directly by a Division representative.

Considering the geographic size of the state and the importance of state government as an employer, these additional resources represent a small investment in improving and eventually creating employment opportunities in rural Alaska.

In summary, implementation of the amended statute would require the following additional staff:

Juneau: Personnel Analyst III - one position (at least during the first year)  
Personnel Technician I - one position  
Clerk Typist III - two positions  
Clerk Typist II - one position

Anchorage: Personnel Technician I - two positions  
Clerk Typist III - one position  
Clerk Typist II - two positions

Fairbanks: Personnel Technician I - one position  
Clerk Typist III - one position  
Clerk Typist II - one position

Personal Services costs reflected for these positions during FY 86 and FY 87 are based on already negotiated collective bargaining agreements. Five telephones at \$400 each, eight computer terminals at \$2,000 each, and basic office furniture for each position total \$55.4 thousand in one-time equipment costs for FY 86.

Travel costs reflected assume one trip quarterly to Anchorage and Fairbanks by the Juneau-based Personnel Analyst III and two three-day trips per month to rural areas by the Personnel Technicians. Rural travel estimates vary by region and are based on the average cost of trips which would typically be taken from Juneau, Anchorage and Fairbanks.

No attempt has been made to estimate cost impact of the increased volume of applications on the computerized Applicant Tracking System. However, such costs could be reflected in higher data processing chargebacks.

This fiscal note uses an inflation rate of "0" and reflects no expected increases in the number of classified State jobs or vacancies in rural areas within the next five years.

1.	POSITION TITLE Personnel Analyst III	STAFF MONTHS 12	RP NUMBER	PCH NUMBER	APPROV. DISAPT.
2.	TYPE OF POSITION FT	ADDITION	X	UNIT LOCATION	COY. LEC.
3.	CORRECTION LEVEL	2		PAGE/LINE	
4.	TYPE OF EXPERIENCE	3		ELECTION/DISTRICT	
5.	PENNSILVANIA SERVICES				
6.	Salary	37,548			
7.	Benefits	6,375			
8.	Supplemental Benefits	2,302			
9.	Fixed Benefits	2,789			
10.	TOTAL PENNSILVANIA SERVICES	49,014			
11.	Travel	02			
12.	Contractual	03			
13.	Commodities	04			
14.	Equipment	05			
15.	Other	0.0			
16.	TOTAL COST	61.4			
17.	RECEIPT CODE	FUNDING SOURCE			
18.		Federal Receipts 1002			
19.		G.F. Match 1003			
20.		General Funds 1004			
21.		I-A Receipts 1005	61.4		
22.		Program Receipts 1028			
23.		Other			

**JUSTIFICATION**

This position would function as the Rural Recruitment Coordinator to develop regulations and procedures; identify positions to be covered by law; hire, train and supervise staff to carry out procedures; define rural area boundaries; define residency requirements; assist agencies in conducting recruitment. Provide applicant training statewide. Provide departmental training in appropriate recruitment and hiring practices, including interviewing and selection procedures.

FOR USE ONLY  
KEY NUMBER

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

FY 86

REQUEST FOR  
NEW POSITION

Page 5 of 11

Revised Date

1.	POSITION TITLE Personnel Technician I	STAFF MONTHS 12	RP NUMBER	PCH NUMBER	BRU PRIORITY	DARG. UNIT K	PAGE/LINE	COY.	APPNOY.	DISABY.
2.	TYPE OF POSITION FT	ADDITION	X		LOCATION AVA	ELECTION DISTRICT 4		LEG.		
3.	CERTIFICATION LEVEL 1				JUSTIFICATION Personnel Technician I to provide on-site application acceptance and assistance to the Southeast Region. Travel to rural areas and accept applications on site. Examine applications, respond to letters and inquiries from rural residents within the region, develop informational materials to assist applicants in understanding process and filling out their applications.					
4.	TYPE OF FUNDING	2		Amount						
5.	PERSONAL SERVICES									
6.	Salary	25,740								
7.	Benefits	4,370								
8.	Supplemental Benefits	1,578								
9.	Fixed Benefits	2,789								
10.	TOTAL PERSONAL SERVICES		01	34.5						
11.	Travel		02	9.4						
12.	Contractual		03	2.3						
13.	Commodities		04	.3						
14.	Equipment		05	3.0						
15.	Other			0.0						
	TOTAL COST			49.5						
16.	RECEIPT CODE	FUNDING SOURCE								
17.		Federal Receipts	1002							
18.		G.F. Match	1003							
19.		General Funds	1004	49.5						
20.		I-A Receipts	1005							
21.		Program Receipts	1028							
		Other								

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KEY NUMBER

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
COMPONENT Personnel

FY 80

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REQUEST FOR  
NEW POSITION

1.	POSITION TITLE Personnel Technician I	STAFF MONTHS 12	RP NUMBER	PCN NUMBER	DISAP.
2.	TYPE OF POSITION FT	ADDITION	RP NUMBER	ELECTION DISTRICT 16	APPROV.
3.	CERTIFICATION LEVEL	ADDITION	RP NUMBER	LOCATION JBA	COV.
4.	TYPE OF EXPENDITURE	ADDITION	RP NUMBER	LOCATION JBA	LEC.
5.	PERSONAL SERVICES	2	29,340		
6.	Salary		4,981		
7.	Benefits		1,799		
8.	Supplemental Benefits		2,789		
9.	Fixed Benefits				
10.	TOTAL PERSONAL SERVICES	01			
11.	Travel	02			
12.	Contractual	03			
13.	Commodities	04			
14.	Equipment	05			
15.	Other				
16.	TOTAL COST				
17.					
18.					
19.					
20.					
21.					

JUSTIFICATION  
Personnel Technician I to provide on-site application acceptance and assistance to the Northern Region. Travel to rural areas and accept applications on site. Examine applications, respond to letters and inquiries from rural residents within the region, develop informational materials to assist applicants in understanding process and filling out their applications.

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Revised Date

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
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REQUEST FOR  
NEW POSITION

1. POSITION TITLE Personnel Technician I		STAFF MONTHS 24		RP NUMBER		PCH NUMBER	
2. TYPE OF POSITION FT		ADDITION		X			
3. CONTRIBUTION LEVEL		1		2		AMOUNT	
4. TYPE OF EXPENDITURE		PERSONAL SERVICES				3	
5. Salary				25,740			
6. Benefits				4,370			
7. Supplemental Benefits				1,578			
8. Fixed Benefits				2,789			
9. TOTAL PERSONAL SERVICES		01				34.5	
10. Travel		02				13.9	
11. Contractual		03				2.3	
12. Commodities		04				.3	
13. Equipment		05				3.0	
14. Other						0.0	
15. TOTAL COST						54.0	

16.	RECEIPT CODE	FUNDING SOURCE	
17.		Federal Receipts 1002	
18.		G.F. Match 1003	
19.		General Funds 1004	107.9
20.		I-A Receipts 1005	
21.		Program Receipts 1028	
		Other	

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AGENCY Administration  
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COMPONENT Personnel

REQUEST FOR  
NEW POSITION

1.	POSITION TITLE Clerk Typist III	STAFF MONTHS 12	RP NUMBER	PCN NUMBER
2.	TYPE OF POSITION FT	ADDITION X		
3.	CERTIFICATION LEVEL			
4.	TYPE OF EXPENDITURE			Amount
	PERSONAL SERVICES	2		3
5.	Salary	20,244		
6.	Benefits	3,437		
7.	Supplemental Benefits	1,241		
8.	Fixed Benefits	2,789		
9.	TOTAL PERSONAL SERVICES	01		27.7
10.	Travel	02		0.0
11.	Contractual	03		4.5
12.	Commodities	04		.3
13.	Equipment	05		4.7
14.	Other			0.0
15.	TOTAL COST			37.2
16.	RECEIPT CODE	FUNDING SOURCE		
17.		Federal Receipts 1002		
18.		C.F. Match 1003		
19.		General Funds 1004		37.2
20.		I-A Receipts 1005		
21.		Program Receipts 1028		
		Other		

BRU PRIORITY	BRU UNIT	PAGE/LINE	COY.	APPROV.	DISAST.
	LOCATION AWA	ELECTION DISTRICT 4	LEC.		

**JUSTIFICATION**  
 Clerk Typist III position is required to provide advanced typing/data entry of applicant information resulting from additional applications which would be generated. Position would also provide support to the Personnel Analyst III by maintaining accurate data base as to positions affected in order to provide information upon which to evaluate work being done and the success of the rural hiring effort.

Other clerical support duties for the Analyst position would also be necessary, such as telephone/receptionist responsibilities; maintaining office supply levels; etc.

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REQUEST FOR  
 NEW POSITION

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1.	POSITION TITLE Clerk Typist III		STAFF MONTHS 36	RP NUMBER	PCN NUMBER	BRU PRIORITY	UARC, UNIT	PAGE/LINE	COY.	APPROV.	DISAPPR.
2.	TYPE OF POSITION FT	ADDITION	X			LOCATION Alva, EDA, JB		ELECTION DISTRICT 4, 8, 16	LEC.		
3.	CORPORATION LEVEL										
4.	TYPE OF EXPENDITURE										
5.	PERSONAL SERVICES		2								
6.	Salary		20,200								
7.	Benefits		3,437								
8.	Supplemental Benefits		1,241								
9.	Fixed Benefits		2,789								
10.	TOTAL PERSONAL SERVICES			01							
11.	Travel			02							
12.	Contractual			03							
13.	Commodities			04							
14.	Equipment			05							
15.	Other										
16.	TOTAL COST										
17.											
18.											
19.											
20.											
21.											

JUSTIFICATION

Clerk Typist III positions responsible for complex data entry of results of application examination. This includes training and experience ratings, written test scores, reasons for applicant rejection and requests for additional information. Also enter updated applicant information such as address, telephone, name changes, etc.

Three full-time positions would be required to process the additional applications; one each in Juneau, Anchorage and Fairbanks.

Costs at left shown for one position in Juneau. Total costs are \$114,758.

RECEIPT CODE	FUNDING SOURCE	AMOUNT
16.	Federal Receipts 1002	
17.	C.F. Match 1003	
18.	General Funds 1004	114.8
19.	I-A Receipts 1005	
20.	Program Receipts 1028	
21.	Other	
TOTAL COST		37.2

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REQUEST FOR  
NEW POSITION

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1.	POSITION TITLE Clerk Typist II	STAFF MONTHS 48	RP NUMBER	PCN NUMBER	BRU PRIORITY	BANK. UNIT	PAGE/LINE	GOV.	DISAPT.
2.	TYPE OF POSITION FT	ADDITION	X		LOCATION	ELECTION DISTRICT	4, 8, 16	LEG.	
3.	CONDITION LEVEL				AWA, EBA, JBA				
4.	TYPE OF EXPENDITURE								
5.	SERVICES		2						
6.	Salary	19,116							
7.	Benefits	3,245							
8.	Supplemental Benefits	1,172							
9.	Fixed Benefits	2,789							
10.	TOTAL PERSONAL SERVICES			26.3					
11.	Travel			0.0					
12.	Contractual			4.5					
13.	Commodities			.3					
14.	Equipment			4.6					
15.	Other			0.0					
16.	TOTAL COST			35.7					
17.	RECEIPT CODE	FUNDING SOURCE							
18.		Federal Receipts	1002						
19.		G.F. Hatch	1003						
20.		General Funds	1004	146.0					
21.		I-A Receipts	1005						
22.		Program Receipts	1020						
23.		Other							

**JUSTIFICATION**

Clerk Typist II positions responsible for routine data entry of initial application receipt. Applications are coded for correct job class; applicant information is entered (name, address, social security number, etc.) Applicant status sheet generated is matched to application and routed to Personnel Technician for examining. Positions would also perform routine filing tasks associated with the additional applications.

Four full-time positions would be required to process the additional applications; one each in Juneau and Fairbanks, two located in Anchorage.

Costs shown at left are for one position in Juneau. Total costs are: \$146,021

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KEY NUMBER

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
COMPONENT Personnel

FY 86

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Revised Date

REQUEST FOR  
NEW POSITION

STATE OF ALASKA 1985 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: \_\_\_\_\_

REQUEST

Bill/Resolution No.: SB 31  
 Title: "Relating to state hiring in rural communities and areas"  
 Sponsor: Zharoff, Coghill, Etc.  
 Requestor: Senate Labor & Commerce  
 Date of Request: January 16, 1985

FISCAL DETAIL

Agency Affected: Labor  
 Program Category Affected: Social Services  
 BRU, Program or Subprogram(s) Affected: Administrative Services  
 Employment Security

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>OPERATING</b>						
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 SUPPLIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
<b>TOTAL OPERATING</b>	0	0	0	0	0	0
<b>CAPITAL</b>						
<b>REVENUE</b>						

FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>	0	0	0	0	0	0

POSITIONS:

FULL-TIME						
PART-TIME						
TEMPORARY						

ANALYSIS: Attach a separate page if necessary

Public services provided by Department of Labor offices in these communities will be severely reduced when vacancies occur. The recruitment requirements of this bill will not produce a significant workload increase for the Department of Labor due to the historically minimum vacancy and turnover; however the Department of Administration and other agencies may experience significant impact in workload for recruitment.

Prepared By: <sup>MS</sup> *Judy Knight* Judy Knight, Director Phone: 465-2720  
 Division: Administrative Services Date: *1/21/85*  
 Approved by Commissioner: <sup>MS</sup> *Jim Robison* for Jim Robison Date: *1/29/85*  
 Agency: Labor

Distribution (by Agency preparing fiscal note):

- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

STATE OF ALASKA 1985 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: \_\_\_\_\_

REQUEST

Bill/Resolution No.: SB 31  
 Title: "...State hiring in rural communities and areas"  
 Sponsor: Haroff et al  
 Requestor: Sen. Labor & Commerce  
 Date of Request: 1-30-85

FISCAL DETAIL

Agency Affected: Public Safety  
 Program Category Affected: NRMEC  
Public Protection, Admin. of Justice  
 BRU, Program or Subprogram(s) Affected: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>OPERATING</b>						
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 SUPPLIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
<b>TOTAL OPERATING</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

<b>CAPITAL</b>						
----------------	--	--	--	--	--	--

<b>REVENUE</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
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FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

POSITIONS:

FULL-TIME						
PART-TIME						
TEMPORARY						

ANALYSIS: Attach a separate page if necessary

Prepared By: Marcia Lynn McKenzie  
 Division: Administrative Services  
 Approved by Commissioner: Robert J. Sundberg  
 Agency: Public Safety

Phone: 465-4349  
 Date: 1/30/85  
 Date: 1-30-85

Distribution (by Agency preparing fiscal note):

- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

STATE OF ALASKA 1985 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: \_\_\_\_\_

REQUEST

Bill/Resolution No.: SB31  
 Title: ..relating to State hiring  
in rural communities & areas  
 Sponsor: Zharoff  
 Requestor: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

FISCAL DETAIL

Agency Affected: Fish and Game  
 Program Category Affected: \_\_\_\_\_  
Fish and Game Support  
 BRU, Program or Subprogram(s) Affected:  
Administration & Support (BRU)  
Administrative Services (component)

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>OPERATING</b>	105.9	105.9	105.9	105.9	105.9	105.9
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL	15.0	15.0	15.0	15.0	15.0	15.0
400 SUPPLIES	.6	.6	.6	.6	.6	.6
500 EQUIPMENT	14.0	14.0	14.0	14.0	14.0	14.0
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
<b>TOTAL OPERATING</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>

<b>CAPITAL</b>						
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<b>REVENUE</b>						
----------------	--	--	--	--	--	--

FUNDING: (Thousands of Dollars)

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>GENERAL FUND</b>	135.5	135.5	135.5	135.5	135.5	135.5
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>	<b>135.5</b>

POSITIONS:

	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
<b>FULL-TIME</b>	3	3	3	3	3	3
PART-TIME						
TEMPORARY						

ANALYSIS: Attach a separate page if necessary

Prepared By: Beverly Reaume, Director Phone: 465-4120  
 Division: Administration Date: 1-28-85  
 Approved by Commissioner: Donna Callensworth Date: 1-29-85  
 Agency: Department of Fish & Game

Distribution (by Agency preparing fiscal note):

- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

7/1/84

1.	POSITION TITLE	PERSONNEL ASSISTANT I	STAFF MONTHS	RP NUMBER	PCN NUMBER	RAVICE/STEP	BARG. UNIT	PAGE/LINE	COV.	APPROV.	DISAPP.
2.	TYPE OF POSITION	F	12			12 A	K	ELECTION DISTRICT	LEC.		
3.	CONTRIBUTION LEVEL		ADDITION			BRU PRIORITY	LOCATION				
4.	TYPE OF EXPENDITURE	1		2			JURNEAU				
5.	PERSONAL SERVICES										
6.	Salary			26.4							
7.	Benefits			4.5							
8.	Supplemental Benefits			1.6							
9.	Fixed Benefits			2.8							
10.	TOTAL PERSONAL SERVICES				35.3						
11.	Travel			02							
12.	Contractual			03	13.0						
13.	Commodities			04	.2						
14.	Equipment			05	6.0						
15.	Other										
16.	TOTAL COST				54.5						
<p>JUSTIFICATION</p> <p>Personnel Assistant I to coordinate examining, advertising and recruitment based on year-round examination of applications. Incumbent would examine applications; prepare advertising copy; coordinate actual advertising to ensure compliance with SB31; recruit to fill seasonal vacancies.</p> <p>Funding includes new terminal for access to tracking system; modular furniture and \$10,000 for advertising.</p>											
16.	RECEIPT CODE	FUNDING SOURCE									
17.		Federal Receipts	1002								
18.		G.F. Match	1003								
19.		General Funds	1004	54.5							
20.		I-A Receipts	1005								
21.		Program Receipts	1028								
21.		Other									

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**F Y 86**

AGENCY DEPARTMENT OF FISH AND GAME

PROGRAM FISH AND GAME SUPPORT

BRU ADMINISTRATION & SUPPORT

COMPONENT ADMINISTRATIVE SERVICES

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**REQUEST FOR  
NEW POSITION**

1.	POSITION TITLE	Personnel Assistant I		PCN NUMBER		RAIICE/STEP	12A	BARC. UNIT	K	PAGE/LINE		COV.		APPROV.		DISAPP.		
2.	TYPE OF POSITION	F	STAFF MONTHS	12	RP NUMBER		BRU PRIORITY	LOCATION	Juneau	ELECTION DISTRICT		LEG.						
3.	CONTINUATION LEVEL		ADDITION				JUSTIFICATION											
4.	TYPE OF EXPENDITURE	1					Personnel Assistant I to examine applications for year-round recruitment of major fish and game classifications.											
		2					Funding includes modular furniture for new position.											
5.	SALARY			26.4														
6.	BENEFITS			4.5														
7.	SUPPLEMENTAL BENEFITS			1.6														
8.	FIXED BENEFITS			2.8														
9.	TOTAL PERSONAL SERVICES				01												35.3	
10.	TRAVEL				02												1.0	
11.	CONTRACTUAL				03												.2	
12.	COMMODITIES				04												4.0	
13.	EQUIPMENT				05													
14.	OTHER																	
15.	TOTAL COST																40.5	
16.	RECEIPT CODE						FUNDING SOURCE											
17.							Federal Receipts 1002											
18.							C.F. Match 1003											
19.							General Funds 1004											
20.							I-A Receipts 1005											
21.							Program Receipts 1028											
							Other											

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**FY 86**

AGENCY -- DEPARTMENT OF FISH & GAME

PROGRAM FISH & GAME SUPPORT

BRU ADMINISTRATION & SUPPORT

COMPONENT ADMINISTRATIVE SERVICES

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**REQUEST FOR  
NEW POSITION**

1.	POSITION TITLE	PERSONNEL ASSISTANT I		PCN NUMBER	
2.	TYPE OF POSITION	STAFF MONTHS	RP NUMBER		
	F	12.0			
3.	CONTINUATION LEVEL	ADDITION			
4.	TYPE OF EXPENDITURE				
	1	2			
5.	PERSONAL SERVICES				
	Salary	26.4			
6.	Benefits	4.5			
7.	Supplemental Benefits	1.6			
8.	Fixed Benefits	2.8			
9.	TOTAL PERSONAL SERVICES		01		35.3
10.	Travel		02		
11.	Contractual		03		1.0
12.	Commodities		04		.2
13.	Equipment		05		4.0
14.	Other				
15.	TOTAL COST				40.5
16.	RECEIPT CODE	FUNDING SOURCE			
		Federal Receipts	1002		
17.		G.F. Match	1003		
18.		General Funds	1004		40.5
19.		I-A Receipts	1005		
20.		Program Receipts	1028		
21.		Other			

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Personnel Assistant I to examine applications for year-round recruitment of major fish and game classifications.

Funding includes modular furniture for new position.

RAVICE/STEP 12A	BARC. UNIT K	PAGE/LINE	APPROV.	DISAPP.
BRU PRIORITY	LOCATION Juneau	ELECTION DISTRICT	COV.	LEG.
JUSTIFICATION				

**F Y 86**

AGENCY DEPARTMENT OF FISH & GAME

PROGRAM FISH AND GAME SUPPORT

BRU ADMINISTRATION & SUPPORT

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**REQUEST FOR  
NEW POSITION**

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