

LEG. FINANCE - BILLS 1983 - 1984 2125

SB 448

2125

COMMITTEE REPORT  
SENATE

FURTHER:

Date \_\_\_\_\_

Mr. President

The Committee on FISCAL considered 3/11/84

and (a majority of the committee) (the committee) reports it back with the following recommendations:

- do pass
- do pass with attached amendment(s)
- replace with/or adopt CS for \_\_\_\_\_
- new title
- same title and recommends \_\_\_\_\_
- and attached a "LETTER OF INTENT" [  ] NEW FISCAL NOTE
- reports it back without recommendation 3/20/84 note came w/ bill -
- recommends referral to \_\_\_\_\_ Committee 5/11/84 note came

MEMBERS SIGNING  
DO PASS

MEMBERS HAVING  
OTHER RECOMMENDATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman \_\_\_\_\_

Chairman recommendation \_\_\_\_\_

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

RO/SFC  
5/15/84

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

REQUEST CS for  
Bill/Resolution No.: SB 448 (FIN)  
Title: "An Act relating to the  
states personnel rules . . .  
Sponsor: Senator Ray  
Requestor: Senate Finance  
Date of Request: 5/10/84

FISCAL DETAIL  
Agency Affected: Labor  
Program Category Affected: Social  
Services  
BRU, Program or Subprogram(s) Affected:  
Administrative Services BRU,  
Management Services Component

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                       | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-----------------------|-------|-------|-------|-------|-------|-------|
| OPERATING             |       |       |       |       |       |       |
| 100 PERSONAL SERVICES |       |       |       |       |       |       |
| 200 TRAVEL            |       |       |       |       |       |       |
| 300 CONTRACTUAL       |       |       |       |       |       |       |
| 400 SUPPLIES          |       |       |       |       |       |       |
| 500 EQUIPMENT         |       |       |       |       |       |       |
| 600 LAND & STRUCTURES |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS    |       |       |       |       |       |       |
| 800 MISCELLANEOUS     |       |       |       |       |       |       |
| TOTAL OPERATING       |       | 0     | 0     | 0     | 0     | 0     |
| CAPITAL               |       |       |       |       |       |       |
| REVENUE               |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |   |   |   |   |   |
|---------------|--|---|---|---|---|---|
| GENERAL FUND  |  | 0 | 0 | 0 | 0 | 0 |
| FEDERAL FUNDS |  |   |   |   |   |   |
| OTHER         |  |   |   |   |   |   |
| TOTAL         |  |   |   |   |   |   |

POSITIONS:

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| FULL-TIME |  |  |  |  |  |  |
| PART-TIME |  |  |  |  |  |  |
| TEMPORARY |  |  |  |  |  |  |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

N/A

ANALYSIS: Attach a separate page for analysis

Prepared By: Judy Knight Phone: 465-2720  
Division: Administrative Services Date: 5/11/84  
Approved by Commissioner: Robert W. Jandani Date: 5/11/84  
Jim Robison  
Agency: Labor

LEG:A:36  
Distribution (by Agency preparing fiscal note):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

12/1/83

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: March 29, 1984  
Page 1 of 7

REQUEST

Bill/Resolution No.: CSSB 448 (State Aff)  
Title: The State Personnel rules for open competitive examinations.  
Sponsor: Ray, et. al.  
Requestor: Senate State Affairs  
Date of Request: March 27, 1984

FISCAL DETAIL

Agency Affected: Administration  
Program Category Affected: Centralized Administrative Services  
BRC Program of Subprogram(s) Affected: Personnel

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-------------------------|-------|-------|-------|-------|-------|-------|
| OPERATING               |       |       |       |       |       |       |
| 100 PERSONAL SERVICES   |       | 234.1 | 251.5 | 268.9 | 286.3 | 303.7 |
| 200 TRAVEL              |       | 0     | 0     | 0     | 0     | 0     |
| 300 CONTRACTUAL         |       | 53.5  | 58.5  | 58.5  | 58.5  | 60.8  |
| 400 SUPPLIES            |       | 2.5   | 2.7   | 2.9   | 3.1   | 3.3   |
| 500 EQUIPMENT           |       | 34.8  | 10.1  |       |       | 6.6   |
| 600 LAND & STRUCTURES   |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS, ETC |       |       |       |       |       |       |
| 800 MISCELLANEOUS       |       |       |       |       |       |       |
| TOTAL OPERATING         |       | 324.9 | 313.7 | 321.2 | 338.8 | 365.3 |
| CAPITAL                 |       |       |       |       |       |       |
| REVENUE                 |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |       |       |       |       |       |
|---------------|--|-------|-------|-------|-------|-------|
| GENERAL FUND  |  | 324.9 | 322.8 | 330.3 | 347.9 | 374.4 |
| FEDERAL FUNDS |  |       |       |       |       |       |
| OTHER         |  |       |       |       |       |       |
| TOTAL         |  | 324.9 | 322.8 | 330.3 | 347.9 | 374.1 |

POSITIONS:

|           |  |        |        |        |         |          |
|-----------|--|--------|--------|--------|---------|----------|
| FULL-TIME |  | 8 (96) | 8 (96) | 8 (96) | 9 (108) | 10 (120) |
| PART-TIME |  | (3)    | 3 (7)  | 3 (18) | 2 (9)   | 1 (4)    |
| TEMPORARY |  |        |        |        |         |          |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

None identified by sponsor.

ANALYSIS: Attach a separate page for any Analysis.

Prepared By: Frank Raye *Frank Raye*  
Division: Personnel

Phone: 465-4430  
Date: \_\_\_\_\_

Approved by Commissioner: Lisa Rudd *L. Rudd*  
Agency: DEPARTMENT OF ADMINISTRATION

Date: March 20, 1984

Distribution (by Agency preparing fiscal note):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

12/1/83

C.S.S.B. 448 (State Affairs)  
Fiscal Note Analysis  
Prepared by Division of Personnel  
March 29, 1984

C.S.S.B. 448(SA) would require that recruitment for all job classes in which there are two or more classified positions be open to recruitment at least once a year. This practice is most similar to the State's recruiting practice from 1979 to 1983. The significant change is that collective bargaining contracts provide for continuous promotional recruiting for all job classes. The best estimate of expected volume of applications under these conditions for FY 85 is 47,500. The annual increase thereafter is expected to be 1000.

Review of applications by the Recruitment and Examining Section staff (Personnel Technicians) consists of a determination of meeting Minimum Qualifications, and the calculation of a Rating of Training and Experience (T&E). Each action takes an average of eight minutes. Prior to 1983, approximately 50% of applications required T&E. Therefore average processing time per applications was twelve minutes (eight minutes for minimum qualifications and eight minutes x .5 for T&E). In 1983, all written examinations for which validation information was not on hand were eliminated. Now 80% of all applications require T&E. Average processing time is now 14.4 minutes ( eight minutes for minimum qualifications and eight minutes x .8 for T&E). While this is more labor intensive it allows for greater individual review of applications.

In addition to the process described above, the examining staff must reevaluate applications and compose letters in response to appeals.

A full time examiner position, with allowance for paid vacations and contractual relief periods, represents 1631 productive hours per year. This is split into 1142 hours of examining and 489 hours on appeals and other duties. In the 1142 hours, an examiner can process 4758 applications.

For FY 85 a total of 10 examiners (Personnel Technicians I) will be needed to process 47,500 applications. Currently there are only eight positions in the Division of Personnel assigned to this task.

In addition to the examiners, all of the clerical support operations - log in, filing, test scheduling, test monitoring, test scoring, data entry, letter generation, etc. - will increase accordingly. Currently and historically 2.1 clerical positions are needed to support each examiner. A total of 4.2 additional clerical positions will be needed. The fractional position will be added to an existing part-time position.

A recruitment schedule will be developed and published. In addition, Recruitment Bulletins for over 200 additional job classes annually will be needed to be prepared, printed, and mailed. An additional Personnel Technician I and Clerk II are needed to staff this function. \$33,600 in additional printing and mailing costs will also be needed.

In summary, for FY 85, the initial year under the amended statute, the following additional staff will be needed:

|                        |                |                   |
|------------------------|----------------|-------------------|
| Personnel Technician I | Juneau<br>2-FT | Anchorage<br>1-FT |
| Clerk II               | 2-FT           |                   |
| Clerk Typist III       | 1-FT           | 1-FT              |
| Clerk Typist II        |                | 1-FT              |

PCN 022099, Clerk Typist II, Anchorage will be increased from one month to four months.

Personnel Services costs for these positions will be \$234.1 thousand. Six telephones at \$400, two computer terminals at \$2,200, and basic office furniture for each position total \$34.8 thousand in one time equipment costs.

Annual space, commodities and additional Recruitment Bulletins costs represent the balance of the first year amount.

The 1000 annual increase in applications represents .2 additional examiners and .4 additional clerks annually. Part-time positions later changing to full time are shown.

An inflation rate of "0" has been used.

No attempt has been made in this fiscal note to estimate further cost impact of this volume of applications on the computerized Applicant Tracking System. It is known for example, that the sorting process required to place eligible lists in rank order increases geometrically instead of arithmetically. The 25% increase projected for FY 85 will increase this sorting by over 50%.

|  |  |                       |           |            |                   |            |                   |      |         |         |
|--|--|-----------------------|-----------|------------|-------------------|------------|-------------------|------|---------|---------|
| 1.   | POSITION TITLE<br>Personnel Technician I |                       |           |            | RANGE/STEP<br>12B | BARG. UNIT | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.   | TYPE OF POSITION                         | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY      | LOCATION   | ELECTION DISTRICT | LEG. |         |         |
| 3.   | CONTINUATION LEVEL                       |                       |           |            | JUSTIFICATION     |            |                   |      |         |         |
| 4.   | TYPE OF EXPENDITURE                      |                       |           |            | AMOUNT            |            |                   |      |         |         |
|  | 1  |                       | 2         |            | 3                 |            |                   |      |         |         |
|  | PERSONAL SERVICES                        |                       |           |            |                   |            |                   |      |         |         |
| 5.   | Salary                                   |                       | 24,516    |            |                   |            |                   |      |         |         |
| 6.   | Benefits                                 |                       | 4,196     |            |                   |            |                   |      |         |         |
| 7.   | Supplemental Benefits                    |                       | 1,503     |            |                   |            |                   |      |         |         |
| 8.   | Fixed Benefits                           |                       | 2,789     |            |                   |            |                   |      |         |         |
| 9.   | TOTAL PERSONAL SERVICES                  |                       | 01        |            | 33 0              |            |                   |      |         |         |
| 10.  | Travel                                   |                       | 02        |            | 0                 |            |                   |      |         |         |
| 11.  | Contractual                              |                       | 03        |            | 2 2               |            |                   |      |         |         |
| 12.  | Commodities                              |                       | 04        |            | 3                 |            |                   |      |         |         |
| 13.  | Equipment                                |                       | 05        |            | 3 0               |            |                   |      |         |         |
| 14.  | Other                                    |                       |           |            |                   |            |                   |      |         |         |
| 15.  | TOTAL COST                               |                       |           |            | 39 4              |            |                   |      |         |         |
| <p>Examine additional applications resulting from open continuous recruitment. Produce recruitment schedule and required Recruitment Bulletins.</p> <p>Three full time positions distributed as follows:</p> <p style="padding-left: 40px;">Juneau 2 full time; 1 full time Anchorage</p> <p>Costs at left shown for one position in Juneau. Total costs are: \$118,367.</p> |  |                       |           |            |                   |            |                   |      |         |         |
| 16.  | RECEIPT CODE                             | FUNDING SOURCE        |           |            |                   |            |                   |      |         |         |
| 17.  |  | Federal Receipts 1002 |           |            |                   |            |                   |      |         |         |
| 18.  |  | G.F. Match 1003       |           |            |                   |            |                   |      |         |         |
| 19.  |  | General Funds 1004    |           |            |                   | 118.4      |                   |      |         |         |
| 20.  |  | I-A Receipts 1005     |           |            |                   |            |                   |      |         |         |
| 21.  |  | Program Receipts 1028 |           |            |                   |            |                   |      |         |         |
|  |  | Other                 |           |            |                   |            |                   |      |         |         |
| <p>FOR B&amp;M USE ONLY</p> <p>4A KEY NUMBER _____</p>   |  |                       |           |            |                   |            |                   |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

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Revised Date \_\_\_\_\_

**FY 85**

|                     |                            |              |                       |            |                  |                 |                   |           |      |         |         |
|---------------------|----------------------------|--------------|-----------------------|------------|------------------|-----------------|-------------------|-----------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk II |              |                       |            | RANGE/STEP<br>7B | BARG. UNIT<br>K | FORM 12           | PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION           | STAFF MONTHS | RP NUMBER             | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT | LEG.      |      |         |         |
| 3.                  | CONTINUATION LEVEL         |              |                       |            | ADDITION         |                 | JUSTIFICATION     |           |      |         |         |
| 4.                  | TYPE OF EXPENDITURE        |              |                       |            | AMOUNT           |                 |                   |           |      |         |         |
|                     | 1                          |              | 2                     |            | 3                |                 |                   |           |      |         |         |
|                     | PERSONAL SERVICES          |              |                       |            |                  |                 |                   |           |      |         |         |
| 5.                  | Salary                     |              | 18,204                |            |                  |                 |                   |           |      |         |         |
| 6.                  | Benefits                   |              | 3,115                 |            |                  |                 |                   |           |      |         |         |
| 7.                  | Supplemental Benefits      |              | 1,116                 |            |                  |                 |                   |           |      |         |         |
| 8.                  | Fixed Benefits             |              | 2,789                 |            |                  |                 |                   |           |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES    |              | 01                    |            | 25.2             |                 |                   |           |      |         |         |
| 10.                 | Travel                     |              | 02                    |            | 0                |                 |                   |           |      |         |         |
| 11.                 | Contractual                |              | 03                    |            | 2.2              |                 |                   |           |      |         |         |
| 12.                 | Commodities                |              | 04                    |            | 3                |                 |                   |           |      |         |         |
| 13.                 | Equipment                  |              | 05                    |            | 3.0              |                 |                   |           |      |         |         |
| 14.                 | Other                      |              |                       |            |                  |                 |                   |           |      |         |         |
| 15.                 | TOTAL COST                 |              |                       |            | 31.6             |                 |                   |           |      |         |         |
|                     | RECEIPT CODE               |              | FUNDING SOURCE        |            |                  |                 |                   |           |      |         |         |
| 16.                 |                            |              | Federal Receipts 1002 |            |                  |                 |                   |           |      |         |         |
| 17.                 |                            |              | G.F. Match 1003       |            |                  |                 |                   |           |      |         |         |
| 18.                 |                            |              | General Funds 1004    |            | 63.3             |                 |                   |           |      |         |         |
| 19.                 |                            |              | I-A Receipts 1005     |            |                  |                 |                   |           |      |         |         |
| 20.                 |                            |              | Program Receipts 1028 |            |                  |                 |                   |           |      |         |         |
| 21.                 |                            |              | Other                 |            |                  |                 |                   |           |      |         |         |
| FOR B&M USE ONLY    |                            |              |                       |            |                  |                 |                   |           |      |         |         |
| 4A KEY NUMBER _____ |                            |              |                       |            |                  |                 |                   |           |      |         |         |

Additional journey level clerical processing of additional applications received due to continuous open recruitment.

Two full time positions, one each in Juneau and Anchorage.

Costs at left shown for one position in Juneau. Total costs are: \$63,348.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
COMPONENT Personnel

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Revised Date \_\_\_\_\_

**FY 85**

|                     |                                    |                  |           |            |                  |  |                   |      |         |         |
|---------------------|------------------------------------|------------------|-----------|------------|------------------|--|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk Typist III |                  |           |            | RANGE/STEP<br>8B | BARG. UNIT<br>K  | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                   | STAFF MONTHS     | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION   | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                 |                  |           |            | ADDITION         |  | JUSTIFICATION     |      |         |         |
| 4.                  | TYPE OF EXPENDITURE                |                  |           | AMOUNT     |                  | <p>Advanced typing/data entry of additional information resulting from additional applications.</p> <p>Two full-time positions: one each in Juneau and Anchorage.</p> <p>Costs at the left shown for one-position in Juneau. Total costs are \$71,530.</p> |                   |      |         |         |
|                     | 1                                  | 2                | 3         |            |                  |  |                   |      |         |         |
|                     | PERSONAL SERVICES                  |                  |           |            |                  |  |                   |      |         |         |
| 5.                  | Salary                             | 19,284           |           |            |                  |  |                   |      |         |         |
| 6.                  | Benefits                           | 3,300            |           |            |                  |  |                   |      |         |         |
| 7.                  | Supplemental Benefits              | 1,182            |           |            |                  |  |                   |      |         |         |
| 8.                  | Fixed Benefits                     | 2,789            |           |            |                  |  |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES            | 01               | 26.6      |            |                  |  |                   |      |         |         |
| 10.                 | Travel                             | 02               | 0         |            |                  |  |                   |      |         |         |
| 11.                 | Contractual                        | 03               | 3.2       |            |                  |  |                   |      |         |         |
| 12.                 | Commodities                        | 04               | 3         |            |                  |  |                   |      |         |         |
| 13.                 | Equipment                          | 05               | 5.7       |            |                  |  |                   |      |         |         |
| 14.                 | Other                              |                  |           |            |                  |  |                   |      |         |         |
| 15.                 | TOTAL COST                         |                  | 35.2      |            |                  |  |                   |      |         |         |
|                     | RECEIPT CODE                       | FUNDING SOURCE   |           |            |                  |  |                   |      |         |         |
| 16.                 |                                    | Federal Receipts | 1002      |            |                  |  |                   |      |         |         |
| 17.                 |                                    | G.F. Match       | 1003      |            |                  |  |                   |      |         |         |
| 18.                 |                                    | General Funds    | 1004      | 71.5       |                  |  |                   |      |         |         |
| 19.                 |                                    | I-A Receipts     | 1005      |            |                  |  |                   |      |         |         |
| 20.                 |                                    | Program Receipts | 1028      |            |                  |  |                   |      |         |         |
| 21.                 |                                    | Other            |           |            |                  |  |                   |      |         |         |
| FOR B&M USE ONLY    |                                    |                  |           |            |                  |  |                   |      |         |         |
| 4A KEY NUMBER _____ |                                    |                  |           |            |                  |  |                   |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

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Revised Date \_\_\_\_\_

**FY 85**

|                     |                                   |                       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
|---------------------|-----------------------------------|-----------------------|-----------|------------|--|-----------------|-------------------|------|---------|---------|------|--|--|--|--|--|
| 1.                  | POSITION TITLE<br>Clerk Typist II |                       |           |            | RANGE/STEP<br>7B   | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |      |  |  |  |  |  |
| 2.                  | TYPE OF POSITION                  | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY   | LOCATION        | ELECTION DISTRICT | LEG. |         |         |      |  |  |  |  |  |
| 3.                  | CONTINUATION LEVEL                |                       |           |            | JUSTIFICATION  |                 |                   |      |         |         |      |  |  |  |  |  |
| 4.                  | TYPE OF EXPENDITURE               |                       |           |            | Clerical support in preparation and distribution of Recruitment Bulletins according to schedule. |                 |                   |      |         |         |      |  |  |  |  |  |
|                     | 1                                 |                       | 2         |            |  |                 |                   |      |         |         | 3    |  |  |  |  |  |
|                     | PERSONAL SERVICES                 |                       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 5.                  | Salary                            |                       | 18,204    |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 6.                  | Benefits                          |                       | 3,115     |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 7.                  | Supplemental Benefits             |                       | 1,116     |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 8.                  | Fixed Benefits                    |                       | 2,789     |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 9.                  | TOTAL PERSONAL SERVICES           |                       | 01        |            |  |                 |                   |      |         |         | 25.2 |  |  |  |  |  |
| 10.                 | Travel                            |                       | 02        |            |  |                 |                   |      |         |         | 0    |  |  |  |  |  |
| 11.                 | Contractual                       |                       | 03        |            |  |                 |                   |      |         |         | 2.2  |  |  |  |  |  |
| 12.                 | Commodities                       |                       | 04        |            |  |                 |                   |      |         |         | .3   |  |  |  |  |  |
| 13.                 | Equipment                         |                       | 05        |            |  |                 |                   |      |         |         | 3.9  |  |  |  |  |  |
| 14.                 | Other                             |                       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 15.                 | TOTAL COST                        |                       |           |            |  |                 |                   |      |         |         | 31.6 |  |  |  |  |  |
| 16.                 | RECEIPT CODE                      | FUNDING SOURCE        |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 17.                 |                                   | Federal Receipts 1002 |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 18.                 |                                   | G.F. Match 1003       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 19.                 |                                   | General Funds 1004    |           | 31.6       |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 20.                 |                                   | I-A Receipts 1005     |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 21.                 |                                   | Program Receipts 1028 |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
|                     |                                   | Other                 |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| FOR B&M USE ONLY    |                                   |                       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |
| 4A KEY NUMBER _____ |                                   |                       |           |            |  |                 |                   |      |         |         |      |  |  |  |  |  |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
COMPONENT Personnel

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Revised Date \_\_\_\_\_

**FY 85**

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

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

REQUEST CS for  
Bill/Resolution No.: SB 448 (FIN)  
Title: "An Act relating to the states personnel rules . . ."  
Sponsor: Senator Ray  
Requestor: Senate Finance  
Date of Request: 5/10/84

FISCAL DETAIL  
Agency Affected: Labor  
Program Category Affected: Social Services  
BRU, Program or Subprogram(s) Affected: Administrative Services BRU, Management Services Component

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                       | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-----------------------|-------|-------|-------|-------|-------|-------|
| OPERATING             |       |       |       |       |       |       |
| 100 PERSONAL SERVICES |       |       |       |       |       |       |
| 200 TRAVEL            |       |       |       |       |       |       |
| 300 CONTRACTUAL       |       |       |       |       |       |       |
| 400 SUPPLIES          |       |       |       |       |       |       |
| 500 EQUIPMENT         |       |       |       |       |       |       |
| 600 LAND & STRUCTURES |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS    |       |       |       |       |       |       |
| 800 MISCELLANEOUS     |       |       |       |       |       |       |
| TOTAL OPERATING       |       | 0     | 0     | 0     | 0     | 0     |
| CAPITAL               |       |       |       |       |       |       |
| REVENUE               |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |   |   |   |   |   |
|---------------|--|---|---|---|---|---|
| GENERAL FUND  |  | 0 | 0 | 0 | 0 | 0 |
| FEDERAL FUNDS |  |   |   |   |   |   |
| OTHER         |  |   |   |   |   |   |
| TOTAL         |  |   |   |   |   |   |

POSITIONS:

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| FULL-TIME |  |  |  |  |  |  |
| PART-TIME |  |  |  |  |  |  |
| TEMPORARY |  |  |  |  |  |  |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

N/A

ANALYSIS: Attach a separate page for analysis

Prepared By: Judy Knight Phone: 465-2720  
Division: Administrative Services Date: 5/11/84  
Approved by Commissioner Robert W. Jandani Date: 5/11/84  
Jim Robison  
Agency: Labor

LEG:A:36

Distribution (by Agency preparing fiscal note):

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

12/1/83

Original sponsors: Ray, Sturgulewski,  
Faiks and Kelly

1 IN THE SENATE BY THE FINANCE COMMITTEE

2 CS FOR SENATE BILL NO. 448 (Finance)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 THIRTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to periods of open recruitment for  
7 positions in the classified service; and providing  
8 for an effective date."

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

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

11 Sec. 39.25.185. RECRUITMENT PERIODS. The division of personnel  
12 shall hold a period of open recruitment of not less than 30 days each  
13 year for each job class that has allocated to it two or more positions  
14 that may be filled by open competitive examination.

15 \* Sec. 2. This Act takes effect July 1, 1984.

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Introduced: 2/10/84  
Referred: State Affairs

BY RAY, STURGULEWSKI,  
FAIKS AND KELLY

1 IN THE SENATE

2 SENATE BILL NO. 448

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 THIRTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the state personnel rules for  
7 open competitive examinations; and providing for an  
8 effective date."

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

10 \* Section 1. AS 39.25.150 is amended to read:

11 Sec. 39.25.150. SCOPE OF THE RULES. The personnel rules shall  
12 provide for

13 (1) the preparation, maintenance, and revision by the  
14 director of personnel, subject to approval of the commissioner of  
15 administration and the personnel board, of a position classification  
16 plan for all positions in the classified and partially exempt ser-  
17 vices; the position classification plan shall include

18 (A) a grouping together of all positions into classes  
19 on the basis of duties and responsibilities;

20 (B) an appropriate title, a description of the duties  
21 and responsibilities, training and experience qualifications, and  
22 other necessary specifications for each class of positions;

23 (2) the preparation, maintenance, revision and administra-  
24 tion by the director of personnel of a pay plan for all positions in  
25 the classified and partially exempt services; the pay plan

26 (A) shall be based upon the position classification  
27 plan;

28 (B) shall provide for fair and reasonable compensation  
29 for services rendered, and reflect the principle of like pay for

1           like work;

2                   (C) may be amended, approved, or disapproved by the  
3           legislature in regular or special session; after the pay plan is  
4           in effect, a salary or wage payment may not be made to a state  
5           employee covered by the plan unless the payment is in accordance  
6           with this chapter and the rules adopted under this chapter or  
7           unless the payment is in accordance with a valid agreement en-  
8           tered into in accordance with AS 23.40;

9                   (3) the use of employee selection methods, including open  
10          competitive examinations, when appropriate, that will fairly test the  
11          capacity and fitness of the person examined to discharge the duties of  
12          the class in which employment is sought; the rules may not be applied  
13          or amended to close or suspend open competitive examinations for any  
14          job class;

15                   (4) the establishment and maintenance of eligible lists for  
16          appointment and promotion providing the names of eligible candidates  
17          in order of their relative performance in the examinations;

18                   (5) the procedure for certifying eligible candidates; the  
19          rule adopted under this paragraph may include procedures providing a  
20          preference for certifying local residents when appropriate;

21                   (6) promotions from within the state service when there are  
22          qualified candidates in the state service; vacancies shall be filled  
23          by promotion whenever practicable and in the best interest of the  
24          state service and promotion shall be by competitive examination when-  
25          ever possible; in considering promotions, the applicants' qualifica-  
26          tions, performance record, seniority, and conduct shall be evaluated;

27                   (7) a period of probation not to exceed one year before an  
28          appointment to a position becomes permanent, except that a permanent  
29          employee receiving a promotional appointment retains permanent status

1 in the service and job class from which appointed for the duration of  
2 the probationary period and may be demoted to a former class without  
3 right of appeal, notwithstanding AS 39.25.170, but if the employee is  
4 dismissed from the service the appeal rights under AS 39.25.170 apply;

5 (8) nonpermanent and emergency appointments to positions in  
6 the state service in accordance with AS 39.25.195 - 39.25.200;

7 (9) provisional appointment without competitive examination  
8 when appropriate eligible lists are not available;

9 (10) transfers from one department to another and from  
10 another merit system jurisdiction to the state service;

11 (11) transfers from one area of the state to another;

12 (12) the reinstatement of a person who resigns in good  
13 standing;

14 (13) layoffs for reason of lack of money or work, abolition  
15 of positions, or material changes in duties or organization; both  
16 performance and seniority records shall be considered in the develop-  
17 ment of layoff orders;

18 (14) the development, maintenance, and use of employee  
19 performance records;

20 (15) the establishment of disciplinary measures which may  
21 include disciplinary suspension without pay;

22 (16) the procedures for review of disputed personnel  
23 actions, for resolving employee and interagency grievances, and for  
24 resolving grievances of the general public concerning the operation of  
25 the state personnel system;

26 (17) hours of work for all employees in the state service;

27 (18) methods and procedures covering overtime work and pay;

28 (19) the granting of employment preference rights to a  
29 veteran not within the area of promotion, when the veteran possesses

1 the necessary qualifications in the job classification applied for  
2 under this chapter; in an examination to determine the qualification  
3 of applicants for entrance into the classified service under merit  
4 system examination, five additional points shall be added to the  
5 passing grade of a veteran and ten additional points shall be added to  
6 the passing grade of a disabled veteran, but the additional points may  
7 be used only the first time the veteran obtains a position in the  
8 classified service; if a position in the classified service is elimi-  
9 nated, employees shall be released in accordance with rules which give  
10 due effect to all factors; if all job qualifications are equal, the  
11 veteran shall be given preference over the nonveteran and the veteran  
12 shall be kept on the job; this paragraph may not be interpreted to  
13 amend the terms of a collective bargaining agreement; in this para-  
14 graph

15 (A) "veteran" means a person with 181 days or more  
16 active service in the armed forces of the United States who has  
17 been honorably discharged after having served during any period  
18 between April 6, 1917, and December 1, 1919, between Septem-  
19 ber 16, 1940, and December 31, 1947, or between June 27, 1950,  
20 and November 7, 1975;

21 (B) "disabled veteran" means a veteran who is entitled  
22 to compensation under laws administered by the United States  
23 Veterans' Administration, or a person who was honorably dis-  
24 charged or released from active duty because of a service- con-  
25 nected disability;

26 (20) the employment of persons in permanent positions on a  
27 part-time basis of 15 hours or more a week, including the employment  
28 of two persons to fill one permanent full-time position; these em-  
29 ployees shall be designated as permanent part-time employees;

1           (21) the granting of employment preference to severely  
2 handicapped persons; this includes the right to provisional appoint-  
3 ment without competitive examination for periods up to four months and  
4 the granting of eligibility to a severely handicapped person provi-  
5 sionally appointed under the rules who demonstrates ability to perform  
6 the job for permanent appointment without competitive examination;  
7 provisional employment under this paragraph may not exceed four months  
8 during a 12-month period; "severely handicapped" as used in this  
9 paragraph means persons certified by the director of the division of  
10 vocational rehabilitation to be severely handicapped;

11           (22) the establishment of programs facilitating the employ-  
12 ment of disadvantaged persons;

13           (23) the delegation, when feasible, of personnel responsi-  
14 bilities and duties to the principal departments of the executive  
15 branch;

16           (24) the establishment of a transition period of up to 12  
17 months for an employee to be reappointed to a classified position if  
18 the employee's position is withdrawn from the partially exempt or  
19 exempt service and placed in the classified service;

20           (25) other rules and administrative regulations, not incon-  
21 sistent with this chapter, which are necessary for its enforcement.

22 \* Sec. 2. This Act takes effect immediately in accordance with AS 01.-  
23 10.070(c).

Original sponsors: Ray, Sturgulewski,  
Faiks and Kelly

1 IN THE SENATE

BY THE FINANCE COMMITTEE

2 CS FOR SENATE BILL NO. 448 (Finance)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 THIRTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to periods of open recruitment for  
7 positions in the classified service; and providing  
8 for an effective date."

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

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

11 Sec. 39.25.185. RECRUITMENT PERIODS. The division of personnel  
12 shall hold a period of open recruitment of not less than 30 days each  
13 year for each job class that has allocated to it two or more positions  
14 that are opened for recruitment.

15 \* Sec. 2. This Act takes effect July 1, 1984.  
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Original sponsors: Ray, Sturgulewski,  
Faiks and Kelly

1 IN THE SENATE

BY THE FINANCE COMMITTEE

2 CS FOR SENATE BILL NO. 448 (Finance)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 THIRTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to periods of open recruitment for  
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10 \* Section 1. AS 39.25 is amended by adding a new section to read:

11 Sec. 39.25.185. RECRUITMENT PERIODS. The division of personnel  
12 shall hold a period of open recruitment of not less than 30 days each  
13 year for each job class that has allocated to it two or more  
14 positions.

15 \* Sec. 2. This Act takes effect July 1, 1984.

April 4, 1984

FILED

APR 09 1984

DIV. OF PERSONNEL

Honorable John C. Sackett  
State Capitol  
Pouch V  
Juneau, Alaska 99811

Dear Senator Sackett:

As the initial sponsor of CSSB448 (SA), I request that the Finance Committee consider the changes below when this bill is heard in your Committee. The changes do not alter the intent of the State Affairs Committee substitute. Instead, I believe the changes will: avoid an unintentional opening of all the State's eligible lists to non-Alaskans; create the annual opening for examinations as a separate statutory section instead of a subject of Personnel Rule making (AS 39.25.150); and provide for a July 1, 1984, effective date. The date change is consistent with the Fiscal Note submitted for the State Affairs Committee substitute.

I propose the following substitute for CSSB448 (SA):

IN THE SENATE

BY THE FINANCE COMMITTEE

CS FOR SENATE BILL NO. 448 (FINANCE)  
IN THE LEGISLATURE OF THE STATE OF ALASKA  
THIRTEENTH LEGISLATURE - SECOND SESSION

A Bill

For an Act entitled: "An act relating to periods of open competitive examinations for positions in the classified services; 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:

Senator Sackett  
April 4, 1984  
Page Two

Sec. 30.25.135. RECRUITMENT PERIODS. There shall be an annual period of open recruitment for all job classes to which are allocated two or more positions that are filled by open competitive examination.

\* Sec. 2. This act takes effect July 1, 1984.

Thank you for your consideration of what I believe are little more than technical amendments.

Sincerely,

Senator Bill Ray

cc: Members State Affairs  
Committee  
cc: Frank Raye

Copy make me

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: March 29, 1984  
Page 1 of 7

REQUEST

Bill/Resolution No.: CSSB 448 (State Aff)  
Title: The State Personnel rules for open competitive examinations.  
Sponsor: Ray, et. al.  
Requestor: Senate State Affairs  
Date of Request: March 27, 1984

FISCAL DETAIL

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

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-------------------------|-------|-------|-------|-------|-------|-------|
| OPERATING               |       |       |       |       |       |       |
| 100 PERSONAL SERVICES   |       | 234.1 | 251.5 | 268.9 | 286.3 | 303.7 |
| 200 TRAVEL              |       | 0     | 0     | 0     | 0     | 0     |
| 300 CONTRACTUAL         |       | 53.5  | 58.5  | 58.5  | 58.5  | 60.3  |
| 400 SUPPLIES            |       | 2.5   | 2.7   | 2.9   | 3.1   | 3.3   |
| 500 EQUIPMENT           |       | 34.8  | 10.1  |       |       | 6.6   |
| 600 LAND & STRUCTURES   |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS, ETC |       |       |       |       |       |       |
| 800 MISCELLANEOUS       |       |       |       |       |       |       |
| TOTAL OPERATING         |       | 324.9 | 313.7 | 321.2 | 338.8 | 365.3 |
| CAPITAL                 |       |       |       |       |       |       |
| REVENUE                 |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |       |       |       |       |       |
|---------------|--|-------|-------|-------|-------|-------|
| GENERAL FUND  |  | 324.9 | 322.8 | 330.3 | 347.9 | 374.4 |
| FEDERAL FUNDS |  |       |       |       |       |       |
| OTHER         |  |       |       |       |       |       |
| TOTAL         |  | 324.9 | 322.8 | 330.3 | 347.9 | 374.1 |

POSIT: 'S:

|           |  |        |        |        |         |          |
|-----------|--|--------|--------|--------|---------|----------|
| FULL-TIME |  | 8 (96) | 8 (96) | 8 (96) | 9 (108) | 10 (120) |
| PART-TIME |  | (3)    | 3 (7)  | 3 (18) | 2 (9)   | 1 (4)    |
| TEMPORARY |  |        |        |        |         |          |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

None identified by sponsor.

ANALYSIS: Attach a separate page for any Analysis.

Prepared By: Frank Raye *Frank Raye EJA*  
Division: Personnel

Phone: 465-4430  
Date: \_\_\_\_\_

Approved by Commissioner: Lisa Rudd *L. Rudd*  
Agency: DEPARTMENT OF ADMINISTRATION

Date: March 20, 1984

Distribution (by Agency preparing fiscal note):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

12/1/83

C.S.S.B. 448 (State Affairs)  
Fiscal Note Analysis  
Prepared by Division of Personnel  
March 29, 1984

C.S.S.B. 448(SA) would require that recruitment for all job classes in which there are two or more classified positions be open to recruitment at least once a year. This practice is most similar to the State's recruiting practice from 1979 to 1983. The significant change is that collective bargaining contracts provide for continuous promotional recruiting for all job classes. The best estimate of expected volume of applications under these conditions for FY 85 is 47,500. The annual increase thereafter is expected to be 1000.

Review of applications by the Recruitment and Examining Section staff (Personnel Technicians) consists of a determination of meeting Minimum Qualifications, and the calculation of a Rating of Training and Experience (T&E). Each action takes an average of eight minutes. Prior to 1983, approximately 50% of applications required T&E. Therefore average processing time per applications was twelve minutes (eight minutes for minimum qualifications and eight minutes x .5 for T&E). In 1983, all written examinations for which validation information was not on hand were eliminated. Now 80% of all applications require T&E. Average processing time is now 14.4 minutes ( eight minutes for minimum qualifications and eight minutes x .8 for T&E). While this is more labor intensive it allows for greater individual review of applications.

In addition to the process described above, the examining staff must reevaluate applications and compose letters in response to appeals.

A full time examiner position, with allowance for paid vacations and contractual relief periods, represents 1631 productive hours per year. This is split into 1142 hours of examining and 489 hours on appeals and other duties. In the 1142 hours, an examiner can process 4758 applications.

For FY 85 a total of 10 examiners (Personnel Technicians I) will be needed to process 47,500 applications. Currently there are only eight positions in the Division of Personnel assigned to this task.

In addition to the examiners, all of the clerical support operations - log in, filing, test scheduling, test monitoring, test scoring, data entry, letter generation, etc. - will increase accordingly. Currently and historically 2.1 clerical positions are needed to support each examiner. A total of 4.2 additional clerical positions will be needed. The fractional position will be added to an existing part-time position.

A recruitment schedule will be developed and published. In addition, Recruitment Bulletins for over 200 additional job classes annually will be needed to be prepared, printed, and mailed. An additional Personnel Technician I and Clerk II are needed to staff this function. \$33,600 in additional printing and mailing costs will also be needed.

In summary, for FY 85, the initial year under the amended statute, the following additional staff will be needed:

|                        |        |           |
|------------------------|--------|-----------|
| Personnel Technician I | Juneau | Anchorage |
| Clerk II               | 2-FT   | 1-FT      |
| Clerk Typist III       | 2 FT   |           |
| Clerk Typist II        | 1-FT   | 1-FT      |
|                        |        | 1-FT      |

PCN 022099, Clerk Typist II, Anchorage will be increased from one month to four months.

Personnel Services costs for these positions will be \$234.1 thousand. Six telephones at \$400, two computer terminals at \$2,200, and basic office furniture for each position total \$34.8 thousand in one time equipment costs.

Annual space, commodities and additional Recruitment Bulletins costs represent the balance of the first year amount.

The 1000 annual increase in applications represents .2 additional examiners and .4 additional clerks annually. Part-time positions later changing to full time are shown.

An inflation rate of "0" has been used.

No attempt has been made in this fiscal note to estimate further cost impact of this volume of applications on the computerized Applicant Tracking System. It is known for example, that the sorting process required to place eligible lists in rank order increases geometrically instead of arithmetically. The 25% increase projected for FY 85 will increase this sorting by over 50%.

|                         |  |              |           |            |                       |            |                   |      |         |         |
|-------------------------|--|--------------|-----------|------------|-----------------------|------------|-------------------|------|---------|---------|
| 1.                      | POSITION TITLE<br>Personnel Technician I |              |           |            | RANGE/STEP<br>12B     | BARG. UNIT | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                      | TYPE OF POSITION                         | STAFF MONTHS | RP NUMBER | PCN NUMBER | BRU PRIORITY          | LOCATION   | ELECTION DISTRICT | LEG. |         |         |
| 3.                      | CONTINUATION LEVEL                       |              |           |            | JUSTIFICATION         |            |                   |      |         |         |
| 4.                      | TYPE OF EXPENDITURE                      |              |           |            | AMOUNT                |            |                   |      |         |         |
|                         | 1  |              | 2         |            | 3                     |            |                   |      |         |         |
|                         | PERSONAL SERVICES                        |              |           |            |                       |            |                   |      |         |         |
| 5.                      | Salary                                   |              | 24,516    |            |                       |            |                   |      |         |         |
| 6.                      | Benefits                                 |              | 4,196     |            |                       |            |                   |      |         |         |
| 7.                      | Supplemental Benefits                    |              | 1,503     |            |                       |            |                   |      |         |         |
| 8.                      | Fixed Benefits                           |              | 2,789     |            |                       |            |                   |      |         |         |
| 9.                      | TOTAL PERSONAL SERVICES                  |              | 01        |            | 33 0                  |            |                   |      |         |         |
| 10.                     | Travel                                   |              | 02        |            | 0                     |            |                   |      |         |         |
| 11.                     | Contractual                              |              | 03        |            | 2 2                   |            |                   |      |         |         |
| 12.                     | Commodities                              |              | 04        |            | 3                     |            |                   |      |         |         |
| 13.                     | Equipment                                |              | 05        |            | 3 0                   |            |                   |      |         |         |
| 14.                     | Other                                    |              |           |            |                       |            |                   |      |         |         |
| 15.                     | TOTAL COST                               |              |           |            | 39 4                  |            |                   |      |         |         |
|                         | RECEIPT CODE                             |              |           |            | FUNDING SOURCE        |            |                   |      |         |         |
| 16.                     |  |              |           |            | Federal Receipts 1002 |            |                   |      |         |         |
| 17.                     |  |              |           |            | G.F. Match 1003       |            |                   |      |         |         |
| 18.                     |  |              |           |            | General Funds 1004    |            |                   |      |         |         |
| 19.                     |  |              |           |            | I-A Receipts 1005     |            |                   |      |         |         |
| 20.                     |  |              |           |            | Program Receipts 1028 |            |                   |      |         |         |
| 21.                     |  |              |           |            | Other                 |            |                   |      |         |         |
| FOR B&M USE ONLY        |  |              |           |            |                       |            |                   |      |         |         |
| 4A KEY NUMBER - - - - - |  |              |           |            |                       |            |                   |      |         |         |

Examine additional applications resulting from open continuous recruitment. Produce recruitment schedule and required Recruitment Bulletins.

Three full time positions distributed as follows:

Juneau 2 full time; 1 full time Anchorage

Costs at left shown for one position in Juneau. Total costs are: \$118,367.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

Page 4 of 7

Revised Date \_\_\_\_\_

**FY 85**

|                     |                            |                       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
|---------------------|----------------------------|-----------------------|-----------|------------|---|-----------------|-------------------|------|---------|---------|--|--|--|--|--|--|
| 1.                  | POSITION TITLE<br>Clerk II |                       |           |            | RANGE/STEP<br>7B  | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |  |  |  |  |  |  |
| 2.                  | TYPE OF POSITION           | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY  | LOCATION        | ELECTION DISTRICT | LEG. |         |         |  |  |  |  |  |  |
| 3.                  | CONTINUATION LEVEL         |                       |           |            | JUSTIFICATION   |                 |                   |      |         |         |  |  |  |  |  |  |
| 4.                  | TYPE OF EXPENDITURE        |                       |           |            | <p>Additional journey level clerical processing of additional applications received due to continuous open recruitment.</p> <p>Two full time positions, one each in Juneau and Anchorage.</p> <p>Costs at left shown for one position in Juneau. Total costs are: \$63,348.</p> |                 |                   |      |         |         |  |  |  |  |  |  |
| 5.                  | PERSONAL SERVICES          |                       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 6.                  | Salary                     |                       | 18,204    |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 7.                  | Benefits                   |                       | 3,115     |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 8.                  | Supplemental Benefits      |                       | 1,116     |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 9.                  | Fixed Benefits             |                       | 2,789     |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 10.                 | TOTAL PERSONAL SERVICES    |                       | 01        | 25.2       |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 11.                 | Travel                     |                       | 02        | 0          |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 12.                 | Contractual                |                       | 03        | 2.2        |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 13.                 | Commodities                |                       | 04        | 3          |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 14.                 | Equipment                  |                       | 05        | 3.9        |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 15.                 | Other                      |                       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 15.                 | TOTAL COST                 |                       |           | 31.6       |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 16.                 | RECEIPT CODE               | FUNDING SOURCE        |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 17.                 |                            | Federal Receipts 1002 |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 18.                 |                            | G.F. Match 1003       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 19.                 |                            | General Funds 1004    |           |            | 63.3  |                 |                   |      |         |         |  |  |  |  |  |  |
| 20.                 |                            | I-A Receipts 1005     |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 21.                 |                            | Program Receipts 1028 |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 21.                 |                            | Other                 |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| FOR B&M USE ONLY    |                            |                       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |
| 4A KEY NUMBER _____ |                            |                       |           |            |   |                 |                   |      |         |         |  |  |  |  |  |  |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

Page 5 of 7

Revised Date \_\_\_\_\_

**FY 85**

|                     |                                    |              |           |            |                       |                 |                   |      |         |        |
|---------------------|------------------------------------|--------------|-----------|------------|-----------------------|-----------------|-------------------|------|---------|--------|
| 1.                  | POSITION TITLE<br>Clerk Typist III |              |           |            | RANGE/STEP<br>8B      | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAP. |
| 2.                  | TYPE OF POSITION                   | STAFF MONTHS | RP NUMBER | PCN NUMBER | BRU PRIORITY          | LOCATION        | ELECTION DISTRICT | LEG. |         |        |
| 3.                  | CONTINUATION LEVEL                 |              |           |            | JUSTIFICATION         |                 |                   |      |         |        |
| 4.                  | TYPE OF EXPENDITURE                |              |           |            | AMOUNT                |                 |                   |      |         |        |
|                     | 1                                  |              | 2         |            | 3                     |                 |                   |      |         |        |
|                     | PERSONAL SERVICES                  |              |           |            |                       |                 |                   |      |         |        |
| 5.                  | Salary                             |              | 19,284    |            |                       |                 |                   |      |         |        |
| 6.                  | Benefits                           |              | 3,300     |            |                       |                 |                   |      |         |        |
| 7.                  | Supplemental Benefits              |              | 1,182     |            |                       |                 |                   |      |         |        |
| 8.                  | Fixed Benefits                     |              | 2,780     |            |                       |                 |                   |      |         |        |
| 9.                  | TOTAL PERSONAL SERVICES            |              | 51        |            | 26.6                  |                 |                   |      |         |        |
| 10.                 | Travel                             |              | 02        |            | 0                     |                 |                   |      |         |        |
| 11.                 | Contractual                        |              | 03        |            | 3.2                   |                 |                   |      |         |        |
| 12.                 | Commodities                        |              | 04        |            | 3                     |                 |                   |      |         |        |
| 13.                 | Equipment                          |              | 05        |            | 5.7                   |                 |                   |      |         |        |
| 14.                 | Other                              |              |           |            |                       |                 |                   |      |         |        |
| 15.                 | TOTAL COST                         |              |           |            | 35.8                  |                 |                   |      |         |        |
|                     | RECEIPT CODE                       |              |           |            | FUNDING SOURCE        |                 |                   |      |         |        |
| 16.                 |                                    |              |           |            | Federal Receipts 1002 |                 |                   |      |         |        |
| 17.                 |                                    |              |           |            | G.F. Match 1003       |                 |                   |      |         |        |
| 18.                 |                                    |              |           |            | General Funds 1004    |                 |                   |      |         |        |
| 19.                 |                                    |              |           |            | I-A Receipts 1005     |                 |                   |      |         |        |
| 20.                 |                                    |              |           |            | Program Receipts 1028 |                 |                   |      |         |        |
| 21.                 |                                    |              |           |            | Other                 |                 |                   |      |         |        |
|                     |                                    |              |           |            | 71.5                  |                 |                   |      |         |        |
| FOR B&M USE ONLY    |                                    |              |           |            |                       |                 |                   |      |         |        |
| 4A KEY NUMBER _____ |                                    |              |           |            |                       |                 |                   |      |         |        |

Advanced typing/data entry of additional information resulting from additional applications.

Two full-time positions: one each in Juneau and Anchorage.

Costs at the left shown for one-position in Juneau. Total costs are \$71,530.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

Page 6 of 7

Revised Date \_\_\_\_\_

**FY 85**

|                     |                                   |                       |           |            |                  |                 |                   |      |         |         |
|---------------------|-----------------------------------|-----------------------|-----------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk Typist II |                       |           |            | RANGE/STEP<br>7B | BARC. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                  | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                |                       |           |            | JUSTIFICATION    |                 |                   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE               |                       |           |            | AMOUNT           |                 |                   |      |         |         |
|                     | 1                                 |                       | 2         |            | 3                |                 |                   |      |         |         |
|                     | PERSONAL SERVICES                 |                       |           |            |                  |                 |                   |      |         |         |
| 5.                  | Salary                            |                       | 18.204    |            |                  |                 |                   |      |         |         |
| 6.                  | Benefits                          |                       | 3.115     |            |                  |                 |                   |      |         |         |
| 7.                  | Supplemental Benefits             |                       | 1.116     |            |                  |                 |                   |      |         |         |
| 8.                  | Fixed Benefits                    |                       | 2.789     |            |                  |                 |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES           |                       | 01        |            | 25.2             |                 |                   |      |         |         |
| 10.                 | Travel                            |                       | 02        |            | 0                |                 |                   |      |         |         |
| 11.                 | Contractual                       |                       | 03        |            | 2.2              |                 |                   |      |         |         |
| 12.                 | Commodities                       |                       | 04        |            | .3               |                 |                   |      |         |         |
| 13.                 | Equipment                         |                       | 05        |            | 3.9              |                 |                   |      |         |         |
| 14.                 | Other                             |                       |           |            |                  |                 |                   |      |         |         |
| 15.                 | TOTAL COST                        |                       |           |            | 31.6             |                 |                   |      |         |         |
|                     | RECEIPT CODE                      | FUNDING SOURCE        |           |            |                  |                 |                   |      |         |         |
| 16.                 |                                   | Federal Receipts 1002 |           |            |                  |                 |                   |      |         |         |
| 17.                 |                                   | G.F. Match 1003       |           |            |                  |                 |                   |      |         |         |
| 18.                 |                                   | General Funds 1004    |           | 31.6       |                  |                 |                   |      |         |         |
| 19.                 |                                   | I-A Receipts 1005     |           |            |                  |                 |                   |      |         |         |
| 20.                 |                                   | Program Receipts 1028 |           |            |                  |                 |                   |      |         |         |
| 21.                 |                                   | Other                 |           |            |                  |                 |                   |      |         |         |
| FOR B&M USE ONLY    |                                   |                       |           |            |                  |                 |                   |      |         |         |
| 4A KEY NUMBER _____ |                                   |                       |           |            |                  |                 |                   |      |         |         |

Clerical support in preparation and distribution of Recruitment Bulletins according to schedule.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
 PROGRAM Centralized Administrative Services  
 BRU Personnel  
 COMPONENT Personnel

Page 7 of 7  
 Revised Date \_\_\_\_\_

**FY 85**

Position Paper  
CSSB 448 (SA)

CSSB 448 (SA) would amend the Personnel Act by requiring the Personnel Rules to provide for a period of open examination each year for all job classes with more than one position in the classified service.

The Department of Administration supports this bill.

This bill will establish in statute a specific minimum recruiting practice. It will allow some flexibility in exceeding the minimum, but will prevent any lesser practice. For example, the bill will require an annual open period of recruitment. The normal practice under the Personnel Rules, therefore, requires a thirty-day recruiting period. Flexibility is provided for longer periods - up to continuous opening, but not for a period less than provided by the Personnel Rules.

This bill will provide some stability to the recruiting decisions made over the years based on changes in resources, the number of positions and the number of qualified eligible applicants. The major decisions have been:

Statehood to 1971 - classes open to recruitment to meet needs of current classified vacancies only.

1971 to 1973 - recruitment open to employees with permanent status at all times, open competitive recruitment only to meet needs of current classified vacancies.

1973 to March 15, 1979 - recruitment for classified positions open to all Alaskans at all times.

March 15, 1979 to May 1983 - majority of classes open to all Alaskans at all times, schedule for limited period of open recruitment for some classes (about 100) on an annual basis (excepting classes with only one position).

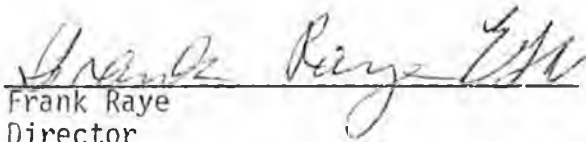
May 1983 to present - recruitment open to employees with permanent status for all job classes at all times, open recruitment for all Alaskans for about half of job classes, other job classes open on an as-needed basis (criteria published at Ombudsman recommendation).

Each of the various practices have been subject to criticism. The practice before 1971 created substantial delays in filling positions. "Everything open all the time", practiced from 1973 to 1979, was criticized by Legislative Audit in 1977. They recommended recruiting only to meet forecasted turnover. In 1979, the Legislature's Select Blue Ribbon Commission on the Personnel Act noted problems with both open and closed recruitment practices.

We state the above to point out that the practice to be required by CSSB 448 (SA) is likely to also be subject to criticism. However, it does provide a reasonable and rational long term approach to recruiting.

It is vital to the successful implementation of CSSB 448 (SA) that the Fiscal Note be appropriated. The practice required by the bill will generate an increased volume of application to be processed and a well coordinated recruitment schedule and bulletin publication effort. Without the resources identified in the Fiscal Note substantial backlogs and delays in processing will develop.

During preparation of the Position Paper, we have reviewed the April 4 letter from Senator Ray to Senator Sackett on this bill. We concur with the recommended changes.

  
\_\_\_\_\_  
Frank Raye  
Director  
Division of Personnel  
Department of Administration

5/8/84  
Date

  
\_\_\_\_\_  
Commissioner Lisa Rudd  
Department of Administration

5-11-84  
Date

STATE OF ALASKA  
THE LEGISLATURE

POUCH Y STATE CAPITOL  
JUNEAU, ALASKA 99811  
907 465 3800

LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

May 14, 1984

SUBJECT: Versions of CSSB 448 (Finance)  
(Periods of open competitive examinations)

TO: Senator Joe Josephson

FROM: Teresa B. Cramer *TBC*  
Legislative Counsel

I have prepared three versions of CSSB 448 (Finance) for your review. The three differ in the description of the job classes covered. All three versions apply to job classes in the classified service that are allocated two or more positions.

Version 1 covers job classes that "may be filled by open competitive examination." Most of the job classes in the classified service may be filled by open competitive examination. "Examination" includes the evaluation of an applicant by written examination and by review of the applicant's training and experience without written examination. The language excludes coupled job classes. These positions may not be filled by open competitive examination since only employees currently holding a position in the job series may apply. Examples include correctional officers and employment security specialists. The language would also exclude positions within the Local 71 bargaining unit which are filled through the union hiring hall.

Version 2 covers positions that are "opened for recruitment." This language creates a circular bill, requiring a period of open recruitment for job classes that are open for recruitment, but not defining the classes covered.

Version 3 covers all job classes in the classified service that are allocated at least two positions. This language includes positions in the Local 71 bargaining unit and coupled job classes.

Please let me know if I may be of further assistance.

TBC:lmb  
J7/059

SB448

11

# MEMORANDUM

## State of Alaska

TO: Frank Raye, Director  
 Division of Personnel  
 Dept. of Administration

FROM: Marianne Brustad  
 Personnel Off. *MB*  
 Dept. of Natural Resources

DATE: March 2, 1984

FILE NO: 301

TELEPHONE NO: 465-2409/2410

SUBJECT: SB448

### DNR's Position on SB 448

SB 448 is a bill sponsored by Senator Bill Ray that would add a stipulation to AS 39.25 that job classes may not be closed to open recruitment, i.e. that the State must continue to accept applications without condition at all times from the public.

This bill is proposed in response to the Administration's closing of job classes to open recruitment over the last year. Under the former Administration, the State maintained an open recruitment policy. State employees and the public alike could apply for jobs at any time. The impact of this created, over the years, thousands of applications the Division of Personnel was required to "examine." The number of applications grew as more people moved to Alaska and job opportunities became more limited in the lower 48. The Division of Personnel received little increase in staff to cope with this workload, and under the prior Administration began to delegate application review responsibilities to the departmental personnel offices on a voluntary basis.

The new Administration began closing classes for a number of reasons. They include the very real situation that State Government is no longer expanding, and in fact is beginning to cut back and layoff employees. The State did not want to mislead the public into believing there were a multitude of jobs available. Second, the workload became impossible to deal with and applicants had to wait months to get on State registers. The State proposed opening registers to all applicants only when legitimate vacancies existed. However, union contracts prohibited closing classes to union employees. Employees were subsequently given the opportunity to apply at any time. Unfortunately, this has created the potential for a very "in-bred" government employment picture. With State employees filling up State registers, the public will very rarely get the opportunity to compete.

Senator Ray's bill would open all job classes to the public. We feel this would be an unmanageable situation without the staff provided to cope with the workload. We also don't feel it is a worthwhile use of the State's time and fiscal resources. We do recognize, however, that the public has a legitimate complaint. Currently it will be

*Position Paper/DNR 3/2/84*

very difficult for a member of the public to compete with State employees for jobs. Also, recruitment openings are presently unpredictable and short when they occur. As a personnel manager I am aware that I have need for and cannot predict recruitment needs either. I have no idea when an employee or employees may suddenly terminate, and recruitment openings suddenly needed. It is difficult to plan the work of my staff without this knowledge.

I propose, as a compromise to the Administration position, a scheduled regular recruitment opening for the majority of State job classes. In my department I would like to open most of our classes once every year or two years, and open those classes on a regular, predictable schedule, preferably the same time every year. This would control my workload, allow me to plan my staff's time and give the public an opportunity to compete a certain time each year. It would be at a time they can easily remember because it will be the same the every year. I believe this kind of approach would meet the Division of Personnel's needs too.

cc: Senator Ray  
Senator Sturgulewski  
Senator Faiks  
Senator Kelly  
Mary Halloran, Director of Management  
All Department Personnel Officers

§ 39.25.140

...pt and classified  
...commendation of the  
...artially exempt ser-  
...vice which, in the  
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...in which policies are  
...e not susceptible to  
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...eted "on April 19, 1960"  
...classified service" in the  
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...tal personnel officers  
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...les. (a) The director  
...nissioner of adminis-  
...nel rules for all posi-

...review the amend-  
...dment, or repeal of a  
...board shall provide  
...d action under con-

...state;  
...general circulation

...request for notice of  
...nel board;

§ 39.25.150 PUBLIC OFFICERS AND EMPLOYEES § 39.25.150

(4) furnished to each member of the legislature and to the Legisla-  
tive Affairs Agency.

(d) The rules may provide for exemptions and modifications which  
are necessary to assure the continuity of federal grants to agencies  
supported in whole or in part by federal contributions.

(e) The rules adopted under this chapter relate to the internal  
management of state agencies and their adoption is not subject to the  
Administrative Procedure Act. The rules shall be published in the  
Alaska Administrative Register and Code for informational purposes.

(f) Failure to mail notice to a person as required in this section does  
not invalidate an action taken by the personnel board.

(g) An amendment to the personnel rules takes effect 30 days after  
it is approved by the personnel board. The board, if requested to do so,  
may hold a public hearing on a proposed amendment. (§ 12 ch 144 SLA  
1960; am § 5 ch 5 SLA 1966; am §§ 11-13 ch 112 SLA 1982)

*Effect of amendments.* — The 1982 "shall be published" for "may be  
amendment substituted the present provi- published" in the second sentence of sub-  
sions of subsection (c) for the provisions set section (e), and added subsections (f) and  
out in the main pamphlet, substituted (g).

**Sec. 39.25.150. Scope of the rules.** The personnel rules shall pro-  
vide for

(1) the preparation, maintenance, and revision by the director of  
personnel, subject to approval of the commissioner of administration  
and the personnel board, of a position classification plan for all posi-  
tions in the classified and partially exempt services; the position classi-  
fication plan shall include

(A) a grouping together of all positions into classes on the basis of  
duties and responsibilities;

(B) an appropriate title, a description of the duties and  
responsibilities, training and experience qualifications, and other nec-  
essary specifications for each class of positions;

(2) the preparation, maintenance, revision and administration by  
the director of personnel of a pay plan for all positions in the classified  
and partially exempt services; the pay plan (A) shall be based upon the  
position classification plan; (B) shall provide for fair and reasonable  
compensation for services rendered, and reflect the principle of like pay  
for like work; (C) may be amended, approved, or disapproved by the  
legislature in regular or special session; after the pay plan is in effect,  
a salary or wage payment may not be made to a state employee covered  
by the plan unless the payment is in accordance with this chapter and  
the rules adopted under this chapter or unless the payment is in accor-  
dance with a valid agreement entered into in accordance with AS  
23.40;

(3) the use of employee selection methods, including open competi-  
tive examinations, when appropriate, that will fairly test the capacity

*Statutes*

and fitness of the person examined to discharge the duties of the class in which employment is sought;

(4) the establishment and maintenance of eligible lists for appointment and promotion providing the names of eligible candidates in order of their relative performance in the examinations;

(5) the procedure for certifying eligible candidates; the rule adopted under this paragraph may include procedures providing a preference for certifying local residents when appropriate;

(6) promotions from within the state service when there are qualified candidates in the state service; vacancies shall be filled by promotion whenever practicable and in the best interest of the state service and promotion shall be by competitive examination whenever possible; in considering promotions, the applicants' qualifications, performance record, seniority, and conduct shall be evaluated;

(7) a period of probation not to exceed one year before an appointment to a position becomes permanent, except that a permanent employee receiving a promotional appointment retains permanent status in the service and job class from which appointed for the duration of the probationary period and may be demoted to a former class without right of appeal, notwithstanding AS 39.25.170, but if the employee is dismissed from the service the appeal rights under AS 39.25.170 apply;

(8) nonpermanent and emergency appointments to positions in the state service in accordance with AS 39.25.195 — 39.25.200;

(9) provisional appointment without competitive examination when appropriate eligible lists are not available;

(10) transfers from one department to another and from another merit system jurisdiction to the state service;

(11) transfers from one area of the state to another;

(12) the reinstatement of a person who resigns in good standing;

(13) layoffs for reason of lack of money or work, abolition of positions, or material changes in duties or organization; both performance and seniority records shall be considered in the development of layoff orders;

(14) the development, maintenance, and use of employee performance records;

(15) the establishment of disciplinary measures which may include disciplinary suspension without pay;

(16) the procedures for review of disputed personnel actions, for resolving employee and interagency grievances, and for resolving grievances of the general public concerning the operation of the state personnel system;

(17) hours of work for all employees in the state service;

(18) methods and procedures covering overtime work and pay;

(19) the granting of employment preference rights to a veteran not within the area of promotion, when the veteran possesses the necessary

qualifications in the examination and entrance into the five additional positions and ten additional disabled veterans, but not more than the veteran of the war in the classified service in accordance with the requirements of the nonveteran and the veteran; in this

(A) "veteran" means a person who served in the armed forces of the United States and was discharged after having served on or after August 1, 1947, or between

(B) "disabled veteran" means a person who served in the armed forces of the United States on active duty because

(20) the employee is employed on a part-time basis of two persons to fill one position shall be designated

(21) the granting of positions; this includes competitive examination and the granting of eligible lists; appointed under the merit system for permanent appointment during a 12-month probationary period; graph means performance; vocational rehabilitation

(22) the establishment of positions for disadvantaged persons

(23) the delegation of duties to the principal

(24) the establishment of positions for an employee to be withdrawn from the class

(25) other rules in accordance with this chapter.

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service;

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qualifications in the job classification applied for under this chapter; in an examination to determine the qualification of applicants for entrance into the classified service under merit system examination, five additional points shall be added to the passing grade of a veteran and ten additional points shall be added to the passing grade of a disabled veteran, but the additional points may be used only the first time the veteran obtains a position in the classified service; if a position in the classified service is eliminated, employees shall be released in accordance with rules which give due effect to all factors; if all job qualifications are equal, the veteran shall be given preference over the nonveteran and the veteran shall be kept on the job; this paragraph may not be interpreted to amend the terms of a collective bargaining agreement; in this paragraph

(A) "veteran" means a person with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served during any period between April 6, 1917, and December 1, 1919, between September 16, 1940, and December 31, 1947, or between June 27, 1950, and November 7, 1975;

(B) "disabled veteran" means a veteran who is entitled to compensation under laws administered by the United States Veterans' Administration, or a person who was honorably discharged or released from active duty because of a service-connected disability;

(20) the employment of persons in permanent positions on a part-time basis of 15 hours or more a week, including the employment of two persons to fill one permanent full-time position; these employees shall be designated as permanent part-time employees;

(21) the granting of employment preference to severely handicapped persons; this includes the right to provisional appointment without competitive examination for periods up to four months and the granting of eligibility to a severely handicapped person provisionally appointed under the rules who demonstrates ability to perform the job for permanent appointment without competitive examination; provisional employment under this paragraph may not exceed four months during a 12-month period; "severely handicapped" as used in this paragraph means persons certified by the director of the division of vocational rehabilitation to be severely handicapped;

(22) the establishment of programs facilitating the employment of disadvantaged persons;

(23) the delegation, when feasible, of personnel responsibilities and duties to the principal departments of the executive branch;

(24) the establishment of a transition period of up to 12 months for an employee to be reappointed to a classified position if the employee's position is withdrawn from the partially exempt or exempt service and placed in the classified service;

(25) other rules and administrative regulations, not inconsistent with this chapter, which are necessary for its enforcement. (§ 13 ch 144

SLA 1960; am § 1 ch 130 SLA 1961; am § 1 ch 147 SLA 1962; am § 1 ch 117 SLA 1966; am § 1 ch 33 SLA 1967; am § 3 ch 226 SLA 1970; am § 1 ch 39 SLA 1971; am § 3 ch 42 SLA 1971; am § 1 ch 21 SLA 1973; am § 1 ch 27 SLA 1976; am § 1 ch 4 SLA 1978; am § 2 ch 67 SLA 1979; am § 38 ch 94 SLA 1980; am §§ 1, 2 ch 89 SLA 1982; am § 14 ch 112 SLA 1982)

Revisor's notes. — AS 39.25.150 was also amended by §§ 1 and 2, ch. 89, SLA 1982. That chapter amended former paragraphs (6) and (9). However, ch. 112, SLA 1982 is given effect here since it was enacted later than ch. 89, SLA 1982, has a later effective date than ch. 89, SLA 1982 and is a comprehensive repeal and reenactment of this section.

Effect of amendments. — The first 1982 amendment added "including the granting of employment preference to

local residents in accordance with AS 39.25.181 or under appropriate circumstances" to the end of paragraph (6) and "including the granting of employment preference to local residents in accordance with AS 39.25.181" to the end of paragraph (9).

The second 1982 amendment substituted the present provisions of this section for the provisions set out in the main pamphlet.

Sec. 39.25.153. Departmental personnel officers. (a) If a principal department of the executive branch has a personnel officer, the personnel officer shall be employed by and located within that department.

(b) Subject to the provisions of (d) of this section, the personnel officers for the Departments of Transportation and Public Facilities, Fish and Game, Education, Labor, and Health and Social Services, have the following powers with respect to the classes of positions unique to their departments:

(1) to assign positions to an existing class in the state classification plan and to the salary range for that class as established by the state pay plan or by a valid agreement entered into in accordance with AS 23.40;

(2) to administer and score examinations and to place successful applicants on departmental eligible lists;

(3) to certify those eligible to the appointing authorities.

(c) The initial determination of classes of positions unique to the departments listed in (b) of this section shall be made by the personnel officer of the department in consultation with the commissioner of the department subject to the approval of the director of personnel in the Department of Administration.

(d) The assumption of a power set out in (b) of this section must be approved by the commissioner of administration and must be in harmony with the merit principle of personnel administration (AS 39.25.010). (§ 14 ch 207 SLA 1975; am § 15 ch 112 SLA 1982)

Effect of amendments. — The 1982 amendment substituted the present provisions of this section for the provisions set out in the main pamphlet.

local residents in accordance with AS 39.25.181 or under appropriate circumstances" to the end of paragraph (6) and "including the granting of employment preference to local residents in accordance with AS 39.25.181" to the end of paragraph (9).

Sec. 39.25.155. V purpose of this sect Alaskan residents n minimum educationa demonstrate their ab employee status. Thi or underemployed ar qualifications does i employees with certa apply notwithstanding

(b) The director of alternatives for edu nonprofessional occu and incorporate thes

(c) Applicants sha classification indic of personnel in the assessment of their te written examination position requires a s

(d) The director o selected vocational beginning entry clas tion personnel may i the range to which t

(e) The director of technical ability, pla in the personnel rule

(f) Applicants sele sions of AS 39.25.16

(g) [Repealed, § 14 ch 67 SLA 1983]

Effect of amendment amendment, effective d repealed subsection (g).

Section 160. Prohibitions generat

Sec. 39.25.160. P may not take an act above the precinct le

(b) A person may money, services, or o making an appointm classified service.

Legislative history reports. — For report on ch. 71, SLA 1972 (HCSSB 383 am H), see 1972 House Journal, p. 899.

Article 5. Hearings.

Section

170. Hearings and appeals upon dismissal, demotion or suspension

Sec. 39.25.170. Hearings and appeals upon dismissal, demotion or suspension. (a) An employee in the classified service who is dismissed, demoted, or suspended for more than 30 working days in a 12-month period shall be notified in writing by his employer of the action and the reason for it and may be heard publicly by the personnel board and may be represented by counsel at the hearing. In order to be heard, the complainant shall request a hearing within 15 days of dismissal, demotion or suspension.

(b) If the board finds that the action complained of was taken for a political, racial or religious reason, or in violation of this chapter or the rules adopted under this chapter, the officer or employee shall be reinstated to his position without loss of pay or leave benefit for the period of his dismissal, demotion, or suspension. In all other cases, the board shall report its findings and recommendations to both parties. (§ 16 ch 144 SLA 1960)

"Employee in the classified service," as used in this section, has been administratively construed as referring to employees having a permanent, rather than a probationary status, except in cases where dismissal of a probationary employee is due to racial, religious or political discrimination. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

An employee holding permanent status is considered "An employee in the classified service" under subsection (a). Titus v. State, Sup. Ct. Op. No. 529 (File No. 968), 451 P.2d 342 (1969).

Appeal limited to employees occupying permanent status. — A construction of this section which limits the right to a hearing following dismissal to employees occupying a permanent status with the state government is in harmony with the decisions of other courts which, in considering the status of one as a probationary employee, have held that removal provisions relating to persons who are permanently appointed are not applicable to one in a probationary status, and that the latter may be discharged or dismissed without an opportunity to

defend himself or without a hearing of any kind. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

Provisional status is as lacking in permanency as probationary status. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

"Provisional status". — The administrative construction of the term "provisional status" is that it is an employment status that is temporary and lacking in permanency to the same extent, if not more so, than probationary status. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

A provisional employee has no right to an appeal to and a hearing by the personnel board following dismissal from state employment. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

If a probationary employee is not an "employee in the classified service," within the meaning of this section, then neither is a provisional employee one in the classified service entitled under this section to the right to a hearing by the personnel board upon being dismissed from employment, except where dismissal

is due to racial discrimination. Op. No. 465 (1968).

The board reversed if the evidence, i.e. reasonable means to support a Sup. Ct. Op. P.2d 342 (1969)

Section

180. (Obsolete) 190. Conflict

Sec. 39

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§ 39.25.180

PUBLIC OFFICERS AND EMPLOYEES

§ 39.25.190

is due to racial, religious or political discrimination. Whaley v. State, Sup. Ct. Op. No. 465 (File No. 833), 438 P.2d 718 (1968).

The board's findings should not be reversed if in the light of the whole record they are supported by substantial evidence, i.e., such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. Titus v. State, Sup. Ct. Op. No. 529 (File No. 968), 451 P.2d 342 (1969).

Judicial review. — The construction which the personnel board had placed upon this section was upheld, but had there been "weighty reasons," the supreme court would not have hesitated to substitute its own construction of this section. Kelly v. Zamarello, Sup. Ct. Op. No. 705 (File Nos. 1255, 1256), 486 P.2d 906 (1971).

Cited in Pan American Petroleum Corp. v. Shell Oil Co., Sup. Ct. Op. No. 553 (File No. 918), 455 P.2d 12 (1969).

Article 6. Miscellaneous Provisions.

Section

180. [Obsolete]

190. Conflict with federal requirements

Sec. 39.25.180. Status of present employees. [Obsolete]

Revisor's note. — This section is obsolete. It reads as follows: "(a) A state employee with permanent status on April 19, 1960 under the merit system applying to the agencies receiving federal grants-in-aid is continued without examination and is not required to serve a new probationary period.

"(b) A state employee with probationary status on April 19, 1960, under the merit system applying to the agencies receiving federal grants-in-aid, is continued without examination, but must satisfactorily complete his probationary period in order to achieve permanent status.

"(c) An employee under the jurisdiction of this chapter and holding positions in the state service on April 19, 1960, may be continued in his position without examination if he meets the minimum qualifications for his position and if he has been in the state service for at least six

months. An employee who does not meet the minimum qualifications for a position is subject to examination under this chapter and the personnel rules.

"(d) A federal civil service employee may transfer to a position in the state service without examination if he meets the minimum qualifications for his position and has been on permanent status under federal civil service for not less than six months immediately preceding his transfer. The employee may be required to serve a probationary period of employment.

"(e) This section does not preclude the reclassification or reallocation of a position held by an incumbent as provided in this chapter and the rules adopted under this chapter."

Editor's note. — The obsolete section derived from § 17, ch. 144, SLA 1960.

Sec. 39.25.190. Conflict with federal requirements. If any part of this chapter conflicts with federal requirements which are a condition precedent to the allocation of federal funds to the state, the conflicting part of this chapter is inoperative solely to the extent of the conflict and with respect to the agency directly affected, and does not affect the operation of the remainder of this chapter in its application. (§ 22 ch 144 SLA 1960)

Article 7. Nonpermanent Employees.

|  |    |                      |
|--|----|----------------------|
| Section                                    |    | Section              |
| 195. Appointment of nonpermanent employees | of | 198. Civil liability |
| 197. Termination of nonpermanent employees | of | 200. Definitions     |

Editor's note. — Section 1, ch. 67, S.L.A. 1979 provides: "LEGISLATIVE FINDINGS AND INTENT. The legislature finds and declares that certain inconsistencies and abuses in the hiring of nonpermanent employees have jeopardized the integrity and efficiency of the merit system as well as the morale of employees. The legislature intends to curb the widespread administrative practice of

using nonpermanent state employment to evade departmental accountability and mask poor planning. The legislature further intends that nonpermanent employees be used only to the extent that it is impractical to meet the need with permanent employees and that the burden of proof shall fall upon the department or agency which proposes nonpermanent hire."

**Sec. 39.25.195. Appointment of nonpermanent employees.** (a) An individual may not be appointed as a nonpermanent employee in the state service without prior written approval of the director except as an emergency employee.

(b) Every appointment to state service, except an emergency appointment, shall be made from an applicable eligible list or dispatching register unless in appropriate circumstances the director has waived this requirement.

(c) No appointment of a nonpermanent employee may be made unless the request for authorization is approved by the director, adequate money is available for the anticipated duration of the appointment, and the director determines that

(1) the hiring department or agency has certified that the legislature has appropriated money for the work in question knowing that it is to be performed by a nonpermanent employee;

(2) the hiring department or agency has certified that there is an immediate need to fill an authorized, permanent position and it is impractical either to establish the position or to make certification within a reasonable time;

(3) the hiring department or agency has certified that an immediate need exists and the director determines that the hiring department or agency could not reasonably have been expected to anticipate and meet through the creation of a permanent position; or

(4) the hiring department or agency has certified that a program or project exists and the director determines that the need for employees can most appropriately be met through the use of program or project employees.

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§ 39.25.195

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§ 39.25.197 PUBLIC OFFICERS AND EMPLOYEES § 39.25.197

(d) The director may not authorize the appointment of a nonpermanent employee if he determines that

(1) the need for the nonpermanent employee can practicably be met through establishing and filling an authorized permanent position;

(2) the need for the nonpermanent employee would be more appropriately met through an emergency appointment; or

(3) the need for the nonpermanent employee is not immediate and could reasonably have been anticipated and met by the appointing authority through the creation and filling of a permanent position.

(e) A nonpermanent employee may not be placed on the state payroll unless the director has first approved the personnel action for the employee's appointment.

(f) Nothing in this section prevents the director from adopting regulations to provide for timely substitution for permanent employees on medical or personal leave or other situations in which the appointment of an emergency or permanent employee would be inappropriate or when delay in making a temporary replacement would cause serious disruption.

(g) A department or agency may not use nonpermanent employees to perform a given work assignment for more than 120 calendar days in a 12-month period. A department or agency may not employ any individual as a nonpermanent employee for more than 120 calendar days in a 12-month period. In appropriate circumstances the director may authorize an extension of the limit imposed by this subsection if he finds that there is an immediate need for the extension. The limit imposed by this subsection does not apply to program or project employees or to substitutes appointed under (f) of this section.

(h) The director shall present a report on nonpermanent and emergency hire practices in state government to the legislature within the first 10 days of each regular legislative session. A hiring department or agency shall certify to the director within 15 working days following the appointment its reasons for appointing an emergency employee. The report shall include information on the number of nonpermanent employees authorized under this section and the number of emergency employees hired in each department, a description of the procedures used in authorizing the hiring of nonpermanent employees, and any recommendations for legislation required to implement the intent of this section. (§ 4 ch 67 SLA 1979)

**Sec. 39.25.197. Termination of nonpermanent employees.** When the director determines that an employee has been appointed as a result of a false certification under AS 39.25.195, he shall immediately notify the head of the affected department or agency in writing and the department or agency shall terminate the employee from state service within one working day after receipt of notice. (§ 4 ch 67 SLA 1979)

§ 39.25.196

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§ 39.25.200

PUBLIC OFFICERS AND EMPLOYEES

§ 39.27.011

Editor's notes. — This section was renumbered by the revisor of statutes pursuant to AS 01.05.031(b).

Sec. 39.25.200. Definitions. In AS 39.25.195 — 39.25.200

(1) "certified" means signed by the head of a department or agency or by a responsible person designated by him;

(2) "director" means the director of the division of personnel;

(3) "emergency employee" means an employee appointed for a period not to exceed 30 calendar days, whose appointment was made under conditions requiring immediate action to carry on work that is required in the public interest;

(4) "nonpermanent employee" means a person who is employed in state service in a position which is not in the exempt or partially exempt service and who is not a permanent or an emergency employee;

(5) "permanent employee" means an employee who has been appointed to an authorized, permanent full-time or part-time or permanent seasonal position in the classified service and who is in the process of completing or has successfully completed the required probationary service in that position;

(6) "program or project employee" means a nonpermanent employee, including a student intern, who is employed in state service with prior written understanding that employment in that position will continue for at most the duration of a specified program or project which is not a regular and continuing function of a department or agency and which has an established probable date of termination. (§ 4 ch 67 SLA 1979; am § 79 ch 59 SLA 1982)

Effect of amendments. — The 1982 amendment deleted "and labor relations" following "division of personnel" in paragraph (2).

Chapter 27. Pay Plan for State Employees.

Section

11. Salary schedule

Sec. 39.27.011. Salary schedule. (a) The following monthly basic salary schedule is approved as the pay plan for classified and partially exempt employees in the executive branch of the state government who are not members of a collective bargaining unit established under the authority of the Public Employment Relations Act:

| Range | Step  | Step  | Step  | Step  | Step  | Step  |
|-------|-------|-------|-------|-------|-------|-------|
| No.   | A     | B     | C     | D     | E     | F     |
| 05    | 1,321 | 1,357 | 1,397 | 1,435 | 1,478 | 1,517 |
| 06    | 1,397 | 1,435 | 1,478 | 1,517 | 1,561 | 1,607 |
| 07    | 1,478 | 1,517 | 1,561 | 1,607 | 1,657 | 1,708 |
| 08    | 1,561 | 1,607 | 1,657 | 1,708 | 1,757 | 1,812 |

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: \_\_\_\_\_, 1984  
Page 1 of 10

REQUEST

Bill/Resolution No.: SB 448  
Title: The State Personnel rules for open competitive examinations.  
Sponsor: Ray, et. al.  
Requestor: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

FISCAL DETAIL

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

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 84 | FY 85          | FY 86          | FY 87          | FY 88          | FY 89          |
|-------------------------|-------|----------------|----------------|----------------|----------------|----------------|
| <u>OPERATING</u>        |       |                |                |                |                |                |
| 100 PERSONAL SERVICES   |       | 1,093.6        | 1,178.4        | 1,263.2        | 1,348.0        | 1,432.8        |
| 200 TRAVEL              |       | 0              | 0              | 0              | 0              | 0              |
| 300 CONTRACTUAL         |       | 114.7          | 122.4          | 130.1          | 137.8          | 145.5          |
| 400 SUPPLIES            |       | 11.4           | 12.6           | 13.8           | 15.0           | 16.2           |
| 500 EQUIPMENT           |       | 195.3          | 13.9           | 13.9           | 13.9           | 13.9           |
| 600 LAND & STRUCTURES   |       |                |                |                |                |                |
| 700 GRANTS, CLAIMS, ETC |       |                |                |                |                |                |
| 800 MISCELLANEOUS       |       |                |                |                |                |                |
| <u>TOTAL OPERATING</u>  |       | <u>1,415.0</u> | <u>1,327.3</u> | <u>1,421.0</u> | <u>1,514.7</u> | <u>1,608.4</u> |
| <u>CAPITAL</u>          |       |                |                |                |                |                |
| <u>REVENUE</u>          |       |                |                |                |                |                |

FUNDING: (Thousands of Dollars)

|               |  |                |                |                |                |                |
|---------------|--|----------------|----------------|----------------|----------------|----------------|
| GENERAL FUND  |  | 1,415.0        | 1,327.3        | 1,421.0        | 1,514.7        | 1,608.4        |
| FEDERAL FUNDS |  |                |                |                |                |                |
| OTHER         |  |                |                |                |                |                |
| <u>TOTAL</u>  |  | <u>1,415.0</u> | <u>1,327.3</u> | <u>1,421.0</u> | <u>1,514.7</u> | <u>1,608.4</u> |

POSITIONS:

|           |  |         |         |         |         |         |
|-----------|--|---------|---------|---------|---------|---------|
| FULL-TIME |  | 33(396) | 35(420) | 37(444) | 39(468) | 41(492) |
| PART-TIME |  | 12(60)  | 14(70)  | 16(84)  | 18(96)  | 20(108) |
| TEMPORARY |  |         |         |         |         |         |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

None identified by sponsor.

ANALYSIS: Attach a separate page for any Analysis.

Prepared By: Frank Raye *Frank Raye*  
Division: Personnel

Phone: 465-4430  
Date: \_\_\_\_\_

Approved by Commissioner: Lisa Rudd *LJR*  
Agency: DEPARTMENT OF ADMINISTRATION

Date: 3/20/84

Distribution (by Agency preparing fiscal note):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

12/1/83

S.B. 448  
Fiscal Note Analysis  
Prepared by Division of Personnel  
March 16, 1984

S.B. 448 would require that recruitment for all job classes be open to all Alaskans at all times. This would require a return to the recruitment practice used by the State from 1973 to March 15, 1979. A mathematical representation (least-squares trend line) of application volume based on application volume from that period is:

$$\text{Number of Apps} = 3723 + 37 \times (\text{number of months since January, 1975}).$$

From this historical trend line, we can expect to receive 97,512 applications in FY 85. This compares with the current projection for FY 85 of only 38,000. In FY 86 the number of applications would be 102,840. The number would continue to increase by 5328 applications per year.

The State made two changes in FY 82 that changes the long term trend line. In September 1981, the State implemented the Office Skills Test. In early 1982 we began processing single applications for multiple classifications. For example, one application is accepted and processed for Accountant I, II, III, IV, V. The effect has been a reduction of 10,000 applications per year from the volume projected by the trend line.

Adjusting for multiple classifications on a single applications, projected volumes in future years with all classes open to recruitment at all times becomes:

|       |         |
|-------|---------|
| FY 85 | 87,512  |
| FY 86 | 92,840  |
| FY 87 | 98,168  |
| FY 88 | 103,496 |
| FY 89 | 108,824 |

Review of applications by the Recruitment and Examining Section staff (Personnel Technicians) consists of a determination of meeting Minimum Qualifications, and the calculation of a Rating of Training and Experience (T&E). Each action takes an average of eight minutes. Prior to 1983, approximately 50% of applications required T&E. Therefore average processing time per applications was twelve minutes (eight minutes for minimum qualifications and eight minutes x .5 for T&E). In 1983, all written examinations for which validation information was not on hand were eliminated. Now 30% of all applications require T&E. Average processing time is now 14.4 minutes ( eight minutes for minimum qualifications and eight minutes x .8 for T&E). While this is more labor intensive it allows for greater individual review of applications.

In addition to the process described above, the examining staff must reevaluate applications and compose letters in response to appeals.

A full time examiner position, with allowance for paid vacations and contractual relief periods, represents 1631 productive hours per year. This is split into 1142 hours of examining and 489 hours on appeals and other duties. In the 1142 hours, an examiner can process 4758 applications.

For FY 85 a total of 18.4 examiners (Personnel Technicians I) will be needed to process 87,512 applications. Currently there are only eight positions in the Division of Personnel assigned to this task.

In addition to the examiners, all of the clerical support operations - log in, filing, test scheduling, test monitoring, test scoring, data entry, letter generation, etc. - will increase accordingly. Currently and historically 2.1 clerical positions are needed to support each examiner. A total of 23.6 additional clerical positions will be needed.

Two supervisory examiners will be needed to assign and review work, train and evaluate employees, etc. One additional "revisions" technician will be needed as lists are revised as a result of changes in Minimum Qualifications. With continuous open recruitment these lists will average over double the length of lists currently.

In summary, for FY 85, the initial year under the amended statute, the following additional staff will be needed:

|                         | Juneau | Anchorage | Fairbanks |
|-------------------------|--------|-----------|-----------|
| Personnel Technician II | 1-FT   | 1-FT      |           |
| Personnel Technician I  | 8-FT   | 2-FT      |           |
|                         | 3-PT   |           |           |
| Clerk III               | 5-FT   |           |           |
| Clerk II                | 4-FT   |           |           |
|                         | 3-PT   |           | 2-PT      |
| Clerk I                 |        | 1-PT      |           |
| Clerk Typist III        | 6-FT   | 2-FT      | 1-FT      |
| Clerk Typist II         |        | 3-FT      |           |
|                         | 1-PT   | 2-PT      |           |

Personnel Services costs for these positions will be \$1,093.6 thousand. Twelve telephones at \$400, eleven computer terminals at \$2,200, and basic office furniture for each position total \$195.3 thousand in one time equipment costs.

Annual space and commodities costs represent the balance of the first year amount.

The 5328 annual increase in applications represents 1.1 additional examiners and 2.3 additional clerks annually. Two full-time and two part-time positions, totalling only 3.0 Full Time Equivalents are shown in the projection for future years.

For the purpose of this fiscal note, an inflation rate of "0" is used. For comparisons, a 4% rate would indicate an FY89 cost of \$1,881.6 thousand instead of \$1,608.4 thousand.

No attempt has been made in this fiscal note to estimate further cost impact of this volume of applications on the computerized Applicant Tracking System. It is known for example, that the sorting process required to place eligible lists in rank order increases geometrically instead of arithmetically. The over 2-1/3 increase projected for FY 85 alone will increase this sorting by over 5½ times.

|     |   |              |           |            |                  |                 |                   |      |         |         |
|-----|---|--------------|-----------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.  | POSITION TITLE<br>Personnel Technician II |              |           |            | RANGE/STEP<br>4A | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.  | TYPE OF POSITION                          | STAFF MONTHS | RP NUMBER | PCN NUMBER | BUD. PRIORITY    | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.  | CONTINUATION LEVEL                        |              |           |            | ADDITION         |                 | JUSTIFICATION     |      |         |         |
| 4.  | TYPE OF EXPENDITURE                       |              |           |            | AMOUNT           |                 |                   |      |         |         |
|     | 1   | 2            | 3         |            |                  |                 |                   |      |         |         |
|     | PERSONAL SERVICES                         |              |           |            |                  |                 |                   |      |         |         |
| 5.  | Salary                                    | 27,024       |           |            |                  |                 |                   |      |         |         |
| 6.  | Benefits                                  | 4,625        |           |            |                  |                 |                   |      |         |         |
| 7.  | Supplemental Benefits                     | 1,657        |           |            |                  |                 |                   |      |         |         |
| 8.  | Fixed Benefits                            | 2,789        |           |            |                  |                 |                   |      |         |         |
| 9.  | TOTAL PERSONAL SERVICES                   | 01           | 36.1      |            |                  |                 |                   |      |         |         |
| 10. | Travel                                    | 02           | 0         |            |                  |                 |                   |      |         |         |
| 11. | Contractual                               | 03           | 2.2       |            |                  |                 |                   |      |         |         |
| 12. | Commodities                               | 04           | .3        |            |                  |                 |                   |      |         |         |
| 13. | Equipment                                 | 05           | 6.1       |            |                  |                 |                   |      |         |         |
| 14. | Other                                     |              |           |            |                  |                 |                   |      |         |         |
| 15. | TOTAL COST                                |              | 44.7      |            |                  |                 |                   |      |         |         |

Supervise additional examiners, Personnel Technicians I, required to process additional applications.

Two full time positions, one each in Anchorage and Juneau.

Costs at left shown for one position in Juneau. Total costs are: \$89,490.

|     |              |                       |      |
|-----|--------------|-----------------------|------|
|     | RECEIPT CODE | FUNDING SOURCE        |      |
| 16. |              | Federal Receipts 1002 |      |
| 17. |              | G.F. Match 1003       |      |
| 18. |              | General Funds 1004    | 89.5 |
| 19. |              | I-A Receipts 1005     |      |
| 20. |              | Program Receipts 1028 |      |
| 21. |              | Other                 |      |

FOR B&M USE ONLY

4A KEY NUMBER \_\_\_\_\_

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

**FY 85**

Page 4 of 10

Revised Date \_\_\_\_\_

|                     |  |                       |           |            |                   |            |                   |  |               |         |         |  |
|---------------------|--|-----------------------|-----------|------------|-------------------|------------|-------------------|--|---------------|---------|---------|--|
| 1.                  | POSITION TITLE<br>Personnel Technician I |                       |           |            | RANGE/STEP<br>12B | BARG. UNIT | FORM 12           | PAGE/LINE  | GOV.          | APPROV. | DISAPP. |  |
| 2.                  | TYPE OF POSITION                         | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY      | LOCATION   | ELECTION DISTRICT |  | LEG.          |         |         |  |
| 3.                  | CONTINUATION LEVEL                       |                       |           |            | ADDITION          |            |                   |  | JUSTIFICATION |         |         |  |
| 4.                  | TYPE OF EXPENDITURE                      |                       |           |            | AMOUNT            |            |                   | <p>Examine additional applications resulting from open continuous recruitment.</p> <p>Ten full time and three part time positions distributed as follows:</p> <p style="padding-left: 40px;">Juneau 8 full time; 3 part time Anchorage 2 full time.</p> <p>Costs at left shown for one position in Juneau. Total costs are: \$481,743.</p> |               |         |         |  |
|                     | 1  |                       | 2         |            | 3                 |            |                   |  |               |         |         |  |
|                     | PERSONAL SERVICES                        |                       |           |            |                   |            |                   |  |               |         |         |  |
| 5.                  | Salary                                   |                       | 24,516    |            |                   |            |                   |  |               |         |         |  |
| 6.                  | Benefits                                 |                       | 4,196     |            |                   |            |                   |  |               |         |         |  |
| 7.                  | Supplemental Benefits                    |                       | 1,503     |            |                   |            |                   |  |               |         |         |  |
| 8.                  | Fixed Benefits                           |                       | 2,789     |            |                   |            |                   |  |               |         |         |  |
| 9.                  | TOTAL PERSONAL SERVICES                  |                       | 01        |            | 33.0              |            |                   |  |               |         |         |  |
| 10.                 | Travel                                   |                       | 02        |            | 0                 |            |                   |  |               |         |         |  |
| 11.                 | Contractual                              |                       | 03        |            | 2.2               |            |                   |  |               |         |         |  |
| 12.                 | Commodities                              |                       | 04        |            | .3                |            |                   |  |               |         |         |  |
| 13.                 | Equipment                                |                       | 05        |            | 3.9               |            |                   |  |               |         |         |  |
| 14.                 | Other                                    |                       |           |            |                   |            |                   |  |               |         |         |  |
| 15.                 | TOTAL COST                               |                       |           |            | 39.4              |            |                   |  |               |         |         |  |
|                     | RECEIPT CODE                             | FUNDING SOURCE        |           |            |                   |            |                   |  |               |         |         |  |
| 16.                 |  | Federal Receipts 1002 |           |            |                   |            |                   |  |               |         |         |  |
| 17.                 |  | C.F. Match 1003       |           |            |                   |            |                   |  |               |         |         |  |
| 18.                 |  | General Funds 1004    |           | 481.7      |                   |            |                   |  |               |         |         |  |
| 19.                 |  | I-A Receipts 1005     |           |            |                   |            |                   |  |               |         |         |  |
| 20.                 |  | Program Receipts 1028 |           |            |                   |            |                   |  |               |         |         |  |
| 21.                 |  | Other                 |           |            |                   |            |                   |  |               |         |         |  |
| FOR B&M USE ONLY    |  |                       |           |            |                   |            |                   |  |               |         |         |  |
| 4A KEY NUMBER _____ |  |                       |           |            |                   |            |                   |  |               |         |         |  |

**13** REQUEST FOR NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

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Revised Date

**FY 85**

|                     |                             |                       |           |            |                  |                 |  |      |         |         |
|---------------------|-----------------------------|-----------------------|-----------|------------|------------------|-----------------|--|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk III |                       |           |            | RANGE/STEP<br>8B | BARG. UNIT<br>K | FORM 12 PAGE/LINE  | GOV. | APPRDV. | DISAPP. |
| 2.                  | TYPE OF POSITION            | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT  | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL          |                       |           |            | ADDITION         |                 | JUSTIFICATION  |      |         |         |
| 4.                  | TYPE OF EXPENDITURE         |                       |           |            | AMOUNT           |                 | <p>Additional complex clerical processing of additional applications received due to continuous open recruitment.</p> <p>Five full time positions, all located in Juneau.</p> <p>Cost at left shown for one position. Total costs are \$178,825.</p> |      |         |         |
|                     | 1                           |                       | 2         |            | 3                |                 |  |      |         |         |
|                     | PERSONAL SERVICES           |                       |           |            |                  |                 |  |      |         |         |
| 5.                  | Salary                      |                       | 19,284    |            |                  |                 |  |      |         |         |
| 6.                  | Benefits                    |                       | 3,300     |            |                  |                 |  |      |         |         |
| 7.                  | Supplemental Benefits       |                       | 1,182     |            |                  |                 |  |      |         |         |
| 8.                  | Fixed Benefits              |                       | 2,789     |            |                  |                 |  |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES     |                       | 01        |            | 26.6             |                 |  |      |         |         |
| 10.                 | Travel                      |                       | 02        |            | 0                |                 |  |      |         |         |
| 11.                 | Contractual                 |                       | 03        |            | 3.2              |                 |  |      |         |         |
| 12.                 | Commodities                 |                       | 04        |            | .3               |                 |  |      |         |         |
| 13.                 | Equipment                   |                       | 05        |            | 5.7              |                 |  |      |         |         |
| 14.                 | Other                       |                       |           |            |                  |                 |  |      |         |         |
| 15.                 | TOTAL COST                  |                       |           |            | 35.8             |                 |  |      |         |         |
|                     | RECEIPT CODE                | FUNDING SOURCE        |           |            |                  |                 |  |      |         |         |
| 16.                 |                             | Federal Receipts 1002 |           |            |                  |                 |  |      |         |         |
| 17.                 |                             | G.F. Match 1003       |           |            |                  |                 |  |      |         |         |
| 18.                 |                             | General Funds 1004    |           |            | 178.8            |                 |  |      |         |         |
| 19.                 |                             | I-A Receipts 1005     |           |            |                  |                 |  |      |         |         |
| 20.                 |                             | Program Receipts 1028 |           |            |                  |                 |  |      |         |         |
| 21.                 |                             | Other                 |           |            |                  |                 |  |      |         |         |
| FOR B&M USE ONLY    |                             |                       |           |            |                  |                 |  |      |         |         |
| 4A KEY NUMBER _____ |                             |                       |           |            |                  |                 |  |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

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**FY 85**

|                     |                            |              |           |            |                          |                 |                   |           |      |         |         |
|---------------------|----------------------------|--------------|-----------|------------|--------------------------|-----------------|-------------------|-----------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk II |              |           |            | RANGE/STEP<br>7B         | BARG. UNIT<br>K | FORM 12           | PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION           | STAFF MONTHS | RP NUMBER | PCN NUMBER | BRU PRIORITY             | LOCATION        | ELECTION DISTRICT |           | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL         |              |           |            | JUSTIFICATION            |                 |                   |           |      |         |         |
| 4.                  | ADDITION                   |              |           |            |                          |                 |                   |           |      |         |         |
| 4.                  | TYPE OF EXPENDITURE        |              |           |            | AMOUNT                   |                 |                   |           |      |         |         |
|                     | 1                          |              | 2         |            | 3                        |                 |                   |           |      |         |         |
|                     | PERSONAL SERVICES          |              |           |            |                          |                 |                   |           |      |         |         |
| 5.                  | Salary                     |              | 18,204    |            |                          |                 |                   |           |      |         |         |
| 6.                  | Benefits                   |              | 3,115     |            |                          |                 |                   |           |      |         |         |
| 7.                  | Supplemental Benefits      |              | 1,116     |            |                          |                 |                   |           |      |         |         |
| 8.                  | Fixed Benefits             |              | 2,789     |            |                          |                 |                   |           |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES    |              | 01        |            | 25.2                     |                 |                   |           |      |         |         |
| 10.                 | Travel                     |              | 02        |            | 0                        |                 |                   |           |      |         |         |
| 11.                 | Contractual                |              | 03        |            | 2.2                      |                 |                   |           |      |         |         |
| 12.                 | Commodities                |              | 04        |            | .3                       |                 |                   |           |      |         |         |
| 13.                 | Equipment                  |              | 05        |            | 3.9                      |                 |                   |           |      |         |         |
| 14.                 | Other                      |              |           |            |                          |                 |                   |           |      |         |         |
| 15.                 | TOTAL COST                 |              |           |            | 31.6                     |                 |                   |           |      |         |         |
|                     | RECEIPT CODE               |              |           |            | FUNDING SOURCE           |                 |                   |           |      |         |         |
| 16.                 |                            |              |           |            | Federal Receipts 1002    |                 |                   |           |      |         |         |
| 17.                 |                            |              |           |            | G.F. Matc. 1003          |                 |                   |           |      |         |         |
| 18.                 |                            |              |           |            | General Funds 1004 225.2 |                 |                   |           |      |         |         |
| 19.                 |                            |              |           |            | I-A Receipts 1005        |                 |                   |           |      |         |         |
| 20.                 |                            |              |           |            | Program Receipts 1028    |                 |                   |           |      |         |         |
| 21.                 |                            |              |           |            | Other                    |                 |                   |           |      |         |         |
| FOR B&M USE ONLY    |                            |              |           |            |                          |                 |                   |           |      |         |         |
| 4A KEY NUMBER _____ |                            |              |           |            |                          |                 |                   |           |      |         |         |

Additional journey level clerical processing of additional applications received due to continuous open recruitment.

Four full time positions in Juneau. Three part time positions in Juneau, two part time positions in Fairbanks.

Costs at left shown for one position in Juneau. Total costs are: \$225,249.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
 PROGRAM Centralized Administrative Services  
 BRU Personnel  
 COMPONENT Personnel

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 Revised Date

**FY 85**

|   |                               |                       |           |            |                  |                 |                   |      |         |         |
|---|-------------------------------|-----------------------|-----------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.                                      | POSITION TITLE<br>Clerk I     |                       |           |            | RANGE/STEP<br>6B | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                                      | TYPE OF POSITION<br>Part Time | STAFF MONTHS<br>Six   | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION<br>EBA | ELECTION DISTRICT | LEG. |         |         |
| 3.                                      | CONTINUATION LEVEL            |                       |           |            | JUSTIFICATION    |                 |                   |      |         |         |
| 4.                                      | TYPE OF EXPENDITURE           |                       |           | AMOUNT     |                  |                 |                   |      |         |         |
|   | 1                             |                       |           | 2          |                  | 3               |                   |      |         |         |
|   | PERSONAL SERVICES             |                       |           |            |                  |                 |                   |      |         |         |
| 5.                                      | Salary                        | 8,610                 |           |            |                  |                 |                   |      |         |         |
| 6.                                      | Benefits                      | 1,474                 |           |            |                  |                 |                   |      |         |         |
| 7.                                      | Supplemental Benefits         | 528                   |           |            |                  |                 |                   |      |         |         |
| 8.                                      | Fixed Benefits                | 1,394                 |           |            |                  |                 |                   |      |         |         |
| 9.                                      | TOTAL PERSONAL SERVICES       |                       | 01        | 12.0       |                  |                 |                   |      |         |         |
| 10.                                     | Travel                        | 02                    |           | 0          |                  |                 |                   |      |         |         |
| 11.                                     | Contractual                   | 03                    |           | 2.2        |                  |                 |                   |      |         |         |
| 12.                                     | Commodities                   | 04                    |           | .1         |                  |                 |                   |      |         |         |
| 13.                                     | Equipment                     | 05                    |           | 3.5        |                  |                 |                   |      |         |         |
| 14.                                     | Other                         |                       |           |            |                  |                 |                   |      |         |         |
| 15.                                     | TOTAL COST                    |                       |           | 17.8       |                  |                 |                   |      |         |         |
|   | RECEIPT CODE                  | FUNDING SOURCE        |           |            |                  |                 |                   |      |         |         |
| 16.                                     |                               | Federal Receipts 1002 |           |            |                  |                 |                   |      |         |         |
| 17.                                     |                               | G.F. Match 1003       |           |            |                  |                 |                   |      |         |         |
| 18.                                     |                               | General Funds 1004    |           | 17.8       |                  |                 |                   |      |         |         |
| 19.                                     |                               | I-A Receipts 1005     |           |            |                  |                 |                   |      |         |         |
| 20.                                     |                               | Program Receipts 1028 |           |            |                  |                 |                   |      |         |         |
| 21.                                     |                               | Other                 |           |            |                  |                 |                   |      |         |         |
| FOR B&M USE ONLY<br>4A KEY NUMBER _____ |                               |                       |           |            |                  |                 |                   |      |         |         |

Routine filling of additional information regarding additional application.  
One part-time position in Anchorage.

**13** REQUEST FOR NEW POSITION

AGENCY Administration  
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BRU Personnel  
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**FY 85**

|                     |                                    |                       |           |            |                  |                 |   |      |         |         |
|---------------------|------------------------------------|-----------------------|-----------|------------|------------------|-----------------|---|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk Typist III |                       |           |            | RANGE/STEP<br>8B | BARG. UNIT<br>K | FORM 12 PAGE/LINE   | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                   | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT   | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                 |                       |           |            | ADDITION         |                 | JUSTIFICATION   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE                |                       |           |            | AMOUNT           |                 | <p>Advanced typing/data entry of additional information resulting from additional applications.</p> <p>Nine full-time positions: six in Juneau, two in Anchorage, one in Fairbanks.</p> <p>Costs at the left shown for one-position in Juneau. Total costs are \$324,917.</p> |      |         |         |
|                     | 1                                  |                       | 2         |            | 3                |                 |   |      |         |         |
|                     | PERSONAL SERVICES                  |                       |           |            |                  |                 |   |      |         |         |
| 5.                  | Salary                             |                       | 19,284    |            |                  |                 |   |      |         |         |
| 6.                  | Benefits                           |                       | 3,300     |            |                  |                 |   |      |         |         |
| 7.                  | Supplemental Benefits              |                       | 1,182     |            |                  |                 |   |      |         |         |
| 8.                  | Fixed Benefits                     |                       | 2,789     |            |                  |                 |   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES            |                       | 01        |            | 26.6             |                 |   |      |         |         |
| 10.                 | Travel                             |                       | 02        |            | 0                |                 |   |      |         |         |
| 11.                 | Contractual                        |                       | 03        |            | 3.2              |                 |   |      |         |         |
| 12.                 | Commodities                        |                       | 04        |            | .3               |                 |   |      |         |         |
| 13.                 | Equipment                          |                       | 05        |            | 5.7              |                 |   |      |         |         |
| 14.                 | Other                              |                       |           |            |                  |                 |   |      |         |         |
| 15.                 | TOTAL COST                         |                       |           |            | 35.8             |                 |   |      |         |         |
|                     | RECEIPT CODE                       | FUNDING SOURCE        |           |            |                  |                 |   |      |         |         |
| 16.                 |                                    | Federal Receipts 1002 |           |            |                  |                 |   |      |         |         |
| 17.                 |                                    | G.F. Match 1003       |           |            |                  |                 |   |      |         |         |
| 18.                 |                                    | General Funds 1004    |           |            | 324.9            |                 |   |      |         |         |
| 19.                 |                                    | I-A Receipts 1005     |           |            |                  |                 |   |      |         |         |
| 20.                 |                                    | Program Receipts 1028 |           |            |                  |                 |   |      |         |         |
| 21.                 |                                    | Other                 |           |            |                  |                 |   |      |         |         |
| FOR B&M USE ONLY    |                                    |                       |           |            |                  |                 |   |      |         |         |
| 4A KEY NUMBER _____ |                                    |                       |           |            |                  |                 |   |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

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**FY 85**

|                     |                                   |              |           |            |                         |                 |                   |      |         |         |
|---------------------|-----------------------------------|--------------|-----------|------------|-------------------------|-----------------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk Typist II |              |           |            | RANGE/STEP<br>7B        | BARG. UNIT<br>K | FORM 12 PAGE/LINE | COV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                  | STAFF MONTHS | RP NUMBER | PCN NUMBER | BRU PRIORITY            | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                |              |           |            | JUSTIFICATION           |                 |                   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE               |              |           |            | AMOUNT                  |                 |                   |      |         |         |
|                     | 1                                 |              | 2         |            | 3                       |                 |                   |      |         |         |
|                     | PERSONAL SERVICES                 |              |           |            |                         |                 |                   |      |         |         |
| 5.                  | Salary                            |              | 18,204    |            |                         |                 |                   |      |         |         |
| 6.                  | Benefits                          |              | 3,115     |            |                         |                 |                   |      |         |         |
| 7.                  | Supplemental Benefits             |              | 1,116     |            |                         |                 |                   |      |         |         |
| 8.                  | Fixed Benefits                    |              | 2,789     |            |                         |                 |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES           |              | 01        |            | 25.2                    |                 |                   |      |         |         |
| 10.                 | Travel                            |              | 02        |            | 0                       |                 |                   |      |         |         |
| 11.                 | Contractual                       |              | 03        |            | 2.2                     |                 |                   |      |         |         |
| 12.                 | Commodities                       |              | 04        |            | .3                      |                 |                   |      |         |         |
| 13.                 | Equipment                         |              | 05        |            | 3.5                     |                 |                   |      |         |         |
| 14.                 | Other                             |              |           |            |                         |                 |                   |      |         |         |
| 15.                 | TOTAL COST                        |              |           |            | 31.2                    |                 |                   |      |         |         |
|                     | RECEIPT CODE                      |              |           |            | FUNDING SOURCE          |                 |                   |      |         |         |
| 16.                 |                                   |              |           |            | Federal Receipts 1002   |                 |                   |      |         |         |
| 17.                 |                                   |              |           |            | G.F. Match 1003         |                 |                   |      |         |         |
| 18.                 |                                   |              |           |            | General Funds 1004 30.6 |                 |                   |      |         |         |
| 19.                 |                                   |              |           |            | I-A Receipts 1005       |                 |                   |      |         |         |
| 20.                 |                                   |              |           |            | Program Receipts 1028   |                 |                   |      |         |         |
| 21.                 |                                   |              |           |            | Other                   |                 |                   |      |         |         |
| FOR B&M USE ONLY    |                                   |              |           |            |                         |                 |                   |      |         |         |
| 4A KEY NUMBER _____ |                                   |              |           |            |                         |                 |                   |      |         |         |

Routine data entry and retrieval of information associated with additional applications.

Six positions: three full time positions in Anchorage; two part-time positions in Anchorage, one part-time position in Juneau.

Costs at left shown for one full time position in Anchorage. Total costs are \$130,624.

**13** REQUEST FOR NEW POSITION

AGFNCY Administration  
 PROGRAM Centralized Administrative Services  
 BRU Personnel  
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**FY 85**

Position Paper

SB 448

SB 448 would amend the Personnel Act by preventing the adoption of any Personnel Rule that allows the temporary closure or suspension of open competitive examinations.

The Department of Administration opposes this bill. Our opposition is three-fold: first, implementation of the intent of the bill represents poor public policy; second, implementation of the bill as written creates unreasonable results; and third, the cost of implementing the provisions of the bill outweigh any public benefit to be derived.

Over the years, the State personnel system has met changes in resources, the number of positions, and the number of qualified eligible applicants with changes in our recruitment practices. The practices have always been within the flexibility provided by the Personnel Rules and Personnel Act. In the recent investigation of Ombudsman Complaint J83-0419, *et al*, in which the complainants complained about the temporary recruitment closures, the Ombudsman reviewed the current practice and the history of the statutory provision. The statute originates in the 1953 "Model State Civil Service Act" published by the National Civil Service League and the National Municipal League. The Ombudsman traced Alaska's law through the draft bill prepared by the Public Administration Service, through Legislative Committee action, and into law. He concluded that, "On balance, then, the decision [to temporarily close classes to open recruitment] appears to have a legal basis and to be reasonable."

The decision to adopt a practice of temporary closures is the latest in a series of such decisions made to meet changing conditions. The major decisions follow:

Statehood to 1971 - classes open to recruitment to meet needs of current classified vacancies only.

1971 to 1973 - recruitment open to employees with permanent status at all times, open competitive recruitment only to meet needs of current classified vacancies.

1973 to March 15, 1979 - recruitment for classified positions open to all Alaskans at all times.

March 15, 1979 to May 1983 - majority of classes open to all Alaskans at all times, schedule for limited period of open recruitment for some classes (about 100) on an annual basis (excepting classes with only one position).

May 1983 to present - recruitment open to employees with permanent status for all job classes at all times, open recruitment for all Alaskans for about half of job classes, other job classes open on an as-needed basis (criteria published at Ombudsman recommendation).

Throughout the entire 25 years since Statehood, a number of classes have been continuously open to recruitment. Throughout this entire period, there have also been a number of other classes that have never been open to recruitment.


Each of the various practices have been subject to criticism. The practice before 1971 created substantial delays in filling positions. "Everything open all the time", practiced from 1973 to 1979, was criticized by Legislative Audit in 1977. They recommended recruiting only to meet forecasted turnover. In 1979, the Legislature's Select Blue Ribbon Commission on the Personnel Act noted problems with both open and closed recruitment practices. Now SB 448 is apparently in response to criticism of the current practice.

The Department of Administration opposes this bill because it is intended to mandate only a single recruitment practice. The State used this practice during the Transalaska Pipeline construction period when the State faced stiff competition for employees, very high turnover and a rapidly expanding work force. However, conditions have changed and it is appropriate for the practice to change. SB 448 would require one and only one recruiting practice regardless of charging circumstances. This approach is inflexible and is, therefore, poor public policy. During a time of extensive eligible lists and reduced hiring, a continuous open recruitment practice raises false expectations in the public and requires diverting resources to the processing of the unnecessary paper.

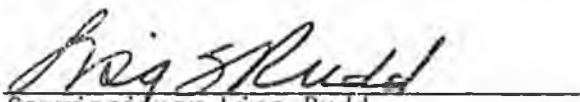
The Department of Administration opposes SB 448 because it would create unreasonable results. In particular, SB 448 would require continuous open recruitment for all job classes when, in fact, there are at least four conditions where continuous open recruitment would not be appropriate. These include job classes in which all positions are partially exempt and not filled from competitive eligible lists, such as Division Director. Continuous open recruitment for all job classes where all appointments are made by referral from a union hall, such as Laborer would not be appropriate. There are job classes to which no positions are allocated, such as those established to meet the requirements of AS 39.25.155 (Vocational Substitution Program). For some job classes the only people who qualify are current State employees, such as State Trooper. One must be a State Trooper Recruit first.

Finally, the Department of Administration opposes SB 448 because continuous open recruitment for all classified positions is the most expensive of all potential recruiting practices. Additional first year costs are nearly 1 1/2 million dollars. [See the Fiscal Note prepared by the department on this bill.]

The public need is best served by flexibility in recruitment practices. Any limitation to that flexibility ultimately reduces the ability to serve the public or to expend public funds where the need is greatest. Therefore, the department opposes the passage of any form of SB 448 and offers no alternative language. However, the department is willing to continue discussions of recruiting practices and the resources needed for various options. However, we strongly believe that whatever resulting practice is adopted should not be inflexibly incorporated in statute, but should be free to continue to change as conditions change.

  
 Frank Raye  
 Director  
 Division of Personnel  
 Department of Administration

3/20/84  
 Date

  
 Commissioner Lisa Rudd  
 Department of Administration  
 20/4D3/0316-02/2

3/20/84  
 Date

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

Revision Date: \_\_\_\_\_, 1984  
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REQUEST

Bill/Resolution No.: SB 448  
Title: The State Personnel rules for open competitive examinations.  
Sponsor: Ray, et. al.  
Requestor: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

FISCAL DETAIL

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

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 84 | FY 85   | FY 86   | FY 87   | FY 88   | FY 89   |
|-------------------------|-------|---------|---------|---------|---------|---------|
| OPERATING               |       |         |         |         |         |         |
| 100 PERSONAL SERVICES   |       | 1,093.6 | 1,178.4 | 1,263.2 | 1,348.0 | 1,432.8 |
| 200 TRAVEL              |       | 0       | 0       | 0       | 0       | 0       |
| 300 CONTRACTUAL         |       | 114.7   | 122.4   | 130.1   | 137.8   | 145.5   |
| 400 SUPPLIES            |       | 11.4    | 12.6    | 13.8    | 15.0    | 16.2    |
| 500 EQUIPMENT           |       | 195.3   | 13.9    | 13.9    | 13.9    | 13.9    |
| 600 LAND & STRUCTURES   |       |         |         |         |         |         |
| 700 GRANTS, CLAIMS, ETC |       |         |         |         |         |         |
| 800 MISCELLANEOUS       |       |         |         |         |         |         |
| TOTAL OPERATING         |       | 1,415.0 | 1,327.3 | 1,421.0 | 1,514.7 | 1,608.4 |
| CAPITAL                 |       |         |         |         |         |         |
| REVENUE                 |       |         |         |         |         |         |

FUNDING: (Thousands of Dollars)

|               |  |         |         |         |         |         |
|---------------|--|---------|---------|---------|---------|---------|
| GENERAL FUND  |  | 1,415.0 | 1,327.3 | 1,421.0 | 1,514.7 | 1,608.4 |
| FEDERAL FUNDS |  |         |         |         |         |         |
| OTHER         |  |         |         |         |         |         |
| TOTAL         |  | 1,415.0 | 1,327.3 | 1,421.0 | 1,514.7 | 1,608.4 |

POSITIONS:

|           |  |         |         |         |         |         |
|-----------|--|---------|---------|---------|---------|---------|
| FULL-TIME |  | 33(396) | 35(420) | 37(444) | 39(468) | 41(492) |
| PART-TIME |  | 12(60)  | 14(70)  | 16(84)  | 18(96)  | 20(108) |
| TEMPORARY |  |         |         |         |         |         |

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

None identified by sponsor.

ANALYSIS: Attach a separate page for any Analysis.

Prepared By: Frank Raye *Frank Raye*  
Division: Personnel

Phone: 465-4430  
Date: \_\_\_\_\_

Approved by Commissioner: Lisa Rudd *LJR*  
Agency: DEPARTMENT OF ADMINISTRATION

Date: 3/20/84

Distribution (by Agency preparing fiscal note):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

S.B. 448  
Fiscal Note Analysis  
Prepared by Division of Personnel  
March 16, 1984

S.B. 448 would require that recruitment for all job classes be open to all Alaskans at all times. This would require a return to the recruitment practice used by the State from 1973 to March 15, 1979. A mathematical representation (least-squares trend line) of application volume based on application volume from that period is:

$$\text{Number of Apps} = 3723 + 37x(\text{number of months since January, 1975}).$$

From this historical trend line, we can expect to receive 97,512 applications in FY 85. This compares with the current projection for FY 85 of only 38,000. In FY 86 the number of applications would be 102,840. The number would continue to increase by 5328 applications per year.

The State made two changes in FY 82 that changes the long term trend line. In September 1981, the State implemented the Office Skills Test. In early 1982 we began processing single applications for multiple classifications. For example, one application is accepted and processed for Accountant I, II, III, IV, V. The effect has been a reduction of 10,000 applications per year from the volume projected by the trend line.

Adjusting for multiple classifications on a single applications, projected volumes in future years with all classes open to recruitment at all times becomes:

|       |         |
|-------|---------|
| FY 85 | 87,512  |
| FY 86 | 92,840  |
| FY 87 | 98,168  |
| FY 88 | 103,496 |
| FY 89 | 108,824 |

Review of applications by the Recruitment and Examining Section staff (Personnel Technicians) consists of a determination of meeting Minimum Qualifications, and the calculation of a Rating of Training and Experience (T&E). Each action takes an average of eight minutes. Prior to 1983, approximately 50% of applications required T&E. Therefore average processing time per applications was twelve minutes (eight minutes for minimum qualifications and eight minutes x .5 for T&E). In 1983, all written examinations for which validation information was not on hand were eliminated. Now 80% of all applications require T&E. Average processing time is now 14.4 minutes ( eight minutes for minimum qualifications and eight minutes x .8 for T&E). While this is more labor intensive it allows for greater individual review of applications.

In addition to the process described above, the examining staff must reevaluate applications and compose letters in response to appeals.

A full time examiner position, with allowance for paid vacations and contractual relief periods, represents 1631 productive hours per year. This is split into 1142 hours of examining and 489 hours on appeals and other duties. In the 1142 hours, an examiner can process 4758 applications.

For FY 85 a total of 18.4 examiners (Personnel Technicians I) will be needed to process 87,512 applications. Currently there are only eight positions in the Division of Personnel assigned to this task.

In addition to the examiners, all of the clerical support operations - log in, filing, test scheduling, test monitoring, test scoring, data entry, letter generation, etc. - will increase accordingly. Currently and historically 2.1 clerical positions are needed to support each examiner. A total of 23.6 additional clerical positions will be needed.

Two supervisory examiners will be needed to assign and review work, train and evaluate employees, etc. One additional "revisions" technician will be needed as lists are revised as a result of changes in Minimum Qualifications. With continuous open recruitment these lists will average over double the length of lists currently.

In summary, for FY 85, the initial year under the amended statute, the following additional staff will be needed:

|                         | Juneau | Anchorage | Fairbanks |
|-------------------------|--------|-----------|-----------|
| Personnel Technician II | 1-FT   | 1-FT      |           |
| Personnel Technician I  | 8-FT   | 2-FT      |           |
|                         | 3-PT   |           |           |
| Clerk III               | 5-FT   |           |           |
| Clerk II                | 4-FT   |           |           |
|                         | 3-PT   |           | 2-PT      |
| Clerk I                 |        | 1-PT      |           |
| Clerk Typist III        | 6-FT   | 2-FT      | 1-FT      |
| Clerk Typist II         |        | 3-FT      |           |
|                         | 1-PT   | 2-PT      |           |

Personnel Services costs for these positions will be \$1,093.6 thousand. Twelve telephones at \$400, eleven computer terminals at \$2,200, and basic office furniture for each position total \$195.3 thousand in one time equipment costs.

Annual space and commodities costs represent the balance of the first year amount.

The 5328 annual increase in applications represents 1.1 additional examiners and 2.3 additional clerks annually. Two full-time and two part-time positions, totalling only 3.0 Full Time Equivalents are shown in the projection for future years.

For the purpose of this fiscal note, an inflation rate of "0" is used. For comparisons, a 4% rate would indicate an FY89 cost of \$1,881.6 thousand instead of \$1,608.4 thousand.

No attempt has been made in this fiscal note to estimate further cost impact of this volume of applications on the computerized Applicant Tracking System. It is known for example, that the sorting process required to place eligible lists in rank order increases geometrically instead of arithmetically. The over 2-1/3 increase projected for FY 85 alone will increase this sorting by over 5½ times.

|                     |   |                  |           |            |                   |                 |                   |      |         |         |
|---------------------|---|------------------|-----------|------------|-------------------|-----------------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Personnel Technician II |                  |           |            | RANGE/STEP<br>14A | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                          | STAFF MONTHS     | RP NUMBER | PCN NUMBER | BRU PRIORITY      | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                        |                  |           |            | JUSTIFICATION     |                 |                   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE                       |                  |           |            |                   |                 |                   |      |         |         |
|                     | 1   | 2                |           |            | AMOUNT            |                 |                   |      |         |         |
|                     | PERSONAL SERVICES                         |                  |           |            |                   |                 |                   |      |         |         |
| 5.                  | Salary                                    | 27,024           |           |            |                   |                 |                   |      |         |         |
| 6.                  | Benefits                                  | 4,625            |           |            |                   |                 |                   |      |         |         |
| 7.                  | Supplemental Benefits                     | 1,557            |           |            |                   |                 |                   |      |         |         |
| 8.                  | Fixed Benefits                            | 2,89             |           |            |                   |                 |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES                   | 01               |           |            | 36.1              |                 |                   |      |         |         |
| 10.                 | Travel                                    | 02               |           |            | 0                 |                 |                   |      |         |         |
| 11.                 | Contractual                               | 03               |           |            | 2.2               |                 |                   |      |         |         |
| 12.                 | Commodities                               | 04               |           |            | .3                |                 |                   |      |         |         |
| 13.                 | Equipment                                 | 05               |           |            | 6.1               |                 |                   |      |         |         |
| 14.                 | Other                                     |                  |           |            |                   |                 |                   |      |         |         |
| 15.                 | TOTAL COST                                |                  |           |            | 44.7              |                 |                   |      |         |         |
|                     | RECEIPT CODE                              | FUNDING SOURCE   |           |            |                   |                 |                   |      |         |         |
| 16.                 |   | Federal Receipts | 1002      |            |                   |                 |                   |      |         |         |
| 17.                 |   | G.F. Match       | 1003      |            |                   |                 |                   |      |         |         |
| 18.                 |   | General Funds    | 1004      | 89.5       |                   |                 |                   |      |         |         |
| 19.                 |   | I-A Receipts     | 1005      |            |                   |                 |                   |      |         |         |
| 20.                 |   | Program Receipts | 1028      |            |                   |                 |                   |      |         |         |
| 21.                 |   | Other            |           |            |                   |                 |                   |      |         |         |
| FOR B&M USE ONLY    |   |                  |           |            |                   |                 |                   |      |         |         |
| 4A KEY NUMBER _____ |   |                  |           |            |                   |                 |                   |      |         |         |

Supervise additional examiners, Personnel Technicians I, required to process additional applications.

Two full time positions, one each in Anchorage and Juneau.

Costs at left shown for one position in Juneau. Total costs are: \$89,490.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
 PROGRAM Centralized Administrative Services  
 BRU Personnel  
 COMPONENT Personnel

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 Revised Date \_\_\_\_\_

**FY 85**

|                     |  |                       |           |                   |  |          |                   |      |         |         |
|---------------------|--|-----------------------|-----------|-------------------|--|----------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Personnel Technician I |                       |           | RANGE/STEP<br>12B | BARG. UNIT   | FORM 12  | PAGE/LINE         | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION                         | STAFF MONTHS          | RP NUMBER | PCN NUMBER        | BRU PRIORITY   | LOCATION | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                       |                       |           | ADDITION          | JUSTIFICATION  |          |                   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE                      |                       |           | AMOUNT            | <p>Examine additional applications resulting from open continuous recruitment.</p> <p>Ten full time and three part time positions distributed as follows:</p> <p>Juneau 8 full time; 3 part time Anchorage 2 full time.</p> <p>Costs at left shown for one position in Juneau. Total costs are: \$481,743.</p> |          |                   |      |         |         |
|                     | 1  | 2                     | 3         |                   |  |          |                   |      |         |         |
|                     | PERSONAL SERVICES                        |                       |           |                   |  |          |                   |      |         |         |
| 5.                  | Salary                                   | 24,516                |           |                   |  |          |                   |      |         |         |
| 6.                  | Benefits                                 | 4,196                 |           |                   |  |          |                   |      |         |         |
| 7.                  | Supplemental Benefits                    | 1,503                 |           |                   |  |          |                   |      |         |         |
| 8.                  | Fixed Benefits                           | 2,789                 |           |                   |  |          |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES                  | 01                    | 33.0      |                   |  |          |                   |      |         |         |
| 10.                 | Travel                                   | 02                    | 0         |                   |  |          |                   |      |         |         |
| 11.                 | Contractual                              | 03                    | 2.2       |                   |  |          |                   |      |         |         |
| 12.                 | Commodities                              | 04                    | .3        |                   |  |          |                   |      |         |         |
| 13.                 | Equipment                                | 05                    | 3.9       |                   |  |          |                   |      |         |         |
| 14.                 | Other                                    |                       |           |                   |  |          |                   |      |         |         |
| 15.                 | TOTAL COST                               |                       | 39.4      |                   |  |          |                   |      |         |         |
|                     | RECEIPT CODE                             | FUNDING SOURCE        |           |                   |  |          |                   |      |         |         |
| 16.                 |  | Federal Receipts 1002 |           |                   |  |          |                   |      |         |         |
| 17.                 |  | G.F. Match 1003       |           |                   |  |          |                   |      |         |         |
| 18.                 |  | General Funds 1004    |           | 181.7             |  |          |                   |      |         |         |
| 19.                 |  | I-A Receipts 1005     |           |                   |  |          |                   |      |         |         |
| 20.                 |  | Program Receipts 1028 |           |                   |  |          |                   |      |         |         |
| 21.                 |  | Other                 |           |                   |  |          |                   |      |         |         |
| FOR B&M USE ONLY    |  |                       |           |                   |  |          |                   |      |         |         |
| 4A KEY NUMBER _____ |  |                       |           |                   |  |          |                   |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
COMPONENT Personnel

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**FY 85**

|                     |                             |                       |           |            |                  |                 |                   |      |         |         |
|---------------------|-----------------------------|-----------------------|-----------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk III |                       |           |            | RANGE/STEP<br>8B | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION            | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL          |                       |           |            | ADDITION         |                 | JUSTIFICATION     |      |         |         |
| 4.                  | TYPE OF EXPENDITURE         |                       |           |            | AMOUNT           |                 |                   |      |         |         |
|                     | 1                           |                       | 2         |            | 3                |                 |                   |      |         |         |
|                     | PERSONAL SERVICES           |                       |           |            |                  |                 |                   |      |         |         |
| 5.                  | Salary                      |                       | 19,284    |            |                  |                 |                   |      |         |         |
| 6.                  | Benefits                    |                       | 3,300     |            |                  |                 |                   |      |         |         |
| 7.                  | Supplemental Benefits       |                       | 1,182     |            |                  |                 |                   |      |         |         |
| 8.                  | Fixed Benefits              |                       | 2,789     |            |                  |                 |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES     |                       | 01        |            | 26.6             |                 |                   |      |         |         |
| 10.                 | Travel                      |                       | 02        |            | 0                |                 |                   |      |         |         |
| 11.                 | Contractual                 |                       | 03        |            | 3.2              |                 |                   |      |         |         |
| 12.                 | Commodities                 |                       | 04        |            | .3               |                 |                   |      |         |         |
| 13.                 | Equipment                   |                       | 05        |            | 5.7              |                 |                   |      |         |         |
| 14.                 | Other                       |                       |           |            |                  |                 |                   |      |         |         |
| 15.                 | TOTAL COST                  |                       |           |            | 35.8             |                 |                   |      |         |         |
|                     | RECEIPT CODE                | FUNDING SOURCE        |           |            |                  |                 |                   |      |         |         |
| 16.                 |                             | Federal Receipts 1002 |           |            |                  |                 |                   |      |         |         |
| 17.                 |                             | G.F. Match 1003       |           |            |                  |                 |                   |      |         |         |
| 18.                 |                             | General Funds 1004    |           | 178.8      |                  |                 |                   |      |         |         |
| 19.                 |                             | I-A Receipts 1005     |           |            |                  |                 |                   |      |         |         |
| 20.                 |                             | Program Receipts 1028 |           |            |                  |                 |                   |      |         |         |
| 21.                 |                             | Other                 |           |            |                  |                 |                   |      |         |         |
| FOR B&M USE ONLY    |                             |                       |           |            |                  |                 |                   |      |         |         |
| 4A KEY NUMBER _____ |                             |                       |           |            |                  |                 |                   |      |         |         |

Additional complex clerical processing of additional applications received due to continuous open recruitment.

Five full time positions, all located in Juneau.

Cost at left shown for one position. Total costs are \$178,825.

**13** REQUEST FOR  
NEW POSITION

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PROGRAM Centralized Administrative Services  
BRU Personnel  
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**FY 85**

|                     |                            |                       |           |            |                  |                 |  |      |         |         |
|---------------------|----------------------------|-----------------------|-----------|------------|------------------|-----------------|--|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk II |                       |           |            | RANGE/STEP<br>7B | BARG. UNIT<br>K | FORM 12 PAGE/LINE  | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION           | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT  | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL         |                       |           |            | ADDITION         |                 | JUSTIFICATION  |      |         |         |
| 4.                  | TYPE OF EXPENDITURE        |                       |           |            | AMOUNT           |                 | <p>Additional journey level clerical processing of additional applications received due to continuous open recruitment.</p> <p>Four full time positions in Juneau. Three part time positions in Juneau, two part time positions in Fairbanks.</p> <p>Costs at left shown for one position in Juneau. Total costs are: \$225,249.</p> |      |         |         |
|                     | 1                          |                       | 2         |            | 3                |                 |  |      |         |         |
|                     | PERSONAL SERVICES          |                       |           |            |                  |                 |  |      |         |         |
| 5.                  | Salary                     |                       | 18,204    |            |                  |                 |  |      |         |         |
| 6.                  | Benefits                   |                       | 3,115     |            |                  |                 |  |      |         |         |
| 7.                  | Supplemental Benefits      |                       | 1,116     |            |                  |                 |  |      |         |         |
| 8.                  | Fixed Benefits             |                       | 2,789     |            |                  |                 |  |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES    |                       | 01        |            | 25.2             |                 |  |      |         |         |
| 10.                 | Travel                     |                       | 02        |            | 0                |                 |  |      |         |         |
| 11.                 | Contractual                |                       | 03        |            | 2.2              |                 |  |      |         |         |
| 12.                 | Commodities                |                       | 04        |            | .3               |                 |  |      |         |         |
| 13.                 | Equipment                  |                       | 05        |            | 3.9              |                 |  |      |         |         |
| 14.                 | Other                      |                       |           |            |                  |                 |  |      |         |         |
| 15.                 | TOTAL COST                 |                       |           |            | 31.6             |                 |  |      |         |         |
|                     | RECEIPT CODE               | FUNDING SOURCE        |           |            |                  |                 |  |      |         |         |
| 16.                 |                            | Federal Receipts 1002 |           |            |                  |                 |  |      |         |         |
| 17.                 |                            | G.F. Match 1003       |           |            |                  |                 |  |      |         |         |
| 18.                 |                            | General Funds 1004    |           |            | 225.2            |                 |  |      |         |         |
| 19.                 |                            | I-A Receipts 1005     |           |            |                  |                 |  |      |         |         |
| 20.                 |                            | Program Receipts 1028 |           |            |                  |                 |  |      |         |         |
| 21.                 |                            | Other                 |           |            |                  |                 |  |      |         |         |
| FOR B&M USE ONLY    |                            |                       |           |            |                  |                 |  |      |         |         |
| 4A KEY NUMBER _____ |                            |                       |           |            |                  |                 |  |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration  
PROGRAM Centralized Administrative Services  
BRU Personnel  
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**FY 85**

|                     |                               |                       |           |            |                  |                 |                   |      |         |         |
|---------------------|-------------------------------|-----------------------|-----------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Clerk I     |                       |           |            | RANGE/STEP<br>6B | BARC. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION<br>Part Time | STAFF MONTHS<br>Six   | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION<br>EBA | ELECTION DISTRICT | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL            |                       |           |            | JUSTIFICATION    |                 |                   |      |         |         |
| 4.                  | TYPE OF EXPENDITURE           |                       |           | AMOUNT     |                  |                 |                   |      |         |         |
|                     | 1                             | 2                     |           | 3          |                  |                 |                   |      |         |         |
|                     | PERSONAL SERVICES             |                       |           |            |                  |                 |                   |      |         |         |
| 5.                  | Salary                        | 8,610                 |           |            |                  |                 |                   |      |         |         |
| 6.                  | Benefits                      | 1,474                 |           |            |                  |                 |                   |      |         |         |
| 7.                  | Supplemental Benefits         | 528                   |           |            |                  |                 |                   |      |         |         |
| 8.                  | Fixed Benefits                | 1,394                 |           |            |                  |                 |                   |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES       | 01                    |           | 12.0       |                  |                 |                   |      |         |         |
| 10.                 | Travel                        | 02                    |           | 0          |                  |                 |                   |      |         |         |
| 11.                 | Contractual                   | 03                    |           | 2.2        |                  |                 |                   |      |         |         |
| 12.                 | Commodities                   | 04                    |           | .1         |                  |                 |                   |      |         |         |
| 13.                 | Equipment                     | 05                    |           | 3.5        |                  |                 |                   |      |         |         |
| 14.                 | Other                         |                       |           |            |                  |                 |                   |      |         |         |
| 15.                 | TOTAL COST                    |                       |           | 17.8       |                  |                 |                   |      |         |         |
| 16.                 | RECEIPT CODE                  | FUNDING SOURCE        |           |            |                  |                 |                   |      |         |         |
| 17.                 |                               | Federal Receipts 1002 |           |            |                  |                 |                   |      |         |         |
| 18.                 |                               | G.F. Match 1003       |           |            |                  |                 |                   |      |         |         |
| 19.                 |                               | General Funds 1004    |           | 17.8       |                  |                 |                   |      |         |         |
| 20.                 |                               | I-A Receipts 1005     |           |            |                  |                 |                   |      |         |         |
| 21.                 |                               | Program Receipts 1028 |           |            |                  |                 |                   |      |         |         |
|                     |                               | Other                 |           |            |                  |                 |                   |      |         |         |
| FOR B&M USE ONLY    |                               |                       |           |            |                  |                 |                   |      |         |         |
| 4A KEY NUMBER _____ |                               |                       |           |            |                  |                 |                   |      |         |         |

Routine filling of additional information regarding additional application.

One part-time position in Anchorage.

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

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**FY 85**

|   |                                    |              |                       |            |                  |                 |                   |      |         |         |
|---|------------------------------------|--------------|-----------------------|------------|------------------|-----------------|-------------------|------|---------|---------|
| 1.  | POSITION TITLE<br>Clerk Typist III |              |                       |            | RANGE/STEP<br>8B | BARG. UNIT<br>K | FORM 12 PAGE/LINE | GOV. | APPROV. | DISAPP. |
| 2.  | TYPE OF POSITION                   | STAFF MONTHS | RP NUMBER             | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT | LEG. |         |         |
| 3.  | CONTINUATION LEVEL                 |              |                       |            | JUSTIFICATION    |                 |                   |      |         |         |
| 4.  | ADDITION                           |              |                       |            |                  |                 |                   |      |         |         |
|   | TYPE OF EXPENDITURE                |              |                       | AMOUNT     |                  |                 |                   |      |         |         |
|   | 1                                  |              |                       | 2          |                  |                 | 3                 |      |         |         |
|   | PERSONAL SERVICES                  |              |                       |            |                  |                 |                   |      |         |         |
| 5.  | Salary                             |              |                       | 19,284     |                  |                 |                   |      |         |         |
| 6.  | Benefits                           |              |                       | 3,300      |                  |                 |                   |      |         |         |
| 7.  | Supplemental Benefits              |              |                       | 1,182      |                  |                 |                   |      |         |         |
| 8.  | Fixed Benefits                     |              |                       | 2,789      |                  |                 |                   |      |         |         |
| 9.  | TOTAL PERSONAL SERVICES            |              |                       | 01         |                  |                 | 26.6              |      |         |         |
| 10.   | Travel                             |              |                       | 02         |                  |                 | 0                 |      |         |         |
| 11.   | Contractual                        |              |                       | 03         |                  |                 | 3.2               |      |         |         |
| 12.   | Commodities                        |              |                       | 04         |                  |                 | .3                |      |         |         |
| 13.   | Equipment                          |              |                       | 05         |                  |                 | 5.7               |      |         |         |
| 14.   | Other                              |              |                       |            |                  |                 |                   |      |         |         |
| 15.   | TOTAL COST                         |              |                       |            |                  |                 | 35.8              |      |         |         |
| <p>Advanced typing/data entry of additional information resulting from additional applications.</p> <p>Nine full-time positions: six in Juneau, two in Anchorage, one in Fairbanks.</p> <p>Costs at the left shown for one-position in Juneau. Total costs are \$324,917.</p> |                                    |              |                       |            |                  |                 |                   |      |         |         |
|   | RECEIPT CODE                       |              | FUNDING SOURCE        |            |                  |                 |                   |      |         |         |
| 16.   |                                    |              | Federal Receipts 1002 |            |                  |                 |                   |      |         |         |
| 17.   |                                    |              | G.F. Match 1003       |            |                  |                 |                   |      |         |         |
| 18.   |                                    |              | General Funds 1004    |            |                  | 324.9           |                   |      |         |         |
| 19.   |                                    |              | I-A Receipts 1005     |            |                  |                 |                   |      |         |         |
| 20.   |                                    |              | Program Receipts 1028 |            |                  |                 |                   |      |         |         |
| 21.   |                                    |              | Other                 |            |                  |                 |                   |      |         |         |
| FOR B&M USE ONLY  |                                    |              |                       |            |                  |                 |                   |      |         |         |
| 4A KEY NUMBER _____   |                                    |              |                       |            |                  |                 |                   |      |         |         |

**13** REQUEST FOR NEW POSITION

AGENCY Administration  
 PROGRAM Centralized Administrative Services  
 BRU Personnel  
 COMPONENT Personnel

Page 9 of 10  
 Revised Date \_\_\_\_\_

**FY 85**

|  |                                   |                       |           |            |                  |                 |                   |           |               |         |         |
|--|-----------------------------------|-----------------------|-----------|------------|------------------|-----------------|-------------------|-----------|---------------|---------|---------|
| 1.   | POSITION TITLE<br>Clerk Typist II |                       |           |            | RANGE/STEP<br>7B | BARG. UNIT<br>K | FORM 12           | PAGE/LINE | GOV.          | APPROV. | DISAPP. |
| 2.   | TYPE OF POSITION                  | STAFF MONTHS          | RP NUMBER | PCN NUMBER | BRU PRIORITY     | LOCATION        | ELECTION DISTRICT |           | LEG.          |         |         |
| 3.   | CONTINUATION LEVEL                |                       |           |            | ADDITION         |                 |                   |           | JUSTIFICATION |         |         |
| 4.   | TYPE OF EXPENDITURE               |                       |           |            | AMOUNT           |                 |                   |           |               |         |         |
|  | 1                                 |                       | 2         |            | 3                |                 |                   |           |               |         |         |
|  | PERSONAL SERVICES                 |                       |           |            |                  |                 |                   |           |               |         |         |
| 5.   | Salary                            |                       | 18,204    |            |                  |                 |                   |           |               |         |         |
| 6.   | Benefits                          |                       | 3,115     |            |                  |                 |                   |           |               |         |         |
| 7.   | Supplemental Benefits             |                       | 1,116     |            |                  |                 |                   |           |               |         |         |
| 8.   | Fixed Benefits                    |                       | 2,789     |            |                  |                 |                   |           |               |         |         |
| 9.   | TOTAL PERSONAL SERVICES           |                       | 01        |            | 25.2             |                 |                   |           |               |         |         |
| 10.  | Travel                            |                       | 02        |            | 0                |                 |                   |           |               |         |         |
| 11.  | Contractual                       |                       | 03        |            | 2.2              |                 |                   |           |               |         |         |
| 12.  | Commodities                       |                       | 04        |            | .3               |                 |                   |           |               |         |         |
| 13.  | Equipment                         |                       | 05        |            | 3.5              |                 |                   |           |               |         |         |
| 14.  | Other                             |                       |           |            |                  |                 |                   |           |               |         |         |
| 15.  | TOTAL COST                        |                       |           |            | 31.2             |                 |                   |           |               |         |         |
| <p>Routine data entry and retrieval of information associated with additional applications.</p> <p>Six positions: three full time positions in Anchorage; two part-time positions in Anchorage, one part-time position in Juneau.</p> <p>Costs at left shown for one full time position in Anchorage. Total costs are \$130,624.</p> |                                   |                       |           |            |                  |                 |                   |           |               |         |         |
|  | RECEIPT CODE                      | FUNDING SOURCE        |           |            |                  |                 |                   |           |               |         |         |
| 16.  |                                   | Federal Receipts 1002 |           |            |                  |                 |                   |           |               |         |         |
| 17.  |                                   | G.F. Match 1003       |           |            |                  |                 |                   |           |               |         |         |
| 18.  |                                   | General Funds 1004    |           |            | 30.6             |                 |                   |           |               |         |         |
| 19.  |                                   | I-A Receipts 1005     |           |            |                  |                 |                   |           |               |         |         |
| 20.  |                                   | Program Receipts 1028 |           |            |                  |                 |                   |           |               |         |         |
| 21.  |                                   | Other                 |           |            |                  |                 |                   |           |               |         |         |
| FOR B&M USE ONLY   |                                   |                       |           |            |                  |                 |                   |           |               |         |         |
| 4A KEY NUMBER _____  |                                   |                       |           |            |                  |                 |                   |           |               |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Administration

PROGRAM Centralized Administrative Services

BRU Personnel

COMPONENT Personnel

Page 10 of 10

Revised Date \_\_\_\_\_

**FY 85**

Position Paper  
SB 448

SB 448 would amend the Personnel Act by preventing the adoption of any Personnel Rule that allows the temporary closure or suspension of open competitive examinations.

The Department of Administration opposes this bill. Our opposition is three-fold: first, implementation of the intent of the bill represents poor public policy; second, implementation of the bill as written creates unreasonable results; and third, the cost of implementing the provisions of the bill outweigh any public benefit to be derived.

Over the years, the State personnel system has met changes in resources, the number of positions, and the number of qualified eligible applicants with changes in our recruitment practices. The practices have always been within the flexibility provided by the Personnel Rules and Personnel Act. In the recent investigation of Ombudsman Complaint J83-0419, et al, in which the complainants complained about the temporary recruitment closures, the Ombudsman reviewed the current practice and the history of the statutory provision. The statute originates in the 1953 "Model State Civil Service Act" published by the National Civil Service League and the National Municipal League. The Ombudsman traced Alaska's law through the draft bill prepared by the Public Administration Service, through Legislative Committee action, and into law. He concluded that, "On balance, then, the decision [to temporarily close classes to open recruitment] appears to have a legal basis and to be reasonable."

The decision to adopt a practice of temporary closures is the latest in a series of such decisions made to meet changing conditions. The major decisions follow:

Statehood to 1971 - classes open to recruitment to meet needs of current classified vacancies only.

1971 to 1973 - recruitment open to employees with permanent status at all times, open competitive recruitment only to meet needs of current classified vacancies.

1973 to March 15, 1979 - recruitment for classified positions open to all Alaskans at all times.

March 15, 1979 to May 1983 - majority of classes open to all Alaskans at all times, schedule for limited period of open recruitment for some classes (about 100) on an annual basis (excepting classes with only one position).

May 1983 to present - recruitment open to employees with permanent status for all job classes at all times, open recruitment for all Alaskans for about half of job classes, other job classes open on an as-needed basis (criteria published at Ombudsman recommendation).

Throughout the entire 25 years since Statehood, a number of classes have been continuously open to recruitment. Throughout this entire period, there have also been a number of other classes that have never been open to recruitment.

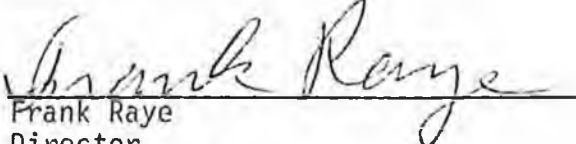
Each of the various practices have been subject to criticism. The practice before 1971 created substantial delays in filling positions. "Everything open all the time", practiced from 1973 to 1979, was criticized by Legislative Audit in 1977. They recommended recruiting only to meet forecasted turnover. In 1979, the Legislature's Select Blue Ribbon Commission on the Personnel Act noted problems with both open and closed recruitment practices. Now SB 448 is apparently in response to criticism of the current practice.

The Department of Administration opposes this bill because it is intended to mandate only a single recruitment practice. The State used this practice during the Transalaska Pipeline construction period when the State faced stiff competition for employees, very high turnover and a rapidly expanding work force. However, conditions have changed and it is appropriate for the practice to change. SB 448 would require one and only one recruiting practice regardless of changing circumstances. This approach is inflexible and is, therefore, poor public policy. During a time of extensive eligible lists and reduced hiring, a continuous open recruitment practice raises false expectations in the public and requires diverting resources to the processing of the unnecessary paper.

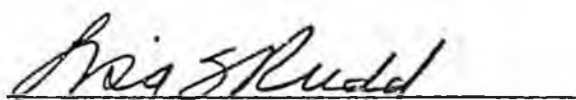
The Department of Administration opposes SB 448 because it would create unreasonable results. In particular, SB 448 would require continuous open recruitment for all job classes when, in fact, there are at least four conditions where continuous open recruitment would not be appropriate. These include job classes in which all positions are partially exempt and not filled from competitive eligible lists, such as Division Director. Continuous open recruitment for all job classes where all appointments are made by referral from a union hall, such as Laborer would not be appropriate. There are job classes to which no positions are allocated, such as those established to meet the requirements of AS 39.25.155 (Vocational Substitution Program). For some job classes the only people who qualify are current State employees, such as State Trooper. One must be a State Trooper Recruit first.

Finally, the Department of Administration opposes SB 448 because continuous open recruitment for all classified positions is the most expensive of all potential recruiting practices. Additional first year costs are nearly 1½ million dollars. [See the Fiscal Note prepared by the department on this bill.]

The public need is best served by flexibility in recruitment practices. Any limitation to that flexibility ultimately reduces the ability to serve the public or to expend public funds where the need is greatest. Therefore, the department opposes the passage of any form of SB 448 and offers no alternative language. However, the department is willing to continue discussions of recruiting practices and the resources needed for various options. However, we strongly believe that whatever resulting practice is adopted should not be inflexibly incorporated in statute, but should be free to continue to change as conditions change.

  
 Frank Raye  
 Director  
 Division of Personnel  
 Department of Administration

3/20/84  
 Date

  
 Commissioner Lisa Rudd  
 Department of Administration  
 20/4D3/0316-02/2

3/20/84  
 Date

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

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

REQUEST

Bill/Resolution No.: SB 448  
Title: "An Act relating to the states personnel rules . . ."  
Sponsor: Senator Ray  
Requestor: State Affairs  
Date of Request: 2/14/84

FISCAL DETAIL

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

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                       | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-----------------------|-------|-------|-------|-------|-------|-------|
| OPERATING             |       |       |       |       |       |       |
| 100 PERSONAL SERVICES |       | 32.8  | 34.8  | 36.8  | 39.1  | 41.4  |
| 200 TRAVEL            |       |       |       |       |       |       |
| 300 CONTRACTUAL       |       | 10.9  | 11.5  | 12.2  | 13.0  | 13.8  |
| 400 SUPPLIES          |       | .5    | .5    | .6    | .6    | .6    |
| 500 EQUIPMENT         |       | 1.6   | 1.7   | 1.8   | 1.9   | 2.0   |
| 600 LAND & STRUCTURES |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS    |       |       |       |       |       |       |
| 800 MISCELLANEOUS     |       |       |       |       |       |       |
| TOTAL OPERATING       |       | 45.8  | 48.5  | 51.4  | 54.6  | 57.8  |
| CAPITAL               |       |       |       |       |       |       |
| REVENUE               |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |      |      |      |      |      |
|---------------|--|------|------|------|------|------|
| GENERAL FUND  |  | 45.8 | 48.5 | 51.4 | 54.6 | 57.8 |
| FEDERAL FUNDS |  |      |      |      |      |      |
| OTHER         |  |      |      |      |      |      |
| TOTAL         |  | 45.8 | 48.5 | 51.4 | 54.6 | 57.8 |

POSITIONS:

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

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

N/A

ANALYSIS: Attach a separate page for analysis

Prepared By: Judy Knight Phone: 465-2720  
Division: Administrative Services Date: 2/17/84  
Approved by Commissioner: Jim Robinson Date: 2/24/84  
Agency: Labor

LEG:A:36

Distribution (by Agency preparing fiscal note):

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

12/1/83

FISCAL NOTE

THE LEGISLATURE OF THE STATE OF ALASKA  
THIRTEENTH LEGISLATURE

BILL/RESOLUTION NO: SB 448

TITLE: "An Act relating to the state's personnel rules..."

AGENCY AFFECTED: Department of Labor

Page 2

This legislation would create an additional workload for the department's Personnel Section which would severely impact the ability to meet payroll deadlines and maintain the quality control which keeps the error rate of personnel transactions to a minimum. Any letdown in promptness or accuracy would affect the credibility of the Personnel Section in relationship to the programs of the entire department. Our goal is to provide prompt, accurate service to all our people; this additional workload would impact this office to such an extent that quality would suffer at the cost of the people served.

The Department of Labor Personnel Section has responsibility for processing and examining applications for 11 job classes unique to the department representing 265 positions. More than 900 applications were processed during the open recruitment period in 1983. If the job classes were open to continuous recruitment, it is assumed that the number of applications would at least double.

With the addition of one additional Personnel Assistant I, the Personnel Section would be able to handle increased workload and maintain present level of quality on transactions affected by this change in legislation. This position would be located in the Juneau Personnel office.

In preparing this note, it is assumed the additional person would be hired July 1, 1984. A six percent inflation rate is assumed for fiscal years 1986-1989. One-time costs of \$1,600 would include a desk, chair, and file cabinets for the new position.

|    |   |                    |                     |            |                    |                    |                         |      |         |         |
|----|---|--------------------|---------------------|------------|--------------------|--------------------|-------------------------|------|---------|---------|
| 1. | POSITION TITLE<br>Personnel Assistant I |                    |                     |            | RANGE/STEP<br>12 B | BARG. UNIT<br>K    | FORM 12 PAGE/LINE       | GOV. | APPROV. | DISAPP. |
| 2. | TYPE OF POSITION<br>PFT                 | STAFF MONTHS<br>12 | RP NUMBER<br>SB 448 | PCN NUMBER | BRU PRIORITY       | LOCATION<br>Juneau | ELECTION DISTRICT<br>99 | LEG. |         |         |

|     |                         |          |        |
|-----|-------------------------|----------|--------|
| 3.  | CONTINUATION LEVEL      | ADDITION |        |
| 4.  | TYPE OF EXPENDITURE     |          | AMOUNT |
|     | 1                       | 2        | 3      |
|     | PERSONAL SERVICES       |          |        |
| 5.  | Salary                  | 24,516   |        |
| 6.  | Benefits                | 4,094    |        |
| 7.  | Supplemental Benefits   | 1,503    |        |
| 8.  | Fixed Benefits          | 2,724    |        |
| 9.  | TOTAL PERSONAL SERVICES | 01       | 32,837 |
| 10. | Travel                  | 02       | 0      |
| 11. | Contractual             | 03       | 10,900 |
| 12. | Commodities             | 04       | 500    |
| 13. | Equipment               | 05       | 1,600  |
| 14. | Other                   |          | 0      |
| 15. | TOTAL COST              |          | 45,837 |

**JUSTIFICATION**

The increase in job applications for positions in this agency created by SB 448 would be processed by this new Personnel Assistant I. Specifically, this person would accept or reject applications for the eleven decentralized job classes, examine and score those applications which are accepted or provide notice to applicants of reason for rejection; notify accepted applicants of score; enter relevant information into the data base system; monitor the system to assure accuracy; maintain periodic backup disks to insure against loss of data; produce letters of rejection, notices of eligibility expiration, etc; maintain EEO statistical information obtained from applications and provide this information to the Division of EEO; and respond to appeals from applicants for signature of the personnel officer.

Contractual costs for this position include rent expense, printing costs, and other normal expenses. Equipment costs for a chair, desk, and additional files would be one-time costs.

|     |              |                       |        |
|-----|--------------|-----------------------|--------|
|     | RECEIPT CODE | FUNDING SOURCE        |        |
| 16. |              | Federal Receipts 1002 |        |
| 17. |              | G.F. Match 1003       |        |
| 18. | 100          | General Funds 1004    | 45,837 |
| 19. |              | I-A Receipts 1005     |        |
| 20. |              | Program Receipts 1028 |        |
| 21. |              | Other                 |        |

FOR B&M USE ONLY  
4A KEY NUMBER

AGENCY Labor

PROGRAM Social Services

BRU Administrative Services

COMPONENT Management Services

**FY 84**

Page 1 of 1

Revised date

LEG:A:37

**13 REQUEST FOR NEW POSITION**

STATE OF ALASKA 1984 LEGISLATIVE SESSION  
FISCAL NOTE

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

REQUEST

Bill/Resolution No.: SB 448  
 Title: "An Act relating to the states personnel rules . . ."  
 Sponsor: Senator Ray  
 Requestor: State Affairs  
 Date of Request: 2/14/84

FISCAL DETAIL

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

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                       | FY 84 | FY 85 | FY 86 | FY 87 | FY 88 | FY 89 |
|-----------------------|-------|-------|-------|-------|-------|-------|
| OPERATING             |       |       |       |       |       |       |
| 100 PERSONAL SERVICES |       | 32.8  | 34.8  | 36.8  | 39.1  | 41.4  |
| 200 TRAVEL            |       |       |       |       |       |       |
| 300 CONTRACTUAL       |       | 10.9  | 11.5  | 12.2  | 13.0  | 13.8  |
| 400 SUPPLIES          |       | .5    | .5    | .6    | .6    | .6    |
| 500 EQUIPMENT         |       | 1.6   | 1.7   | 1.8   | 1.9   | 2.0   |
| 600 LAND & STRUCTURES |       |       |       |       |       |       |
| 700 GRANTS, CLAIMS    |       |       |       |       |       |       |
| 800 MISCELLANEOUS     |       |       |       |       |       |       |
| TOTAL OPERATING       |       | 45.8  | 48.5  | 51.4  | 54.6  | 57.8  |
| CAPITAL               |       |       |       |       |       |       |
| REVENUE               |       |       |       |       |       |       |

FUNDING: (Thousands of Dollars)

|               |  |      |      |      |      |      |
|---------------|--|------|------|------|------|------|
| GENERAL FUND  |  | 45.8 | 48.5 | 51.4 | 54.6 | 57.8 |
| FEDERAL FUNDS |  |      |      |      |      |      |
| OTHER         |  |      |      |      |      |      |
| TOTAL         |  | 45.8 | 48.5 | 51.4 | 54.6 | 57.8 |

POSITIONS:

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

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

N/A

ANALYSIS: Attach a separate page for analysis

Prepared By: Judy Knight  
 Division: Administrative Services

Phone: 465-2720  
 Date: 2/17/84

Approved by Commissioner: Jim Robinson  
 Agency: Labor

Date: 2/24/84

LEG:A:36  
 Distribution (by Agency preparing fiscal note):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

12/1/83

FISCAL NOTE

THE LEGISLATURE OF THE STATE OF ALASKA

THIRTEENTH LEGISLATURE

BILL/RESOLUTION NO: SB 448

TITLE: "An Act relating to the state's personnel rules..."

AGENCY AFFECTED: Department of Labor

Page 2

This legislation would create an additional workload for the department's Personnel Section which would severely impact the ability to meet payroll deadlines and maintain the quality control which keeps the error rate of personnel transactions to a minimum. Any letdown in promptness or accuracy would affect the credibility of the Personnel Section in relationship to the programs of the entire department. Our goal is to provide prompt, accurate service to all our people; this additional workload would impact this office to such an extent that quality would suffer at the cost of the people served.

The Department of Labor Personnel Section has responsibility for processing and examining applications for 11 job classes unique to the department representing 265 positions. More than 900 applications were processed during the open recruitment period in 1983. If the job classes were open to continuous recruitment, it is assumed that the number of applications would at least double.

With the addition of one additional Personnel Assistant I, the Personnel Section would be able to handle increased workload and maintain present level of quality on transactions affected by this change in legislation. This position would be located in the Juneau Personnel office.

In preparing this note, it is assumed the additional person would be hired July 1, 1984. A six percent inflation rate is assumed for fiscal years 1986-1989. One-time costs of \$1,600 would include a desk, chair, and file cabinets for the new position.

|                     |   |                       |                     |            |   |                    |                         |      |         |         |
|---------------------|---|-----------------------|---------------------|------------|---|--------------------|-------------------------|------|---------|---------|
| 1.                  | POSITION TITLE<br>Personnel Assistant I |                       |                     |            | RANGE/STEP<br>12 B  | BARG. UNIT<br>K    | FORM 12 PAGE/LINE       | GOV. | APPROV. | DISAPP. |
| 2.                  | TYPE OF POSITION<br>PFT                 | STAFF MONTHS<br>12    | RP NUMBER<br>SB 448 | PCN NUMBER | BRU PRIORITY  | LOCATION<br>Juneau | ELECTION DISTRICT<br>99 | LEG. |         |         |
| 3.                  | CONTINUATION LEVEL                      |                       | ADDITION            |            | JUSTIFICATION   |                    |                         |      |         |         |
| 4.                  | TYPE OF EXPENDITURE                     |                       |                     | AMOUNT     | <p>The increase in job applications for positions in this agency created by SB 448 would be processed by this new Personnel Assistant I. Specifically, this person would accept or reject applications for the eleven decentralized job classes, examine and score those applications which are accepted or provide notice to applicants of reason for rejection; notify accepted applicants of score; enter relevant information into the data base system; monitor the system to assure accuracy; maintain periodic backup disks to insure against loss of data; produce letters of rejection, notices of eligibility expiration, etc; maintain EEO statistical information obtained from applications and provide this information to the Division of EEO; and respond to appeals from applicants for signature of the personnel officer.</p> <p>Contractual costs for this position include rent expense, printing costs, and other normal expenses. Equipment costs for a chair, desk, and additional files would be one-time costs.</p> |                    |                         |      |         |         |
|                     | 1                                       |                       | 2                   | 3          |   |                    |                         |      |         |         |
|                     | PERSONAL SERVICES*                      |                       |                     |            |   |                    |                         |      |         |         |
| 5.                  | Salary                                  |                       | 24,516              |            |   |                    |                         |      |         |         |
| 6.                  | Benefits                                |                       | 4,094               |            |   |                    |                         |      |         |         |
| 7.                  | Supplemental Benefits                   |                       | 1,503               |            |   |                    |                         |      |         |         |
| 8.                  | Fixed Benefits                          |                       | 2,724               |            |   |                    |                         |      |         |         |
| 9.                  | TOTAL PERSONAL SERVICES                 | 01                    |                     | 32,837     |   |                    |                         |      |         |         |
| 10.                 | Travel                                  | 02                    |                     | 0          |   |                    |                         |      |         |         |
| 11.                 | Contractual                             | 03                    |                     | 10,900     |   |                    |                         |      |         |         |
| 12.                 | Commodities                             | 04                    |                     | 500        |   |                    |                         |      |         |         |
| 13.                 | Equipment                               | 05                    |                     | 1,600      |   |                    |                         |      |         |         |
| 14.                 | Other                                   |                       |                     | 0          |   |                    |                         |      |         |         |
| 15.                 | TOTAL COST                              |                       |                     | 45,837     |   |                    |                         |      |         |         |
|                     | RECEIPT CODE                            | FUNDING SOURCE        |                     |            |   |                    |                         |      |         |         |
| 16.                 |   | Federal Receipts 1002 |                     |            |   |                    |                         |      |         |         |
| 17.                 |   | G.F. Match 1003       |                     |            |   |                    |                         |      |         |         |
| 18.                 | 100                                     | General Funds 1004    |                     | 45,837     |   |                    |                         |      |         |         |
| 19.                 |   | I-A Receipts 1005     |                     |            |   |                    |                         |      |         |         |
| 20.                 |   | Program Receipts 102B |                     |            |   |                    |                         |      |         |         |
| 21.                 |   | Other                 |                     |            |   |                    |                         |      |         |         |
| FOR B&M USE ONLY    |   |                       |                     |            |   |                    |                         |      |         |         |
| 4A KEY NUMBER _____ |   |                       |                     |            |   |                    |                         |      |         |         |

**13** REQUEST FOR  
NEW POSITION

AGENCY Labor  
PROGRAM Social Services  
B&U Administrative Services  
Management Services  
COMPONENT \_\_\_\_\_

**FY 84**

Page 1 of 1  
Revised Date \_\_\_\_\_

COMMITTEE REPORT

SENATE

FURTHER: FINANCE

3/10/84

Date

3/29/84

Mr. President

The Committee on STATE AFFAIRS considered SB 448

state personnel rules for open competitive examinations; efd.

and (a majority of the committee) (the committee) reports it back with the following recommendations:

[ ] do pass

[ ] do pass with attached amendment(s)

[X] replace with/or adopt CS for

SB 448 (SA)

[ ] new title

[X] same title and recommends

my do pass

[ ] and attached a "LETTER OF INTENT"

[X] NEW FISCAL NOTE

[ ] reports it back without recommendation

F.Y. Nets

[ ] recommends referral to

Committee

MEMBERS SIGNING

DO PASS

1 Kelly

1 Celine Stuczinski

1 Dick Kelly

MEMBERS HAVING

OTHER RECOMMENDATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman

V. Tisch

Chairman recommendation

do pass

Offered: 4/2/84  
Referred: Finance

Original sponsors: Ray, Sturgulewski  
Falks and Kelly

1 IN THE SENATE BY THE STATE AFFAIRS COMMITTEE  
2 CS FOR SENATE BILL NO. 448 (State Affairs)  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 THIRTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the state personnel rules for  
7 open competitive examinations; and providing for an  
8 effective date."

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

10 \* Section 1. AS 39.25.150 is amended to read:

11 Sec. 39.25.150. SCOPE OF THE RULES. The personnel rules shall  
12 provide for

13 (1) the preparation, maintenance, and revision by the  
14 director of personnel, subject to approval of the commissioner of  
15 administration and the personnel board, of a position classification  
16 plan for all positions in the classified and partially exempt ser-  
17 vices; the position classification plan shall include

18 (A) a grouping together of all positions into classes  
19 on the basis of duties and responsibilities;

20 (B) an appropriate title, a description of the duties  
21 and responsibilities, training and experience qualifications, and  
22 other necessary specifications for each class of positions;

23 (2) the preparation, maintenance, revision and administra-  
24 tion by the director of personnel of a pay plan for all positions in  
25 the classified and partially exempt services; the pay plan

26 (A) shall be based upon the position classification  
27 plan;

28 (B) shall provide for fair and reasonable compensation  
29 for services rendered, and reflect the principle of like pay for

1           like work;

2                   (C) may be amended, approved, or disapproved by the  
3           legislature in regular or special session; after the pay plan is  
4           in effect, a salary or wage payment may not be made to a state  
5           employee covered by the plan unless the payment is in accordance  
6           with this chapter and the rules adopted under this chapter or  
7           unless the payment is in accordance with a valid agreement en-  
8           tered into in accordance with AS 23.40;

9                   (3) the use of employee selection methods, including open  
10          competitive examinations, when appropriate, that will fairly test the  
11          capacity and fitness of the person examined to discharge the duties of  
12          the class in which employment is sought; each job class in the classi-  
13          fied service except those classes that contain only one position shall  
14          be open for examination to any applicant at least once each year;

15                   (4) the establishment and maintenance of eligible lists for  
16          appointment and promotion providing the names of eligible candidates  
17          in order of their relative performance in the examinations;

18                   (5) the procedure for certifying eligible candidates; the  
19          rule adopted under this paragraph may include procedures providing a  
20          preference for certifying local residents when appropriate;

21                   (6) promotions from within the state service when there are  
22          qualified candidates in the state service; vacancies shall be filled  
23          by promotion whenever practicable and in the best interest of the  
24          state service and promotion shall be by competitive examination when-  
25          ever possible; in considering promotions, the applicants' qualifica-  
26          tions, performance record, seniority, and conduct shall be evaluated;

27                   (7) a period of probation not to exceed one year before an  
28          appointment to a position becomes permanent, except that a permanent  
29          employee receiving a promotional appointment retains permanent status

1 in the service and job class from which appointed for the duration of  
2 the probationary period and may be demoted to a former class without  
3 right of appeal, notwithstanding AS 39.25.170, but if the employee is  
4 dismissed from the service the appeal rights under AS 39.25.170 apply;

5 (8) nonpermanent and emergency appointments to positions in  
6 the state service in accordance with AS 39.25.195 - 39.25.200;

7 (9) provisional appointment without competitive examination  
8 when appropriate eligible lists are not available;

9 (10) transfers from one department to another and from  
10 another merit system jurisdiction to the state service;

11 (11) transfers from one area of the state to another;

12 (12) the reinstatement of a person who resigns in good  
13 standing;

14 (13) layoffs for reason of lack of money or work, abolition  
15 of positions, or material changes in duties or organization; both  
16 performance and seniority records shall be considered in the develop-  
17 ment of layoff orders;

18 (14) the development, maintenance, and use of employee  
19 performance records;

20 (15) the establishment of disciplinary measures which may  
21 include disciplinary suspension without pay;

22 (16) the procedures for review of disputed personnel  
23 actions, for resolving employee and interagency grievances, and for  
24 resolving grievances of the general public concerning the operation of  
25 the state personnel system;

26 (17) hours of work for all employees in the state service;

27 (18) methods and procedures covering overtime work and pay;

28 (19) the granting of employment preference rights to a  
29 veteran not within the area of promotion, when the veteran possesses

1 the necessary qualifications in the job classification applied for  
2 under this chapter; in an examination to determine the qualification  
3 of applicants for entrance into the classified service under merit  
4 system examination, five additional points shall be added to the  
5 passing grade of a veteran and ten additional points shall be added to  
6 the passing grade of a disabled veteran, but the additional points may  
7 be used only the first time the veteran obtains a position in the  
8 classified service; if a position in the classified service is elimi-  
9 nated, employees shall be released in accordance with rules which give  
10 due effect to all factors; if all job qualifications are equal, the  
11 veteran shall be given preference over the nonveteran and the veteran  
12 shall be kept on the job; this paragraph may not be interpreted to  
13 amend the terms of a collective bargaining agreement; in this para-  
14 graph

15 (A) "veteran" means a person with 181 days or more  
16 active service in the armed forces of the United States who has  
17 been honorably discharged after having served during any period  
18 between April 6, 1917, and December 1, 1919, between Septem-  
19 ber 16, 1940, and December 31, 1947, or between June 27, 1950,  
20 and November 7, 1975;

21 (B) "disabled veteran" means a veteran who is entitled  
22 to compensation under laws administered by the United States  
23 Veterans' Administration, or a person who was honorably dis-  
24 charged or released from active duty because of a service- con-  
25 nected disability;

26 (20) the employment of persons in permanent positions on a  
27 part-time basis of 15 hours or more a week, including the employment  
28 of two persons to fill one permanent full-time position; these em-  
29 ployees shall be designated as permanent part-time employees;

1           (21) the granting of employment preference to severely  
2 handicapped persons; this includes the right to provisional appoint-  
3 ment without competitive examination for periods up to four months and  
4 the granting of eligibility to a severely handicapped person provi-  
5 sionally appointed under the rules who demonstrates ability to perform  
6 the job for permanent appointment without competitive examination;  
7 provisional employment under this paragraph may not exceed four months  
8 during a 12-month period; "severely handicapped" as used in this  
9 paragraph means persons certified by the director of the division of  
10 vocational rehabilitation to be severely handicapped;

11           (22) the establishment of programs facilitating the employ-  
12 ment of disadvantaged persons;

13           (23) the delegation, when feasible, of personnel responsi-  
14 bilities and duties to the principal departments of the executive  
15 branch;

16           (24) the establishment of a transition period of up to 12  
17 months for an employee to be reappointed to a classified position if  
18 the employee's position is withdrawn from the partially exempt or  
19 exempt service and placed in the classified service;

20           (25) other rules and administrative regulations, not incor-  
21 sistent with this chapter, which are necessary for its enforcement.

22 \* Sec. 2. This Act takes effect immediately in accordance with AS 01.-  
23 10.070(c).

Position Paper  
CSSB 448 (SA)

CSSB 448 (SA) would amend the Personnel Act by requiring the Personnel Rules to provide for a period of open examination each year for all job classes with more than one position in the classified service.

The Department of Administration supports this bill.

This bill will establish in statute a specific minimum recruiting practice. It will allow some flexibility in exceeding the minimum, but will prevent any lesser practice. For example, the bill will require an annual open period of recruitment. The normal practice under the Personnel Rules, therefore, requires a thirty-day recruiting period. Flexibility is provided for longer periods - up to continuous opening, but not for a period less than provided by the Personnel Rules.

This bill will provide some stability to the recruiting decisions made over the years based on changes in resources, the number of positions and the number of qualified eligible applicants. The major decisions have been:

Statehood to 1971 - classes open to recruitment to meet needs of current classified vacancies only.

1971 to 1973 - recruitment open to employees with permanent status at all times, open competitive recruitment only to meet needs of current classified vacancies.

1973 to March 15, 1979 - recruitment for classified positions open to all Alaskans at all times.

March 15, 1979 to May 1983 - majority of classes open to all Alaskans at all times, schedule for limited period of open recruitment for some classes (about 100) on an annual basis (excepting classes with only one position).

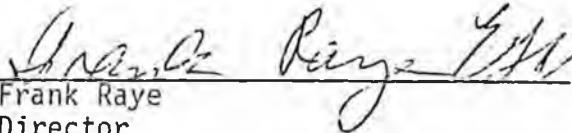
May 1983 to present - recruitment open to employees with permanent status for all job classes at all times, open recruitment for all Alaskans for about half of job classes, other job classes open on an as-needed basis (criteria published at Ombudsman recommendation).

Each of the various practices have been subject to criticism. The practice before 1971 created substantial delays in filling positions. "Everything open all the time", practiced from 1973 to 1979, was criticized by Legislative Audit in 1977. They recommended recruiting only to meet forecasted turnover. In 1979, the Legislature's Select Blue Ribbon Commission on the Personnel Act noted problems with both open and closed recruitment practices.

We state the above to point out that the practice to be required by CSSB 448 (SA) is likely to also be subject to criticism. However, it does provide a reasonable and rational long term approach to recruiting.

It is vital to the successful implementation of CSSB 448 (SA) that the Fiscal Note be appropriated. The practice required by the bill will generate an increased volume of application to be processed and a well coordinated recruitment schedule and bulletin publication effort. Without the resources identified in the Fiscal Note substantial backlogs and delays in processing will develop.

During preparation of the Position Paper, we have reviewed the April 4 letter from Senator Ray to Senator Sackett on this bill. We concur with the recommended changes.

  
 Frank Raye  
 Director  
 Division of Personnel  
 Department of Administration

5/8/84  
 Date

  
 Commissioner Lisa Rudd  
 Department of Administration

5-11-84  
 Date