

ALASKA LEGISLATURE SPECIAL COMMITTEE/SUBJECT FILES 8672

2697 SCOMM 122: COMMISSION ON PRIVATIZATION... , 1999

VII.

Specialized expertise needed for mission:

EMPLOYMENT SECURITY SPECIALIST

Employment Security Specialists perform a wide variety of functional assignments necessary to the delivery of Employment Service/Unemployment Insurance (ES/UI) programs including employability, placement and related services to applicants and employers and unemployment insurance benefits payments. This series covers field operations staff providing ES/UI services in a local office or employment center.

REQUIRED EXPERIENCE

Four years of experience where effective dealing with people was an essential part of the duties. Successful experience in occupational areas such as the following (non-inclusive) would satisfy the minimum requirement: employment agencies, labor or industrial relations, personnel or industrial management, teaching, insurance, social services, etc.

Substitution: College education from an accredited college including practical experience courses in interpersonal relationships may substitute for up to two years of the required experience on a year-for-year basis. Such courses must be fully explained at the time of application to show job relatedness and be supported by transcripts.

SPECIAL SKILLS & ABILITIES

Knowledge of principles and techniques of interviewing; principles and concepts upon which employment security programs are based; problems of culturally and economically disadvantaged individuals, groups and communities; nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes; general economic conditions and trends affecting labor supply and demand.

Ability to meet and deal effectively with the public; gather and analyze data and reason logically and accurately, comprehend written material and interpret and apply rules and instructions; speak and write effectively; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; gain confidence of persons and groups requiring services; interpret and apply provisions of the Alaska Unemployment Insurance code, and rules and regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to the Department's programs; make sound decisions; record accurately the facts supporting decisions; interpret and apply the provisions of State and Federal labor and veteran laws; ask questions to elicit required information; convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.

Subcommittee Report

I State of Alaska, Department of Labor and Workforce Development

II Employment Security Division, Employment Services

III Total budget, all funds

All dollars in thousands

TOTAL BUDGET	FY 1999 Authorized	FY 2000 Governor
Expenditure Totals	9,906.6	11,009.2
Funding Source		
1002 Federal Receipts	9,390.7	9,570.8
1007 Inter-Agency Receipts	241.8	591.8
1049 Training and Building Fund	0.0	572.5
1108 Statutory Designated Program	274.1	274.1
Funding Totals	9,906.6	11,009.2

IV. Total revenue derived

	FY 1999 Authorized	FY 1999 Cash Estimate	FY 2000 Governor
Total Estimated Revenues	9,906.6	10,479.1	11,009.2

V. Constitutional and statutory provisions governing agency operation:

- Wagner-Peyser Act
- 20 CFR Chapter V
- AS 23.20
- 8 AAC 85
- 5 U.S.C. Sec. 8501-8525
- Trade Act of 1974

VI. Agency mission, goals and objectives:

The mission of Employment Services is to foster and promote the welfare of Alaska wage earners by operating a statewide public labor exchange. Goals include:

- Increase visibility to our customers as Alaska's primary labor exchange
- Collocate and coordinate services and resource with other agencies
- develop revenue-generating strategies by the end of the fiscal year to maintain levels of service as federal funding declines
- Meet or exceed U.S. Veterans Performance Standards

VII. Number of employees working in Employment Services: 148

- Specialized expertise needed for mission: see attached

VIII. Technology used to perform mission:

- Multi-line telephones with queue and voice-mail
- Employment System mainframe - job order control, referral activities, client information, etc.
- Local Area Networks
- Wide Area Networks
- Personal Computers
- NCD Thin Client Boxes
- Word processing, spreadsheet, database, and other software
- Internet navigation
- Interactive web page creation
- Scripting languages such as JavaScript
- Programming languages such as Natural

IX. Existing agency contracts: none

EMPLOYMENT SERVICE MANAGER

Positions allocated to this series are distinguished from the Employment Specialist III, in that the latter directs some of the program activities for which the manager is responsible, but does not have full managerial/administrative responsibility or accountability for all of the functions under the jurisdiction of the manager. A position's level in this series is determined by the complexity of the management responsibilities. Management complexity is influenced by the number of permanent staff in an office, the presence and level of subordinate supervisors, the number of programs supported, and the number of employers and diversity of occupations available in the area; all of which are related to the geographic size, and population and employer base of the area served. Positions responsible for the activities of a service delivery area plan, organize, and direct the activities of a Class III or Class IV office and oversee a minimum of two additional employment service offices.

REQUIRED EXPERIENCE

Two years of work experience in either of the following areas, or a combination thereof: Experience at the full proficiency level (technician/specialist/counselor) providing services to the public under any government, nonprofit, or private sector social services programs, or an employment service agency; OR managerial or administrative work which included planning staff activities, supervising and evaluating subordinate staff, monitoring budgets and expenditures, and analyzing and reporting on the effectiveness and efficiency of activities.

Substitution: A baccalaureate degree with a major in public administration, business administration, human resource management, sociology, psychology or a closely related field may be substituted for one year of the required work experience.

One year of full proficiency level work experience in employment service, providing labor exchange (employment) services, vocational assessment and counseling services; or performing employment service related technical support work as an employment security analyst, or similar functions.

SPECIALIZED SKILLS & ABILITIES

- Thorough knowledge of the techniques of interviewing and of obtaining information.
- Working knowledge of the economic, social, political and business conditions of the state.
- Working knowledge of federal, state and local relationships as they impact on the work.
- Working knowledge of the operational and technical problems involved in the administration of employment security programs.
- Working knowledge of employee policies, procedures, rights, benefits and obligations. Some knowledge of public relations techniques.
- Some knowledge of the problems of culturally and economically disadvantaged individuals, groups and communities.
- Ability to read, interpret and apply state statutes, federal laws, regulations, policies and procedures related to employment security programs.
- Ability to gather, analyze and evaluate data, facts or information and draw logical conclusions and take effective action.
- Ability to settle issues, handle unusual circumstances, and make responsive, mature decisions.
- Ability to accurately record facts to support decisions and actions.
- Ability to organize, evaluate and present information effectively, both orally and in writing.
- Ability to develop and maintain an effective public relations program.
- Ability to establish and maintain effective working relationships with government and private industry officials, and a wide variety of professional civic and nonprofit groups.
- Ability to counsel individuals with social and economic problems.
- Ability to operate data terminals.
- Ability to coordinate programs with other state and local programs and agencies.

Additionally, positions in this series must possess the knowledge and/or abilities in one of the two following groups:

Group 1 -

- Considerable knowledge of the principles and techniques of administrative management including organization, planning, staffing, training and reporting.
- Ability to develop standards, procedures and methods for programs and office operations.
- Ability to plan, schedule and direct the work of an office.

Group 2 -

- Considerable knowledge of the state and federal laws related to the work.
- Considerable knowledge of the organization, subject matter, procedures, instructions and guidelines related to employment security programs.
- Considerable knowledge of the application of data processing and terminology as it applies to employment security programs and operations.

EMPLOYMENT SECURITY ANALYST

Employment Security Analysts perform, under general direction, the most complex assignments requiring a high degree of independence, judgment and a specific expertise or ability to organize and perform with no specific guidelines or procedures available. May deal with special assignments that require total development of methodology and location, organization and research of material or sources of information. Positions at this level may supervise lower level professionals. Analyzes, interprets and edits Federal and/or State directives which impact Employment Security Division operations; researches existing guidelines, manuals and policies, makes appropriate changes to ensure program conformity with Federal and State directives; manualizes program material; designs and/or modifies forms for local office use and may arrange for printing, forms control. Provides technical guidance and assistance to local office personnel as related to assigned program areas.

REQUIRED EXPERIENCE

Analyst I: One year of experience as an Employment Security Specialist IB or Unemployment Security Specialist IB with the State of Alaska; or one year of full proficiency level experience in other employment/unemployment or social service related programs with the State of Alaska or the equivalent elsewhere.

Analyst II: One year of experience as an Employment Security Analyst I, Employment Security Specialist II or Unemployment Insurance Specialist II with the State of Alaska; OR two years of full proficiency level experience in other employment or unemployment related programs with the State of Alaska or the equivalent elsewhere.

Analyst III: One year of experience as an Employment Security Analyst II with the State of Alaska; OR three years professional level experience in other employment or unemployment related programs with the State of Alaska or the equivalent elsewhere.

Experience in leading or directing the work of others is desirable.

SPECIAL SKILLS & ABILITIES

Familiarity with provisions of unemployment insurance laws, rules, regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to employability, placement, manpower training and unemployment insurance programs.

Knowledge of nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes, general economic conditions and trends, employment practices and manpower requirements and factors affecting labor supply and demand; interviewing techniques.

Ability to gather, analyze, and research data and reason logically and accurately; interpret and apply provisions of the Alaska Unemployment Insurance Code and rules and regulations, policies and procedures of the Employment Security Division and State and Federal legislation relating to the Department's programs; make sound decisions; comprehend written material, interpret and reorganize and/or rewrite material; analyze situations accurately and recommend effective action; interpret and apply the provisions of the State and Federal labor and veterans' laws; speak and write effectively; maintain cooperative relationships with those contacted in the work.

Ability to conduct and evaluate inservice training programs; develop standards, methods, policies and procedures for programs and operations; analyze situations accurately and take effective action; plan, organize and direct the work of others and coordinate technical aspects of multi-discipline programs.

Subcommittee Report

- I. State of Alaska, Department of Labor and Workforce Development
- II. Employment Security Division, State Training and Employment Program
- III. Total budget, all funds

All dollars in thousands

TOTAL BUDGET	FY 1999 Authorized	FY 2000 Governor
Expenditure Totals	4,046.1	4,046.1
Funding Source		
1054 State Employment & Training Program	4,046.1	4,046.1
Funding Totals	4,046.1	4,046.1

IV. Total revenue derived

	FY 1999 Authorized	FY 1999 Cash Estimate	FY 2000 Governor
Total Estimated Revenues	4,046.1	4,046.1	4,046.1

V. Constitutional and statutory provisions governing agency operation:

- CH85, SLA 98
- CH 116, SLA 96
- CH 17, SLA 93
- CH 17, SLA 91
- CH 95, SLA 89
- AS 23.20.185 - 275
- 8 AAC 87.010

VI. Agency mission, goals and objectives:

The mission of the State Employment Training and Employment Program is to turn actual or potential Unemployment Insurance (UI) claimants in UI Trust Fund contributors through training investments in the Alaskan workforce.

The goal of the program is to reduce current and future claims against unemployment benefits through the upgrading of worker's skills.

VII. Number of employees working in the STEP component: 1 Grants Administrator

- Specialized expertise needed for mission: see attached

VIII. Technology used to perform mission:

- Multi-line telephones with voice-mail
- Personal Computers
- Word processing, spreadsheet, database, and other software
- Internet

IX. Existing agency contracts: none

EMPLOYMENT COUNSELOR

An incumbent in this class performs professional level vocational assessment and counseling services at an employment service office for all difficulty levels of employment-related problems. Duties assigned require the exercise of extensive independent judgment in the choice and delivery of services to employment service clientele.

Positions may be required to exercise program supervision and provide selected training for Employment Counselor I positions and/or act as the lead counselor in an employment service office or a designated regional area.

REQUIRED EXPERIENCE	SPECIAL SKILLS & ABILITIES
Master of Arts/Science degree from an accredited college or university in the behavioral or social sciences including or supplemented by 18 semester or 27 graduate hours in at least three of the following course groups: A. Vocational guidance principles and techniques including a supervised practicum or equivalent; B. Career and personality development theory; C. Individual and group assessment and analysis; D. Occupational information and exploration systems; E. Other courses contributing directly to vocational counselor preparation. Substitution: One year of experience as an Employment Counselor I with the State of Alaska including successful completion of the Employment Counselor Competency Based training program or the equivalent elsewhere will substitute for the required Master's degree.	• Considerable knowledge of relationship skills, community relations, individual and group assessment, accountability and productivity, career development as demonstrated by completion of Employment Counseling Competency Based Modules. • Considerable knowledge of basic employment service programs, policies, and procedures. • Considerable knowledge of basic principles and techniques of individual and group vocational guidance and counseling. • Considerable knowledge of psychological testing and analysis and the application of the individual results to employment-related problems. • Considerable knowledge of occupational structure and labor market information systems. • Considerable knowledge of career development behavior and the special needs of individuals with occupational choice, career changes, or work adjustments or related employment problems. • Considerable knowledge of community service resource organizations. • Working knowledge of current development and technical literature in vocational guidance and counseling. • Working knowledge of personal computer operations, procedures, and techniques as applied to vocational counseling. • Ability to develop a therapeutic relationship with clients having employment-related problems. • Ability to develop and conduct individual and group client employment-related workshops. • Ability to recognize, analyze, and understand the significance of measurable difference among psychological test data and how it applies to client to employment situations. • Ability to interview clients to obtain personal or confidential information related to employment problems and develop and implement a course of corrective action. • Ability to maintain composure and control during stressful situations. • Ability to analyze complex issues and situations and propose viable solutions and courses of action. • Ability to write informational materials such as new releases, announcements, and brochures for promotion of local employment counseling program or special project use.

Subcommittee Report

I. State of Alaska, Department of Labor and Workforce Development

II. Employment Security Division, Alaska Work Programs/Work Services

Note: In FY2000, the Alaska Work Programs (AWP) component was renamed the Work Services (WS) component.

III. Total budget, all funds:

All dollars in thousands

TOTAL BUDGET	FY 1999 Authorized	FY 2000 Governor
Expenditure Totals	1,873.4	1,720.1
Funding Sources:		
1003 General Fund Match	130.9	130.9
1007 Inter-Agency Receipts	1,742.5	1,589.2
Funding Totals	1,873.4	1,720.1

III. Total revenue derived

	FY 1999 Authorized	FY 1999 Cash Estimate	FY 2000 Governor
Restricted Revenues	1,742.5	1,742.5	1,589.2

V. Constitutional and statutory provisions governing agency operation:

- AS 47.25.421-429
- Title IV-F of the Social Security Act
- 7 U.S.C. 2011-2031
- 7 CFR 273.7

VI. Agency mission, goals and objectives

Mission: To provide specialized services for Alaska Temporary Assistance Program (ATAP) and food stamp recipients to help them get full-time paid employment, end their dependency on public assistance benefits, become contributing members of their community, and end the generational cycle of families on welfare.

Goals & Strategies: Provide intensive employment services to public assistance clients in a combined effort with the Division of Public Assistance to move clients off of public assistance and into the workforce:

- Increase the number of ATAP clients who obtain paid employment.
- Increase the number of ATAP clients who retain paid employment.
- Increase the numbers of clients who leave ATAP due to increased earnings.
- Increase the number of employers listing job openings for Work Services.

VII. Number of employees working in Work Services: 26

- Specialized expertise needed for mission: see attached

VIII. Technology used to perform mission:

- Multi-line telephones with queue and voice-mail
- Employment System mainframe computer system - job order control, referral activities, client information, etc.
- Local Area Networks
- Wide Area Networks
- Personal Computers
- NCD Thin Client Boxes
- Word processing, spreadsheet, database, and other software
- Internet navigation

IX. Existing agency contracts: none

GRANTS ADMINISTRATOR	
This is the full working level in the series. Incumbents perform grant administration functions with a minimum of direction. They serve as subject matter experts, recommending changes to grant administration policies and procedures, and may act as a working leader over lower level grant administrators.	
REQUIRED EXPERIENCE	SPECIAL SKILLS & ABILITIES
A bachelor's degree from an accredited college; AND One year of entry level experience administering grants. With the State of Alaska this experience is equivalent to Grant Administrator I. Substitution: Four years of work experience including one year of clerical experience at the level of Administrative Clerk III or Accounting Clerk II will substitute for the required college education. The required experience may be substituted with two years of technical or paraprofessional level experience in accounting, auditing or administrative functions some of which included dealing with grants. This experience is equivalent to Accounting Technician I or Administrative Assistant with the State of Alaska.	Considerable knowledge of state and federal rules, regulations, policies, procedures and reporting requirements for grants and grant recipients. Considerable knowledge of operational and technical problems involved in administering a specialized statewide or department-wide grant-in-aid program. Working knowledge of the fundamentals of budgeting and accounting as applied to public administration. Working knowledge of generally accepted accounting theories, principles, methods, practices and terminology. Some knowledge of the organization and administration of agencies. Ability to communicate effectively with others, both verbally and in writing. Ability to read, comprehends and interpret state and federal laws, rules, and regulations. Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others. Ability to communicate with individuals in a variety of cultures and environments. Ability to maintain favorable working relationships with a wide variety of professional and voluntary groups. Ability to negotiate contract agreements. Ability to analyze data and operations in terms of management controls, systems and procedures, to assess them critically, and to make recommendations for changes. Ability to use reference materials, manuals, and guides related to the work. Ability to identify discrepancies or inaccuracies in data and make corrections.

EMPLOYMENT COUNSELOR

An incumbent in this class performs professional level vocational assessment and counseling services at an employment service office for all difficulty levels of employment-related problems. Duties assigned require the exercise of extensive independent judgment in the choice and delivery of services to employment service clientele.

Positions may be required to exercise program supervision and provide selected training for Employment Counselor I positions and/or act as the lead counselor in an employment service office or a designated regional area.

REQUIRED EXPERIENCE

Master of Arts/Science degree from an accredited college or university in the behavioral or social sciences including or supplemented by 18 semester or 27 graduate hours in at least three of the following course groups:
 A. Vocational guidance principles and techniques including a supervised practicum or equivalent;
 B. Career and personality development theory;
 C. Individual and group assessment and analysis;
 D. Occupational information and exploration systems;
 E. Other courses contributing directly to vocational counselor preparation.

Substitution: One year of experience as an Employment Counselor I with the State of Alaska including successful completion of the Employment Counselor Competency Based training program or the equivalent elsewhere will substitute for the required Master's degree.

SPECIAL SKILLS & ABILITIES

- Considerable knowledge of relationship skills, community relations, individual and group assessment, accountability and productivity, career development as demonstrated by completion of Employment Counseling Competency Based Modules.
- Considerable knowledge of basic employment service programs, policies, and procedures.
- Considerable knowledge of basic principles and techniques of individual and group vocational guidance and counseling.
- Considerable knowledge of psychological testing and analysis and the application of the individual results to employment-related problems.
- Considerable knowledge of occupational structure and labor market information systems.
- Considerable knowledge of career development behavior and the special needs of individuals with occupational choice, career changes, or work adjustments or related employment problems.
- Considerable knowledge of community service resource organizations.
- Working knowledge of current development and technical literature in vocational guidance and counseling.
- Working knowledge of personal computer operations, procedures, and techniques as applied to vocational counseling.
- Ability to develop a therapeutic relationship with clients having employment-related problems.
- Ability to develop and conduct individual and group client employment-related workshops.
- Ability to recognize, analyze, and understand the significance of measurable difference among psychological test data and how it applies to client to employment situations.
- Ability to interview clients to obtain personal or confidential information related to employment problems and develop and implement a course of corrective action.
- Ability to maintain composure and control during stressful situations.
- Ability to analyze complex issues and situations and propose viable solutions and courses of action.
- Ability to write informational materials such as new releases, announcements, and brochures for promotion of local employment counseling program or special project use.

VII. Specialized expertise needed for mission:

EMPLOYMENT SECURITY SPECIALIST

Employment Security Specialists perform a wide variety of functional assignments necessary to the delivery of Employment Service/Unemployment Insurance (ES/UI) programs including employability, placement and related services to applicants and employers and unemployment insurance benefits payments. This series covers field operations staff providing ES/UI services in a local office or employment center.

REQUIRED EXPERIENCE

Four years of experience where effective dealing with people was an essential part of the duties. Successful experience in occupational areas such as the following (non-inclusive) would satisfy the minimum requirement: employment agencies, labor or industrial relations, personnel or industrial management, teaching, insurance, social services, etc.

Substitution: College education from an accredited college including practical experience courses in interpersonal relationships may substitute for up to two years of the required experience on a year-for-year basis. Such courses must be fully explained at the time of application to show job relatedness and be supported by transcripts.

SPECIAL SKILLS & ABILITIES

Knowledge of principles and techniques of interviewing; principles and concepts upon which employment security programs are based; problems of culturally and economically disadvantaged individuals, groups and communities; nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes; general economic conditions and trends affecting labor supply and demand.

Ability to meet and deal effectively with the public; gather and analyze data and reason logically and accurately, comprehend written material and interpret and apply rules and instructions; speak and write effectively; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; gain confidence of persons and groups requiring services; interpret and apply provisions of the Alaska Unemployment Insurance code, and rules and regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to the Department's programs; make sound decisions; record accurately the facts supporting decisions; interpret and apply the provisions of State and Federal labor and veteran laws; ask questions to elicit required information; convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.

EMPLOYMENT SERVICE MANAGER

Positions allocated to this series are distinguished from the Employment Specialist III, in that the latter directs some of the program activities for which the manager is responsible, but does not have full managerial/administrative responsibility or accountability for all of the functions under the jurisdiction of the manager. A position's level in this series is determined by the complexity of the management responsibilities. Management complexity is influenced by the number of permanent staff in an office, the presence and level of subordinate supervisors, the number of programs supported, and the number of employers and diversity of occupations available in the area; all of which are related to the geographic size, and population and employer base of the area served. Positions responsible for the activities of a service delivery area plan, organize, and direct the activities of a Class III or Class IV office and oversee a minimum of two additional employment service offices.

REQUIRED EXPERIENCE	SPECIALIZED SKILLS & ABILITIES
Two years of work experience in either of the following areas, or a combination thereof: Experience at the full proficiency level (technician/specialist/counselor) providing services to the public under any government, nonprofit, or private sector social services programs, or an employment service agency; OR managerial or administrative work which included planning staff activities, supervising and evaluating subordinate staff, monitoring budgets and expenditures, and analyzing and reporting on the effectiveness and efficiency of activities. Substitution: A baccalaureate degree with a major in public administration, business administration, human resource management, sociology, psychology or a closely related field may be substituted for one year of the required work experience. One year of full proficiency level work experience in employment service, providing labor exchange (employment) services, vocational assessment and counseling services; or performing employment service related technical support work as an employment security analyst, or similar functions.	• Thorough knowledge of the techniques of interviewing and of obtaining information. • Working knowledge of the economic, social, political and business conditions of the state. • Working knowledge of federal, state and local relationships as they impact on the work. • Working knowledge of the operational and technical problems involved in the administration of employment security programs. • Working knowledge of employee policies, procedures, rights, benefits and obligations. Some knowledge of public relations techniques. • Some knowledge of the problems of culturally and economically disadvantaged individuals, groups and communities. • Ability to read, interpret and apply state statutes, federal laws, regulations, policies and procedures related to employment security programs. • Ability to gather, analyze and evaluate data, facts or information and draw logical conclusions and take effective action. • Ability to settle issues, handle unusual circumstances, and make responsive, mature decisions. • Ability to accurately record facts to support decisions and actions. • Ability to organize, evaluate and present information effectively, both orally and in writing. • Ability to develop and maintain an effective public relations program. • Ability to establish and maintain effective working relationships with government and private industry officials, and a wide variety of professional civic and nonprofit groups. • Ability to counsel individuals with social and economic problems. • Ability to operate data terminals. • Ability to coordinate programs with other state and local programs and agencies. Additionally, positions in this series must possess the knowledge and/or abilities in one of the two following groups: Group 1 - • Considerable knowledge of the principles and techniques of administrative management including organization, planning, staffing, training and reporting. • Ability to develop standards, procedures and methods for programs and office operations. • Ability to plan, schedule and direct the work of an office. Group 2 - • Considerable knowledge of the state and federal laws related to the work. • Considerable knowledge of the organization, subject matter, procedures, instructions and guidelines related to employment security programs. • Considerable knowledge of the application of data processing and terminology as it applies to employment security programs and operations.

EMPLOYMENT SECURITY ANALYST

Employment Security Analysts perform, under general direction, the most complex assignments requiring a high degree of independence, judgment and a specific expertise or ability to organize and perform with no specific guidelines or procedures available. May deal with special assignments that require total development of methodology and location, organization and research of material or sources of information. Positions at this level may supervise lower level professionals. Analyzes, interprets and edits Federal and/or State directives which impact Employment Security Division operations; researches existing guidelines, manuals and policies, makes appropriate changes to ensure program conformity with Federal and State directives; manualizes program material; designs and/or modifies forms for local office use and may arrange for printing, forms control. Provides technical guidance and assistance to local office personnel as related to assigned program areas.

REQUIRED EXPERIENCE

Analyst I: One year of experience as an Employment Security Specialist IB or Unemployment Security Specialist IB with the State of Alaska; or one year of full proficiency level experience in other employment/unemployment or social service related programs with the State of Alaska or the equivalent elsewhere.

Analyst II: One year of experience as an Employment Security Analyst I, Employment Security Specialist II or Unemployment Insurance Specialist II with the State of Alaska; OR two years of full proficiency level experience in other employment or unemployment related programs with the State of Alaska or the equivalent elsewhere.

Analyst III: One year of experience as an Employment Security Analyst II with the State of Alaska; OR three years professional level experience in other employment or unemployment related programs with the State of Alaska or the equivalent elsewhere.

Experience in leading or directing the work of others is desirable.

SPECIAL SKILLS & ABILITIES

Familiarity with provisions of unemployment insurance laws, rules, regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to employability, placement, manpower training and unemployment insurance programs.

Knowledge of nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes, general economic conditions and trends, employment practices and manpower requirements and factors affecting labor supply and demand; interviewing techniques.

Ability to gather, analyze, and research data and reason logically and accurately; interpret and apply provisions of the Alaska Unemployment Insurance Code and rules and regulations, policies and procedures of the Employment Security Division and State and Federal legislation relating to the Department's programs; make sound decisions; comprehend written material, interpret and reorganize and/or rewrite material; analyze situations accurately and recommend effective action; interpret and apply the provisions of the State and Federal labor and veterans' laws; speak and write effectively; maintain cooperative relationships with those contacted in the work.

Ability to conduct and evaluate inservice training programs; develop standards, methods, policies and procedures for programs and operations; analyze situations accurately and take effective action; plan, organize and direct the work of others and coordinate technical aspects of multi-discipline programs.

VIII Technology Used: Electronic Fund Transfer
Local Area Network
Wide Area Network
Mainframe Data Base (DB-2)
Internet
Integrated Voice Response System
Personal Computers
Network Computer Devices
Automated Telephone Call Distribution System
Large Scale Print Technology
High Speed Sorting, Inserting and Mailing System
Various Software: Programming software such as Natual, Cobal,
Cool Gen, VSAM. Multi-function Software such as Word, Excel,
Access, Powerpoint

**IX Agency Contracts - \$119,915 Contract Award to Westmann & Associates for
Y2K IV&V Phases 2-4 for UI.**

Schedule of Employee Requirements follow.

III Total Budget

FY 2000 Governor - \$16,881.1

2011

Internal Revenue Code -	Title 23 Section 3303 - 3305
	Unemployment Tax Act 26 U.S.C 3305(b)
Social Security Act	Title III, Title IX, Title XI, Title XII

Trade Adjustment Act Chapter 2 of Title II of Act, PL 93 - 618
19 U.S.C 2271 - 2322

**Federal State Extended
UI Compensation Act**

Alaska Employment Security Act 23.20, Articles 1 - 9.
Alaska Administrative Code Title 8 Labor

VI. Agency Mission - To alleviate the hardships that result from loss of wages during periods of involuntary unemployment, and to stabilize local economies and workforce during periods of economic downturn.

VII. Number of Employees: 166 full-time and 60 full-time seasonal positions. *See attached Position/Skill Summary

Administrative Clerk II, III

Required Experience	Skills, Knowledge and Ability
High school graduation or the equivalent AND Two years of office clerical experience. At least one year of this experience must be at the journey level, equivalent to Administrative Clerk II with the State of Alaska. Special Requirement: Individual positions in this class may require skill in typing. Recruitment and selection may include this requirement.	Considerable knowledge of the principles and practices of clerical support procedures, including account keeping, requisitioning, stock maintenance, filing, correspondence and reporting. Considerable knowledge of correct business practices, correspondence and typing formats, including English grammar, composition, spelling and punctuation. Working knowledge of the use of computer systems and software in a business environment. Ability to read and comprehend statutes, regulations and procedures, apply them to specific situations and, explain procedures and requirements to the public and others. Ability to organize and plan record keeping and filing systems for the work area. Ability to search for, select, and compile/summarize data and information. Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies or inaccuracies and make corrections. Ability to write memoranda and correspondence related to the work. Ability to establish and maintain cooperative relations with those contacted in the course of the work. Ability to work independently and prioritize workload. Ability to lead, train and evaluate employees. Ability to perform basic arithmetic such as fractions, decimals and percentages. Ability to balance cash and maintain cash balances. Ability to use common business data processing equipment and software.

Position Title/Experience/Skills

Administrative Assistant

Required Experience	Skills, Knowledge and Ability
Graduation from high school or the equivalent. AND Four years of office clerical experience of which one year was at the advanced/supervisory level performing specialized complex clerical work and/or a wide variety of administrative clerical services requiring independence, judgment and initiative in determining office needs, in prioritizing and organizing work, and in determining the appropriate action to be taken. The one year of specific experience is equivalent to Administrative Clerk III or Accounting Clerk II with the State of Alaska. Substitution: Post-secondary education from an accredited college (credit hours completed) or vocational school (total hours completed) may substitute for the experience. Note: This class was not intended to be used when programmatic work and knowledge is paramount to the position; or when the administrative work and knowledge is focused in a specialty area such as accounting, personnel or supply.	Working knowledge of administrative processes, policies and procedures such as personnel, purchasing and inventory, accounts payable/receivable, budget preparation and financial monitoring. Working knowledge of the use of computer information systems and standard business software. Some knowledge of supervision and training principles and techniques. Ability to organize, set priorities and coordinate a variety of administrative functions. Ability to comprehend written material and interpret and apply rules and instructions. Ability to determine the need for revision to procedures and instructions and prepare instruction manuals. Ability to analyze situations accurately and take prompt, effective action. Ability to establish and maintain cooperative relationships with others. Ability to use common office equipment and standard computer software. Ability to communicate effectively, both orally and in writing.

Employment Security Specialist

Required Experience	Skills, Knowledge and Ability
Four years of experience where effective dealing with people was an essential part of the duties. Successful experience in occupational areas such as the following (non-inclusive) would satisfy the minimum requirement: employment agencies, labor or industrial relations, personnel or industrial management, teaching, insurance, social services, etc. Substitution: College education from an accredited college including practical experience courses in interpersonal relationships may substitute for up to two years of the required experience on a year-for-year basis. Such courses must be fully explained at the time of application to show job relatedness and be supported by transcripts. Note: The examination process for this class may include reference checks with previous employers.	Knowledge of principles and techniques of interviewing; principles and concepts upon which employment security programs are based; problems of culturally and economically disadvantaged individuals, groups and communities; nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes; general economic conditions and trends affecting labor supply and demand. Ability to meet and deal effectively with the public; gather and analyze data and reason logically and accurately, comprehend written material and interpret and apply rules and instructions; speak and write effectively' establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; gain confidence of persons and groups requiring services; interpret and apply provisions of the Alaska Unemployment Insurance code, and rules and regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to the Department's programs; make sound decisions; record accurately the facts supporting decisions; interpret and apply the provisions of State and Federal labor and veteran laws; ask questions to elicit required information; perform accurate numerical calculations; convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.

Appeal Referee II, III

Required Experience	Skills, Knowledge and Ability
Seven years of professional experience in the investigation and/or examination of labor related claims or in writing policies for rendering decisions on unemployment insurance claims. Substitution: College education may be substituted for the required experience on a year-to-year basis, not to exceed two years. Graduate study in law may substitute for up to an additional two years of experience.	The Appeal Referees I and II perform first level appeals from disputed unemployment insurance determinations. Level I is the training level and level II is the journeyman level. Each referee is assigned a caseload of approximately 20 cases per week on which to hold a de-novo hearing and issue a legally binding decision. Federal quality and time-lapse requirements dictate the elements to be covered in each hearing and decision, and also the time frame to issue decisions. Each referee is designated as a Tribunal with the power to take sworn testimony from parties and witnesses and to compel attendance through issuing subpoenas when necessary. The Appeal Referee III position is the supervisory position of the Appeal Tribunal, otherwise known as the Chief of Appeals. This position oversees all of the referees and staff to ensure compliance with the statutes and precedent, and to provide good customer service. In this position the referee might perform lower appeals, but most often performs second level reviews and writes proposed decisions for the Commissioner of the Department to sign. A commissioner appeal is a matter of right in most benefit cases, and also in cases involving many aspects of Tax appeals and all Labor Dispute appeals.

organizing work and coordination and integration with other functional activities. Assignments require considerable resourcefulness and judgment but do not involve radical departure from established practices and precedents. Positions in this class typically function in one of the following: (1) in a Class II office* supervises two or more functions; (2) supervises a unit of six or more performing a full-time major specialized functions such as Employer Services Representative, Minority Services, NAB/JOBS, Veterans Employment Representative, YES office, training selection and referral unit or the like in a Class III or IV office*; (3) supervises a UI adjudication unit of four or more in a Class III or IV office*.

Employment Security Specialist II, III

Required Experience	Skills, Knowledge and Ability
Level II: One year of experience as an Employment Security Specialist IB with the State of Alaska or equivalent professional level experience in counseling, interviewing, determining occupational skills, assigning occupational classification codes, and referring applicants; or processing/investigating unemployment insurance claims. Substitution: Graduate level education from an accredited college emphasizing practical experience courses in interpersonal relationships may substitute for the required experience on a year-for-year basis. Note: The courses must be fully explained at the time of application to show job relatedness and be supported by transcripts. Level III: One year of experience as an Employment Security Specialist IB with the State of Alaska or equivalent professional level experience in counseling, interviewing, determining occupational skills, assigning occupational classification codes, and referring applicants; or processing/investigating unemployment insurance claims. Note: Experience in leading or directing the work of others is desirable. Required Job Qualifications:	Knowledge of basic principles and practices of effective supervision; principles and techniques of interviewing; principles and concepts upon which employment security programs are based; labor, economics, general social and economic conditions and trends; problems of culturally and economically disadvantaged individuals, groups and communities; nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes; general economic conditions and trends affecting labor supply and demand; labor management, and employer, employee, and governmental organizations concerned with the department's programs. Ability to plan, organize and direct the work of others; meet and deal effectively with the public; gather and analyze data and reason logically and accurately, comprehend written material and interpret and apply rules and instructions; speak and write effectively; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; gain confidence of persons and groups requiring services; interpret and apply provisions of the Alaska Unemployment Insurance code, and rules and regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to the department's programs; make sound decisions; record accurately the facts supporting decisions; interpret and apply the provisions of State and Federal labor and veteran laws; ask questions to elicit required information; perform accurate numerical calculations; convey information, orally or in writing, to a variety of individuals in simple, understandable and precise terms. The duties of the Employment Security Specialist III involve planning and

Employment Service Manager

Required Experience	Skills, Knowledge and Ability
Option 1: Three years of work experience in either of the following areas, or a combination thereof: Experience at the full proficiency level providing services to the public under any government, nonprofit, or private sector social services programs, or an employment service agency; OR Professional level managerial or administrative work which included planning staff activities, supervising and evaluating subordinate staff, monitoring budgets and expenditures, and analyzing and reporting on the effectiveness and efficiency of activities. Substitution: A baccalaureate degree with a major in public administration, business administration, human resource management, sociology, psychology or a closely related field may be substituted for one year of the required work experience. Option 2: Two years of full proficiency level work experience in employment service or unemployment insurance (UI) programs such as processing UI benefits claims, hearing and deciding UI appeals, providing labor exchange (employment) services, vocational assessment and counseling services; or performing employment service related technical support as an employment security analyst, or in the areas of UI quality control, UI benefit payment control, UI fraud investigations, or similar functions. Substitutions: One year of professional level managerial or administrative work which included planning staff activities, supervising and evaluating subordinate staff, monitoring budgets and expenditures, and analyzing and reporting on the effectiveness and efficiency of activities may be substituted for one year of the required work experience. A baccalaureate degree with a major in public administration, business administration, human resource management, sociology, psychology or a closely related field may be substituted for one year of the required work experience.	Thorough knowledge of the techniques of interviewing and of obtaining information. Working knowledge of the economic, social, political and business conditions of the state. Working knowledge of federal, state and local relationships as they impact on the work. Working knowledge of the operational and technical problems involved in the administration of employment security programs. Working knowledge of employee policies, procedures, rights, benefits and obligations. Some knowledge of public relations techniques. Some knowledge of the problems of culturally and economically disadvantaged individuals, groups and communities. Ability to read, interpret and apply state statutes, federal laws, regulations, policies and procedures related to employment security programs. Ability to gather, analyze and evaluate data, facts or information and draw logical conclusions and take effective action. Ability to settle issues, handle unusual circumstances, and make responsive, mature decisions. Ability to accurately record facts to support decisions and actions. Ability to accurately record facts to support decisions and actions. Ability to organize, evaluate and present information effectively, both orally and in writing. Ability to develop and maintain an effective public relations program. Ability to establish and maintain effective working relationships with government and private industry officials, and a wide variety of professional civic and nonprofit groups. Ability to counsel individuals with social and economic problems. Ability to operate data terminals. Ability to coordinate programs with other state and local programs and agencies. Additionally, positions in this series must possess the knowledge and/or abilities in one of the two following groups: Group 1- Considerable knowledge of the principles and techniques of administrative management including organization, planning, staffing, training and reporting. Ability to develop standards, procedures and methods for programs and office operations. Ability to plan, schedule and direct the work of an office.

Employment Security Analyst I, II, III

Required Experience	Skills, Knowledge and Ability
One year of experience as an Employment Security Analyst I, Employment Security Specialist II or Unemployment Insurance Specialist II with the State of Alaska; OR two years of full proficiency level experience in other employment or unemployment related programs with the State of Alaska or the equivalent elsewhere.	Familiarity with provisions of unemployment insurance laws, rules, regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to employability, placement, manpower training and unemployment insurance programs. Knowledge of nature, scope and availability of programs and services designed to alleviate social problems related to employment and employability processes, general economic conditions and trends, employment practices and manpower requirements and factors affecting labor supply and demand; interviewing techniques. Ability to gather, analyze, and research data and reason logically and accurately; interpret and apply provisions of the Alaska Unemployment Insurance Code and rules and regulations, policies and procedures of the Employment Security Division and State and Federal legislation relating to the Department's programs; make sound decisions; comprehend written material, interpret and reorganize and/or rewrite material; analyze situations accurately and recommend effective action; interpret and apply the provisions of the State and Federal labor and veterans' laws; speak and write effectively; maintain cooperative relationships with those contacted in the work. Ability to conduct and evaluate in-service training programs; develop standards, methods, policies and procedures for programs and operations; analyze situations accurately and take effective action; plan, organize and direct the work of others and coordinate technical aspects of multi-discipline programs.

Investigator II, III

Required Experience	Skills, Knowledge and Ability
One year of investigative experience, preferably including both civil and criminal cases, as an Investigator II with the State of Alaska or the equivalent elsewhere. Note: Some positions in this class may require eligibility for commission as a special officer of the Alaska State Troopers and/or background investigation.	Knowledge of investigation techniques and procedures; rules of evidence and court procedures; principles of identification, preservation, and presentation of evidence; sources of information used in locating person; laws of arrest, search and seizure, and service of legal process; legal right of citizens, interviewing techniques; basics of human behavior and social organization; duties of federal, state and local law enforcement agencies; report writing and preparing concise and complete reports; general provisions of the Penal Code. Ability to prepare concise and complete reports; learn, interpret, and apply to specific cases the provisions of the laws, rules or regulations enforced or administered; conduct investigations and detect or verify suspected violations; obtain information and evidence by observation, record examination, and interview, and analyze and evaluate the statements of witnesses or suspected violators; secure and present evidence in oral or in written form; prepare correspondence; weigh facts impartially and accurately; deal with citizens and public official under conditions requiring the utmost in tact and good judgment; analyze situations accurately; think and act quickly in emergencies, and adopt an effective course of action; maintain confidentiality of information. Special Characteristics: Willingness to travel and/or work irregular, unusual hours as required by the investigation. In addition, positions in option #2 requires knowledge of principles and practices of supervision, and the ability to supervise and assess the work of subordinates

Field Auditor

Required Experience	Skills, Knowledge and Ability
Six years of accounting and/or auditing experience, one year of which must have been in the field of formal auditing and/or first line supervision of accounting functions at a level equivalent to Accounting Supervisor I. Substitution: College education in accounting, business or public administration, economics, financial management, or other business oriented discipline may be substituted for the experience on a year-for-year basis except for the required one year of formal auditing and/or first line supervision.	Field Auditors are the "local" representatives of Tax unit. Each auditor is responsible to serve between 700 and 1100 Alaska employers. Services include: random audits of 2% of employers, annually, as mandated by federal grant. These amount to about 90% of audits conducted. Another 10% of audits are conducted either at the request of employers, or in an effort to obtain delinquent reports and/or taxes. Provide regular training to employers to minimize the employer costs of compliance, and to minimize instances of delinquency due to misunderstanding or confusion of the ES Tax laws with federal reporting for income or social security taxes. Assist employers in their efforts to understand and comply with the requirements of the Employment Security Act. Advise Alaska employers in matters of ES tax, and the reduction/minimization of the associated reporting and tax burden. Field auditors often perform their duties at the employers' place of business. They are responsible to coordinate and account for their own travel arrangements – from typical commercial transport and accommodations to small aircraft and sleeping on the floor of the village school.

Microfilm Equipment Operator I, II

Required Experience	Skills, Knowledge and Ability
One year of training and/or experience in the operation of microfilm equipment to produce microfilm or microfiche including processing, duplication and quality control equipment.	methods, materials and equipment used in microphotography; general and film filing and retrieval systems; basic production methods, fundamentals of supervision. Skills in operation, adjustment, and minor repair of microfilm equipment. Ability to instruct others in the operation of microfilm equipment; follow oral and written instructions; write and speak effectively.

Program Coordinator

Required Experience	Skills, Knowledge and Ability
Graduation from college and five years of professional experience in employment programs, employment security, private employment service, community development, public relations, personnel or business management, vocational or remedial education or educational administration or development or administration of criminal justice programs (in the public or private sector). Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis. One year at the level of Project Coordinator is desirable. Graduate study may be substituted for the required experience on a year-for-year basis.	Under general supervision: (1) is responsible for the planning, direction and coordination of one or more Statewide programs centered upon employment assistance services or other public assistance of comparable scope; (2) is responsible for evaluating one or more statewide programs and providing professional or technical assistance in support of special or ongoing programs; or (3) coordinate the statewide Criminal Justice Standards and Goals Program. Under definition (1) and (3) this class represents positions having full responsibility for a statewide program; in some work situations supervises a staff of professional, technical and clerical personnel. Under definition (2), this class gathers and evaluates data concerning current ongoing statewide programs; recommends corrective action and provides assistance in implementing changes similar to that in options (1) and (3).

Micro/Network Tech I

Required Experience	Skills, Knowledge and Ability
High school diploma or the equivalent; AND two years experience which demonstrates routine use of two or more kinds of "off-the-shelf" application software (e.g., word-processing, database, spreadsheet, etc.). Additionally, applicants must show experience in basic microcomputer hardware software support which includes installing and configuring microcomputers and/or peripherals, installing software and performing routine file backup operations. SUBSTITUTION: Twelve semester hours from an accredited college in software applications, office automation, computer networking, electrical engineering or computer science may be substituted for the two years experience such that one semester hour equals two (2) months work experience. Other types of equivalent training (e.g., trade or technical school or the military) may be substituted for required work experience where the applicant provides a Certificate of Completion for courses taken and evidence of 12.5 hours classroom experience for each semester hour (2 months) substituted.	Working knowledge of microcomputer terminology. Working knowledge of at least one application in two of the three most commonly used application software categories word processing, database, and spreadsheet). Working knowledge of operating system commands for one major microcomputer operating system. Working knowledge of commonly used microcomputer hardware. Working knowledge of troubleshooting techniques for computers and their peripherals. Some knowledge of microcomputer hardware configuration. Ability to read, understand, and apply information in technical manuals and journals. Ability to learn the techniques used to install and remove interface cards, microprocessors, memory chips, and the like. Ability to learn the fundamentals of network installation and maintenance. Ability to communicate required actions to novice microcomputer users in simple, easily understood terms.

competency in unemployment insurance adjudication. With the State of Alaska this is equivalent to Unemployment Insurance Specialist IB, or Employment Security Specialist IB in an unemployment insurance unit.

Other combinations of training and experience will be considered on an individual basis for comparability.

Must possess a valid Alaska driver's license.

degree of compliance with established Federal/State law/rules and Department policy. Detect payment errors, procedural problems and related inadequacies for referral to management.

Knowledge / Skills:

Able to plan, schedule, and perform independently

Required to have an extensive knowledge of the UI program

Must have a familiarization with bookkeeping principles

Needs a strong understanding of the pertinent principles/concepts of Regulations and Statutes

Necessary to travel and work in rural environments

Must conduct extensive fact-finding with numerous groups; claimant, employers, agency staff, etc.

Required to exhibit and demonstrate diplomacy under adverse circumstances

Must have well established investigative and interpretive skills

Status Examiner I, II

Required Experience	Skills, Knowledge and Ability
One year of experience as Status Examiner I for the State of Alaska; OR Two years of experience in the accounting or the collection of delinquent funds, or in interpreting or administering portions of a tax law. Substitution: College level course work in accounting may substitute for the work experience in option 2 on the basis of one semester hour per one month of experience up to a maximum of 24 credit hours.	Knowledge of provisions of the Alaska State Employment Security Act, legal and departmental precedents affecting employer liability determinations. Ability to exercise sound judgment in areas of employer liability, present complex legal and administrative matters to laymen clearly and concisely, both orally and in writing; analyze accounting and auditing reports and supervise the work of others. Field auditors often perform their duties at the employers' place of business. They are responsible to coordinate and account for their own travel arrangements – from typical commercial transport and accommodations to small aircraft and sleeping on the floor of the village school. Status Examiner is the official title of the job classification for the central processing function of ES Tax. Workers are responsible for almost all aspects of employer EST account maintenance. Employer account services include: Establishing active contribution accounts for employers who must (in compliance with federal and state employment security laws and regulations) report wages and pay ES taxes each quarter. Detecting and correcting errors in reporting. Each quarter: receive and process 16,000 ES Tax reports – containing approximately 300,000 line items - ensuring each employer receives proper credit. Make deposits of all employer contributions to the trust fund within 72 hours of receipt. Calculate proper employer contribution rates, according to the law and supporting regulations, and defend rating decisions in appeal hearings. Offer assistance to Alaska employers requesting help fulfilling the requirements of the Alaska Employment Security Act and the supporting regulations.

Unemployment Insurance Quality Control Auditor

Required Experience	Skills, Knowledge and Ability
High school graduation or the equivalent. AND One year of experience in unemployment insurance claims processing or related work in unemployment insurance programs, which must have demonstrated	<u>Duties:</u> Analyze all information and prior adjudication related to a random sample of UI claims using investigative and standard accounting methodology to assess the

SUBCOMMITTEE REPORT

I. Department of Labor and Workforce Development, Employment Security Division, Job Training & Work Readiness Program, ABE

II. BRU and component names as listed in state budget
BRU: Employment Security Division
Special and Supplemental Services Budget Component

III. Total Budget, all funds and funding source

State General Fund:	\$1,740,806
Federal Office of Adult and Vocational Education Fund:	645,994
Total:	\$2,386,800

IV. Total revenue derived: net cost/income to state

- \$10 each for GED duplicate Diploma - estimated program revenue is \$300 year
- Federal Revenue: 645,994

V. Identify Constitutional and Statutory provisions governing agency operation.

- Chapter 33 Special Programs
4 AAC 33.025 Adult Basic Education Grants
- Chapter 39 Diplomas Under Special Conditions
4 AAC 39.040 Delegations of Authority to Issue Diplomas in Connection Adult Basic Education Programs
- The Workforce Investment Act of 1998, Title II: Adult Education and Family Literacy Act

VI. Agency Mission, Goals and Objectives

The mission of Adult Basic Education is to provide instruction in basic academic skills at a maximum level equivalent to a high school education to learners over the age of 16 who are not enrolled in school.

Goals:

Provide instruction in the following:

- beginning and intermediate basic skills.
- in obtaining a GED (and testing for a GED).
- English Literacy (formerly English as a Second Language).
- Workplace literacy if funding allows.
- Family Literacy if funding allows.

Supervise all GED Testing Centers in Alaska

- provide technical assistance to 28 testing centers
- approve opening/closing of test centers
- oversee test security, perform investigations of test breeches
- manage GED transcript retrieval system
- produce over 2,000 GED Diplomas annually

Administer 14 Regional Adult Education Programs, 4 Volunteer Literacy Programs, and 1 Corrections Literacy Program.

- Provide Staff Development opportunities.
- Evaluate all programs annually.
- Provide technical assistance.

Unemployment Insurance Specialist II, III, IV

Required Experience	Skills, Knowledge and Ability
Successful completion of the departmentally approved training program in Employment Security/Unemployment Insurance Specialist IA level. Unemployment Insurance Specialist IB represents the fully trained worker performing average difficulty unemployment insurance work. Duties are more routine, limited in scope, variety, and complexity than the Unemployment Insurance Specialist II. Work requires familiarity with and use of a number of established methods and techniques as appropriate to specific situations. Incumbents must adjust and correlate data, recognize discrepancies and deviations in results; assignments are well defined and involve fewer procedural steps or operation than at higher levels.	Knowledge of principles and concepts upon which unemployment insurance services are based; general economic conditions and trends affecting labor supply and demand. Ability to gather and analyze data and reason logically and accurately; comprehend written material and interpret and apply rules and instructions; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; understand and apply provisions of the Alaska Unemployment Insurance code, and rules and regulations, policies and procedures of the Employment Security Division, and State and Federal legislation relating to the Department's programs; make sound decisions' elicit required information perform accurate numerical calculations; convey information to a variety of individuals in simple, understandable, and precise terms' organize work and time, establish priorities, meet deadlines and work under pressure.

EDUCATION SPECIALIST II

Serves as staff advisor and as subject matter consultant in Adult Basic Education. Is responsible for the full range of program administration, in addition to serving as a curriculum consultant in Adult Basic Education. Supervise lower level professionals.

REQUIRED EXPERIENCE

Bachelor's degree from an accredited college and four years of professional experience in education, one year of which was as a staff advisor/specialist, administrator, supervisor or consultant in planning, developing and maintaining standards and evaluating educational and vocational curricula or educational programs in a specialized field.

Substitution: Appropriate graduate study may be substituted on a year-for-year basis for the non-specialized experience to a maximum of two years.

Note: Due to the duties of this position, a masters degree in Adult Education is highly desirable.

SPECIAL SKILLS & ABILITIES

Knowledge of principles, practices, and techniques of the planning, teaching and evaluating of adult basic education; curricula development techniques; basic educational budgeting.

Ability to establish and maintain cooperative relationships with those contacted in the course of the work; speak and write clearly and effectively; learn operating policies and procedures; convey information, orally or in writing, to a variety of educators and others in understandable and precise terms; plan, direct, and coordinate the work of others; analyze administrative problems and make appropriate recommendations; participate effectively in conferences and interviews; make accurate mathematical computations; compile budget estimates.

- Facilitate the partnerships with other workforce investment partners, in particular with One-Stop Job Centers.

OBJECTIVES

The objectives are:

- to increase the number of students obtaining a GED, or moving to a higher educational level by at least 2% per year for the next 3 years;
- to increase the number of students who enroll in higher education or vocational training by at least 2% per year for the next 3 years;
- to increase the number of students who go to work or advance in a current position by at least 2% per year for the next 3 years.

VII. Number of employees

- 1 Education Specialist II, Range 21 (see attachment)
- 1 Administrative Clerk, Range 10

VIII. Technology used to perform mission

Software for national program reporting requirements.

All modern office equipment.

Microfiche machine.

IX. Existing Agency contracts including amount, contractor, purpose, term and procurement method.

Anticipated contracts in FY 2000 would be for staff development activities. They would include a contract for \$10,000 for Director's training in October 1999 and \$15,000 for Instructor's training in March, 2000.
Procurement method: RSA

A one-time-only contract to update the GED transcript retrieval and storage system for about \$20,000.

X. Existing privatization practices. Their effectiveness and public accountability.

No additional comments

XI. Recommendations per Section 5 in SB 33, including suggestions for new legislation.

n/a

XII. Explain the rationale for each, and number of votes for and against.

n/a

XIII. Problems/barriers to implementing proposed privatization.

n/a

2. Provide financial and technical assistance to service delivery areas, other agencies, and contractors who are awarded federal funds:
 - A. Allocate funds accurately and on time to service delivery areas, and enter into grant agreements for all JTPA and Welfare-To-Work funds;
 - B. Promote mandatory performance standards by the service delivery areas and assist them in achieving those standards;
 - C. Coordinate statewide services in response to layoffs and closures which may include awarding grants and contracts to other agencies and contractors for these services.
3. Provide accurate and timely reporting of financial and participant activity to the federal funding agencies for the JTPA and Welfare-To-Work Programs.
4. The AHRIC will provide guidance to the JTPA and WtW programs as well as to other federally funded programs.
 - A. Assist the AHRIC in keeping the Governor's Coordination and Special Services Plan, JTPA Title III and Welfare-to-Work plans current with updates and changes
 - B. Provide funding to the AHRIC as they develop policy guidance to the Alaska work force development programs.

VII. Number of Employees, specialized expertise needed for mission:

- The Job Training Partnership Office depends upon 10 permanent full time employees and 29 full time non-permanent employees (see attachment).
- The mission of JTPA requires that the Job Training Partnership Office provide financial and technical assistance to service delivery areas, other agencies, and contractors in the area of employment and training programs. The staff requires expertise in grant administration, financial analysis, program operations and service delivery.

VIII. Technology used to Perform Mission

Electronic Communication, accounting software and various office technology.

IX. List existing Agency Contracts including amount, contractor, purpose, term, and procurement method

Amount	Contractor	Purpose	Term	Procurement Method
\$233,821	MetSYS, Inc.	MIS Purchase	3/1/99 to 3/30/00	Competitive Solicitation
\$30,000	KYUK	Video Production	1/1/99 to 6/30/99	Small Procurement
\$22,645	ETI, Inc.	Participant Follow-up	7/1/98 to 6/30/99	Renewal - Competitive Solicitation on Original
\$15,000	Center for Working Life	Rural Outreach Training	12/23/98 to 12/31/99	Small Procurement
\$3,000	JT Consulting	Web Page Design	3/1/99 to 6/30/99	Small Procurement
\$4,500	System Concepts, Inc.	MIS Technical Support	7/1/98 to 6/30/99	Small Procurement

- X. Identify Existing Privatization Practices, if any. Evaluate them for effectiveness and public accountability.
No other privatization practices utilized, other than mentioned above.
- XI. Make Recommendations per Section 5 in SB 33, including suggestions for new legislation.
None.
- XII. Explain rationale for each recommendation, the number of votes for and against it.
n/a
- XIII. List problems or barriers to implementing proposed privatization.
n/a

SUBCOMMITTEE REPORTS

I. Agency and Department Name:
Department of Labor and Work Force Development, Job Training and Work Readiness, Job Training Partnership Office

II. BRU and component names as listed in the state budget:
BRU: Job Training and Work Readiness
Components: Job Training Partnership Act
State Training and Employment Program

III. Total Budget, all funds:
JTPA:
Federal Rcpts \$15,732,300
General Fund \$40,400
GF/Prgrn \$43,700
I/A Rcpts \$56,300

STEP:
I/A Rcpts \$1,732,300
IV. Total Revenue Derived, net cost/income to state:
\$0.00

V. Constitutional and Statutory Provisions Governing Agency Operation:
PL 97-300 Fed
20 CFR 626-631 Fed
AK Admin. Order #122

VI. Agency Mission, Goals and Objectives:

Mission:

The mission of this section is to ensure that Alaska has a workforce adequately trained and prepared to meet the needs of existing and future employment opportunities.

Goals:

The goal of the JTPA component is to prepare Alaskans for work, whether they are moving from school-to-work, unemployment-to-work, or welfare-to-work, and to meet the needs of Alaska's employers seeking a skilled labor force ready to work.

The Purpose of STEP is to provide employment training services to those citizens who are unemployed or likely to become unemployed, to help prevent future claims for unemployment benefits, to increase training opportunities to workers affected by changes in the state's economy, and to attract new businesses to the state by having a skilled labor force ready to work.

Objectives:

- 1. Provide administration of JTPA and Welfare-To-Work programs according to applicable regulations:**
 - A. Plan and begin implementation of the Workforce Investment Act;
 - B. Provide guidance and technical assistance on implementation of the federal act and regulations to the service delivery areas;
 - C. Participate in planning for the WIA with Alaska Human Resources Investment Council, other agencies and advisory committees;
 - D. Prepare and update the plans for statewide services under the WIA and Welfare-To-Work Programs.

this class represents positions having regional responsibility for a statewide program; a second option is statewide responsibility for a minor project, having a specific target group. The Project Coordinator is involved in all aspects of the project including policy development and program and fiscal management. Positions in this class may frequently have lead responsibility over a small number of employees assisting in the assigned project on a regular or temporary basis.

REQUIRED EXPERIENCE

Bachelor's degree in a field closely related to that of the specific project.

AND

Either:

(a) Three years professional experience in the specific field of the project, one year of which must have included administrative responsibilities.

OR

(b) Master's degree in a field closely related to that of the specific project and two years experience in such a field, one year of which must have included administrative responsibilities.

OR

(c) Any combination education and experience equivalent to (a) or (b) above.

SPECIAL SKILLS & ABILITIES

Knowledge of: Social, cultural and economic needs of the target group federal or state program guidelines; applicable Alaska laws and regulations; dynamics of individual and group interactions; statistical methods; professional knowledge in the specialized field of the project (such as employment, nutrition, or alcoholism.)

Ability to: Interpret and apply the provisions of applicable federal or state programs; analyze operations; evaluate suggestions; establish and maintain cooperative working relationships with those contacted on work; develop an effective public relations program; communicate orally and in writing with professional and lay people; convey technical information in lay terms; administer a statewide public assistance program.

This is the full working level in the series. Incumbents perform grant administration functions with a minimum of direction. They serve as subject matter experts, recommending changes to grant administration policies and procedures, and may act as a working leader over lower level grant administrators.

REQUIRED EXPERIENCE

A bachelor's degree from an accredited college;
AND
 One year of entry level experience administering grants. With the State of Alaska this experience is equivalent to Grant Administrator I.

Substitution: Four years of work experience including one year of clerical experience at the level of Administrative Clerk III or Accounting Clerk II will substitute for the required college education.

The required experience may be substituted with two years of technical or paraprofessional level experience in accounting, auditing or administrative functions some of which included dealing with grants. This experience is equivalent to Accounting Technician I or Administrative Assistant with the State of Alaska.

SPECIAL SKILLS & ABILITIES

Considerable knowledge of state and federal rules, regulations, policies, procedures and reporting requirements for grants and grant recipients.

Considerable knowledge of operational and technical problems involved in administering a specialized statewide or department-wide grant-in-aid program.

Working knowledge of the fundamentals of budgeting and accounting as applied to public administration.

Working knowledge of generally accepted accounting theories, principles, methods, practices and terminology.

Some knowledge of the organization and administration of agencies.

Ability to communicate effectively with others, both verbally and in writing.

Ability to read, comprehend and interpret state and federal laws, rules, and regulations.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others.

Ability to communicate with individuals in a variety of cultures and environments.

Ability to maintain favorable working relationships with a wide variety of professional and voluntary groups.

Ability to negotiate contract agreements.

Ability to analyze data and operations in terms of management controls, systems and procedures, to assess them critically, and to make recommendations for changes.

Ability to use reference materials, manuals, and guides related to the work.

Ability to identify discrepancies or inaccuracies in data and make corrections.

VIII. Technology Used to Accomplish Mission:

- Modern office equipment (personal computer, phones, copiers, Internet, modem, faxes, etc..)
- Software for word processing, spreadsheets, data base management, presentations and project planning.

IX. No Professional Services Contracts at this time.

- Client training services are granted out via competitive procurement to qualified service providers, public and private.

X. Identify Existing Privatization Practices, if any. Evaluate them for effectiveness and public accountability.

- As mentioned above, training services are granted out via competitive procurement. Training providers may include private for profit business, and are subject to meeting strict performance (placement) standards and program compliance.

XI. Make recommendations per Section 5 in SB 33, including suggestions for new legislation.

- None at this time.

XII. Explain rationale for each recommendation, the number of votes for and against it.

n/a

XIII. List problems or barriers to implementing proposed privatization.

- None at this time.

SUBCOMMITTEE REPORTS

new to DOL

- I. Alaska Department of Labor and Workforce Development, Employment Security Division, Job Training & Work Readiness Section, JTPA
- II. Employment Training/Rural Development component. Statewide Service Delivery.
- III. State General Funds: $\rightarrow$ 458.00
3,256.80
8,693.00
Total: \$12,407.80
for JTPA funds
" "
million
- IV. Revenue Derived- 0
Income to State
- V. Constitutional and Statutory Provisions (AK Dept. of Labor and Workforce Development citations)
PL 97-300, The Job Training Partnership Act
PL 105-220, The Workforce Investment Act of 1998
- VI. Agency Mission, Goals and Objectives:

Mission:

The program mission is to provide quality job and career training opportunities for youth and adults in order to develop a sound labor force that enhances economic development and stability in Alaska.

Goals:

To provide relevant and customized employment and training services to (program) eligible Alaskans within the Statewide Service Delivery Area.

- Disadvantaged Adults (age 22 +)
- Disadvantaged Youth (ages 14-21)
- Dislocated Workers

Objectives:

- Enroll/Serve 525 economically disadvantaged adults
- Place 341 (65%) of the Trainees into full-time, unsubsidized jobs
- Enroll/Serve 785 economically disadvantaged youth
- Obtain positive program outcomes (enter-employment, return-to-school, GED, enlist in military, etc.) 628 of those youth (80%)
- Place 364 of the Dislocated worker/trainees into full time, unsubsidized jobs (70%)

VII. Number of Employees

34- PFT
1-PPT
14- NP

- The component utilizes the Program Coordinator, Community Development Specialist (I, II, III) Grants Administrator (I, II) and Administrative Clerk III job classifications. The specialized expertise required by the employees to help them accomplish the program mission include the following: (see attachment)

This is the full working level in the series. Incumbents perform grant administration functions with a minimum of direction. They serve as subject matter experts, recommending changes to grant administration policies and procedures, and may act as a working leader over lower level grant administrators.

REQUIRED EXPERIENCE

A bachelor's degree from an accredited college;
AND
One year of entry level experience administering grants. With the State of Alaska this experience is equivalent to Grant Administrator I.

Substitution: Four years of work experience including one year of clerical experience at the level of Administrative Clerk III or Accounting Clerk II will substitute for the required college education.

The required experience may be substituted with two years of technical or paraprofessional level experience in accounting, auditing or administrative functions some of which included dealing with grants. This experience is equivalent to Accounting Technician I or Administrative Assistant with the State of Alaska.

SPECIAL SKILLS & ABILITIES

Considerable knowledge of state and federal rules, regulations, policies, procedures and reporting requirements for grants and grant recipients.

Considerable knowledge of operational and technical problems involved in administering a specialized statewide or department-wide grant-in-aid program.

Working knowledge of the fundamentals of budgeting and accounting as applied to public administration.

Working knowledge of generally accepted accounting theories, principles, methods, practices and terminology.

Some knowledge of the organization and administration of agencies.

Ability to communicate effectively with others, both verbally and in writing.

Ability to read, comprehend and interpret state and federal laws, rules, and regulations.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others.

Ability to communicate with individuals in a variety of cultures and environments.

Ability to maintain favorable working relationships with a wide variety of professional and voluntary groups.

Ability to negotiate contract agreements.

Ability to analyze data and operations in terms of management controls, systems and procedures, to assess them critically, and to make recommendations for changes.

Ability to use reference materials, manuals, and guides related to the work.

Ability to identify discrepancies or inaccuracies in data and make corrections.

COMMUNITY DEVELOPMENT SPECIALIST I

This is the journey level in the series in which incumbents work with greater independence than at the entry/trainee level but without the involvement in program planning, budget and staff supervision which distinguishes the Community Development Specialist III. This class is distinguished from Grants Administrator II in that the latter class works in a centralized office and has minimum involvement in client and community outreach and referral networking.

REQUIRED EXPERIENCE

One year of entry level experience in employment training and/or community development grants administration, learning community outreach techniques and the basic principles, practices and regulations pertaining to employment training and community development grant programs. This experience is equivalent to Community Development Specialist I with the State of Alaska.

One year of experience working in a grant or loan administration program involving negotiating, drafting, amending and monitoring grant or loan contracts may substitute for the year of community development experience. This experience is equivalent to Grants Administrator I or Loan Examiner I with the State of Alaska.

OR

Two years of technical or paraprofessional level experience in accounting or administrative functions including some involvement with State or federal grants may substitute for the year of required experience. This experience is equivalent to Accounting Technician I or Administrative Assistant with the State of Alaska.

SPECIALIZED SKILLS & ABILITIES

Considerable knowledge of counseling and interviewing techniques.

Considerable knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.

Working knowledge of the operational and technical problems involved in administering employment training and community development grant programs.

Working knowledge of community organizations and agencies.

Working knowledge of federal and State grant procedures and reports.

Ability to interview individuals to obtain information needed to assess skills and aptitudes and to determine eligibility for job training programs.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to read, comprehend, interpret, and explain State and federal laws, rules and regulations.

Ability to organize, evaluate, and communicate information to others effectively, both orally and in writing.

Ability to recognize and respond to cultural differences, life styles and values.

Component: Unemployment Insurance

Manager: Rebecca Gamez, Director

Tel: (907) 465-2712 Fax: (907) 465-4537 E-mail: Rebecca_Gamez@labor.state.ak.us

Component Mission

To alleviate the hardships that result from loss of wages during periods of involuntary unemployment, and to stabilize local economies and workforce during periods of economic downturn.

Component Services Provided

1) BENEFIT PAYMENTS:

- Provide partial income replacement to insured workers during periods of unemployment.
- Provide a convenient and efficient means for clients to apply for Unemployment Insurance (UI) benefits.
- Deliver Unemployment Insurance benefits correctly and in a timely manner.
- Provide due process rights when determining program eligibility and appoint an independent tribunal to hear and decide appeals from eligibility determinations.
- Meet Federal performance criteria (Desired Levels of Achievement and Secretary of Labor Standards).
- Secure Federal Unemployment Tax Act (FUTA) credits for Alaskan employers by remaining in compliance with Federal Law.
- Identify workers most likely to exhaust unemployment benefits and reduce the duration of benefits claimed by registering workers in a job matching system or requiring participation in reemployment services designed to return displaced Alaskan workers to the workforce.

2) REVENUE COLLECTION:

- Classify employers who may be required to contribute to the Alaska UI Trust fund and determine employer tax rates under an experience rating system based on quarterly payroll decline.
- Receive contributions from employers for the payment of unemployment benefits, maintain accounting records of all contributions submitted by employers and deposit those contributions to the Alaska UI Trust Fund as required by state and federal statutes.
- Apply statutory remedies when employers do not comply with state law.
- Insure the review of the revenue generating mechanism to maintain the trust fund solvency.
- Work with and train employers on how to meet the UI Tax requirements.

3) PROGRAM INTEGRITY:

- Protect the Unemployment Insurance Trust Fund by preventing, discouraging, detecting and recovering Unemployment Insurance benefit overpayments; conduct employer and wage audits.
- Investigate fraud referrals from Unemployment Insurance Call Centers, cross match audits, issue administrative fraud determinations, and prepare fraud cases for state and federal criminal prosecution.
- Manage overpayment recovery activities and maintain overpayment records.

Under general supervision: (1) is responsible for the planning, direction and coordination of one or more Statewide programs centered upon employment assistance services or other public assistance of comparable scope; (2) is responsible for evaluating one or more statewide programs and providing professional or technical assistance in support of special or ongoing programs; or (3) coordinate the statewide Criminal Justice Standards and Goals Program.

Under definition (1) and (3) this class represents positions having full responsibility for a statewide program; in some work situations supervises a staff of professional, technical and clerical personnel. Under definition (2), this class gathers and evaluates data concerning current ongoing statewide programs; recommends corrective action and provides assistance in implementing changes similar to that in options (1) and (3).

REQUIRED EXPERIENCE	EXAMPLES OF DUTIES
Graduation from college and five years of professional experience in employment programs, employment security, private employment service, community development, public relations, personnel or business management, vocational or remedial education or educational administration or development or administration of criminal justice programs (in the public or private sector). Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis. One year at the level of Project Coordinator is desirable. Graduate study may be substituted for the required experience on a year-for-year basis.	Following acts of federal or state legislative bodies, develops and submits proposals to funding authorities; monitors progress of proposals and negotiates any amendments necessary to gain approval and funding of project. Recommends on policy and establishes administrative procedures for implementing programs on a statewide basis, including implementing accountability procedures. Formulates cooperative agreements with other government and private agencies engaged in referral of applicants to appropriate programs. May serve as executive director of an advisory group. Acts as representative for the agency director in meetings with state officials, other governmental agencies and the public to discuss and design program activities and training courses. Through close coordination with the director, assures that program will follow overall employment objectives of state government. Continually analyzes programs and establishes methodology for formal evaluation; performs extensive evaluations and studies of a conceptual nature. Identifies, analyzes and documents procedural and policy problems; recommends corrective action. Provides professional or technical assistance in implementation of changes; redesigns systems and office procedures as required and trains staff in new programs.

Department of Labor

- Collected \$1,532,688 in benefit overpayments through offset of benefits and cash collections.
- Provided toll free telephone access to all UI services for all Alaskan workers.
- Initiated a regularly scheduled sampling of customer satisfaction with UI services.
(92% of sampled UI clients report that they received good to very good levels of customer service).

Statutory and Regulatory Authority

AS 23.20
Federal/State Extended Unemployment Compensation Act
8 AAC 85
5 U.S.C. Sec. 8501-8525
Trade Act of 1974
Federal Unemployment Tax Act
Social Security Act: Titles III, IX, XI, XII
AS 23.20.354

- Maintain accuracy of benefit payments and tax operations through a standardized quality control methodology.

Component Goals and Strategies for FY2000

- 1) IMPROVE QUALITY AND TIMELINESS OF UNEMPLOYMENT INSURANCE DELIVERY.
 - Develop and implement staff training programs.
- 2) MONITOR EMPLOYERS COMPLIANCE WITH FEDERAL AND STATE TAX MANDATES.
 - Increase field and central office contacts.
- 3) PROVIDE TIMELY AND EFFICIENT CUSTOMER SERVICE.
 - Implement electronic fund transfer for payment of benefits.
- 4) ADJUST SERVICES TO MEET CUSTOMER NEEDS.
 - Continue to monitor customer satisfaction.

Key Component Issues for FY1999 – 2000

- Address Data Processing issues that impact our program including Year 2000 mandated issues, the need for a new tax mainframe system and replacement of the existing archiving system.
- Diminished resources dictate that we adapt technology to deliver services that meet or exceed customer expectations.
- Unemployment Insurance Call Centers require a staff of fully trained seasonal workers to meet fluctuating workload demands. Complexities of the program require an extensive training period and results in a long learning curve.
- Maintain trust fund balances sufficient to cover unforeseen benefit distributions in order to respond to economic downturns.
- A shift from a paper, mail delivered system to a paperless, electronic delivery system requires that we utilize postal cost savings to offset additional costs related to telephonic claims processing and direct deposit.

Major Component Accomplishments for FY1998

- Unemployment Insurance benefits totaling \$118,048,615 were paid to 50,253 insured workers. Timeliness of payments improved by 10% and 93.4% of all benefits were paid correctly.
- Maintained the solvency of the Alaska UI Trust fund:
 - a) 63,868 Contribution Reports processed from employers.
 - b) \$125,216,887 deposited to the UI Trust Fund.
- \$3,869,054 was deposited to the State Training and Employment Program Account for the training of displaced workers.
- Returned \$282,743 in overpaid contributions to Alaskan employers.

(STEP)

Next Program

Department of Labor

Unemployment Insurance

Proposed Changes in Levels of Service for FY2000

- Implementation of a Direct Deposit Program for payment of UI Benefits providing quicker access to their benefits for our rural clients.
- Allow multiple users in different locations to have access to the same information by developing an imaging archival system.
- Improve efficiency in processing employer contributions and refunds by developing a mainframe tax system compatible with our current benefit system.

Component — Summary of Budget Changes

From FY1999 Authorized to FY2000 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY1999 Authorized	0.0	16,849.3	915.8	17,765.1
Adjustments which will continue current level of service:				
-Adjust Contractual Services Fund Source Distribution (D4 of 5)	0.0	-1.5	1.5	0.0
-Adjust Contractual Services Fund Source Distribution (D5 of 5)	0.0	152.3	-152.3	0.0
-Adjust Personal Services Fund Source Distribution (D1 of 5)	0.0	-152.3	152.3	0.0
-Adjust Personal Services Fund Source Distribution (D2 of 5)	0.0	1.3	-1.3	0.0
-Adjust Travel Fund Source Distribution (D3 of 5)	0.0	0.2	-0.2	0.0
-Line Item Transfer from Personal Services to Contractual Services(C2 of 2)	0.0	0.0	0.0	0.0
-Transfer federal authorization to the DP component from the UI component	0.0	-629.2	0.0	-629.2
-Transfer Internal Auditor Position & costs to Commissioner's Office	0.0	-72.8	0.0	-72.8
-Transfer Personnel Specialist Position & costs to Management Services	0.0	-66.8	0.0	-66.8
-Transfer Split PCN's & Related Federal Authorization from UI to ES component (C1 of 2)	0.0	-242.7	0.0	-242.7
-Transfer T&B to Employment Services	0.0	0.0	-572.5	-572.5
Proposed budget increases:				
-Add Federal Funds for Increased Overhead and TRA Grants	0.0	700.0	0.0	700.0
FY2000 Governor	0.0	16,837.8	343.3	16,881.1

Department of Labor

Unemployment Insurance

Resource Summary

All dollars in thousands

	FY1998 Actuals	FY1999 Authorized	FY2000 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	13,179.9	11,362.7
72000 Travel	0.0	281.0	248.3
73000 Contractual	0.0	3,545.7	4,276.2
74000 Supplies	0.0	253.6	251.1
75000 Equipment	0.0	392.8	392.8
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	132.1	350.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	17,765.1	16,881.1
Funding Sources:			
1002 Federal Receipts	0.0	16,849.3	16,537.8
1007 Inter-Agency Receipts	0.0	343.3	343.3
1049 Training and Building Fund	0.0	572.5	0.0
Funding Totals	0.0	17,765.1	16,881.1

Estimated Unemployment Insurance Revenue Collections

Description	Master Revenue Account	FY1998 Actuals	FY1999 Authorized	FY1999 Cash Estimate	FY2000 Governor
Unrestricted Revenues					
Training & Building Fund	51155	0.0	572.5	0.0	0.0
Unrestricted Total		0.0	572.5	0.0	0.0
Restricted Revenues					
Federal Receipts	51010	0.0	16,849.3	16,849.3	16,537.8
Interagency Receipts	51015	0.0	343.3	343.3	343.3
Restricted Total		0.0	17,192.6	17,192.6	16,881.1
Total Estimated Revenues		0.0	17,765.1	17,192.6	16,881.1

Department of Labor

Component: Commissioner's Office

Manager: Ed Flanagan, Deputy Commissioner

Tel: (907) 465-2700 Fax: (907) 465-2784 E-mail: Ed_Flanagan@labor.state.ak.us

Component Mission

To foster and promote the welfare of the wage earners of the state, improve their working conditions and advance their opportunities for profitable employment.

Component Services Provided

The department's programs affect all Alaskan workers and employers within the state. Strong direction from the Commissioner's Office is critical to the success of the services the Department of Labor provides.

Component Goals and Strategies for FY2000

- 1) **DIRECT THE EFFICIENT ADMINISTRATION OF DEPARTMENTAL PROGRAMS.**
 - Monitor the performance of each division to assure that division goals are met.
- 2) **INCREASE OUTREACH TO THE PUBLIC, WORKERS AND EMPLOYERS IN THE DELIVERY OF SERVICES.**
 - Strengthen the enforcement of the workers' compensation laws.
 - Increase efforts to ensure public and employee safety through cooperative agreements.
 - Increase the public's access to employment services.
- 3) **PROMOTE EMPLOYMENT OPPORTUNITIES FOR THE STATE'S LABOR FORCE**
 - Participate in economic development activities within the state.
- 4) **PROMOTE THE DEVELOPMENT OF A SELF-SUFFICIENT ALASKAN LABOR FORCE**
 - Monitor the utilization of training dollars.
 - Promote the expansion of training opportunities for Alaskans.

Key Component Issues for FY1999 - 2000

Reestablish the internal review process for all divisions and programs by the Commissioner's Office Internal Auditor.

Major Component Accomplishments for FY1998

- 1) **The Commissioner's Office led a multi-agency Jobs cabinet with primary focus on Alaska Hire and Welfare to Work efforts.**
 - In 1997, 6,742 more Alaskans were employed than in 1996, and wages earned by Alaskans (as determined by Permanent Fund Dividend data) increased by \$283 million.
 - 3,528 fewer non-residents worked in Alaska in 1997 than did in 1996, and wages leaving Alaska with non-resident workers decreased by \$7.3 million.

Department of Labor

Budget Request Unit: Office of the Commissioner

Manager: Ed Flanagan, Deputy Commissioner

Tel: (907) 465-2700 Fax: (907) 465-2784 E-mail: Ed_Flanagan@labor.state.ak.us

BRU Mission

To foster and promote the welfare of the wage earners of the state, improve their working conditions and advance their opportunities for profitable employment.

BRU Services Provided

The Commissioner's Office component provides direction to the department's divisions in the administration of the department's programs.

The Alaska Labor Relations Agency component facilitates the resolution of disputes between organized labor and public employers in the state. The Agency promotes cooperative relations between government and its employees and protects the public's interest in the provision of uninterrupted government services.

BRU Goals and Strategies for FY2000

1) PROMOTE EMPLOYMENT AND TRAINING OPPORTUNITIES FOR ALASKANS

- Increase the public's access to employment services.
- Participate in economic development activities.
- Monitor the utilization of training dollars and promote increased training opportunities.

2) ASSIST IN PROVIDING UNINTERRUPTED GOVERNMENT SERVICES.

- Conduct training sessions on the Public Employment Relations Act.
- Provide increased mediation and conciliation services.

Key BRU Issues for FY1999 - 2000

With the major state employee union bargaining agreements and many school district employee contracts expiring during this period, a significant increase in disputes requiring resolution may occur. Increased activity would challenge the Alaska Labor Relations Agency's ability to provide timely ongoing services.

Major BRU Accomplishments for FY1998

- In 1997, 6,742 more Alaskans were employed than in 1996, and wages earned by Alaskans (as determined by Permanent Fund Dividend data) increased by \$283 million.
- 3,528 fewer non-residents worked in Alaska in 1997 than did in 1996, and wages leaving Alaska with non-resident workers decreased by \$7.3 million.
- The Alaska Labor Relations Agency reduced the backlog of state supervisory unit clarification petitions by 30%.

Department of Labor

Budget Request Unit: Administrative Services

Manager: *Remond Henderson*
~~Arbe Williams~~, Director

Tel: (907) 465-2720 Fax: (907) 465-2107 E-mail: ~~Arbe_Williams~~@labor.state.ak.us

BRU Mission

To provide for efficient administrative and data processing services in support of the department's programs, and to provide for the collection, analysis and publication of demographic and economic information in support of sound policy, business, program and personal employment decisions.

BRU Services Provided

The Management Services component provides budget planning, monitoring and reporting; federal, state and unemployment insurance trust fund accounting; publication functions; human resource management; and procurement, mail and office space management to departmental programs.

The Labor Market Information component collects, analyses and publishes information on employment, unemployment, wage rates, occupational injuries, population estimates and forecasts, and other economic and demographic information.

The Data Processing component provides long-range planning, project management, mainframe and distributed systems applications analysis and programming, database and security administration and network services — installations and support.

BRU Goals and Strategies for FY2000

- 1) Implement a long-term plan to provide for the informed financial management of the department's programs.
 - Review departmental program support needs and craft a minimal cost plan to meet them.
- 2) Provide reliable and cost effective data processing services and support which fully utilize emerging technologies to benefit program operations and public services.
 - Replace obsolete hardware and upgrade software to meet departmental standards.
 - Maintain adequate data processing disaster recovery plans.
- 3) Take full advantage of the federal Bureau of Labor Statistics (BLS) support of statistical programs and mandates for employment and training program evaluation to benefit Alaska's information and program needs.
 - Continue to participate in the development of the new BLS program and funding guidelines to the extent possible.

Key BRU Issues for FY1999 – 2000

- Providing support and training with the implementation of changing technologies and program services.
- Participation in and support for implementation of the federal Workforce Investment Act of 1998 as the state's and individual program needs are addressed.

Department of Labor

- 2) Continued emphasis on expansion of employment for Alaskans in the seafood processing industry with the direct involvement of the Commissioner's Office in outreach to employers and coordination with other agencies and stakeholders through the Salmon Cabinet, Salmon Forum and other activities.
- 3) Initiated an Electronic Fund Transfer project for Unemployment Insurance benefits with initial project management provided by the Commissioner's Office.

Statutory and Regulatory Authority

AS 05.20
AS 08.18, 08.52
AS 16.10.280
AS 18.31, 18.60, 18.62, 18.63
AS 23
AS 36
AS 37.07
AS 42.40.705 - 42.40.890
AS 44.31
CH 95, SLA 89
CH 17, SLA 91
CH 17, SLA 93

Does not include new areas from Dept of Ed & Cd R.A

Department of Labor

Component: Labor Market Information

Manager: Arbe Williams, Director

Tel: (907) 465-2720 Fax: (907) 465-2107 E-mail: Arbe_Williams@labor.state.ak.us

Component Mission

To provide accurate and timely economic and demographic data and analysis to assist government, industry, and individuals to make informed choices.

Component Services Provided

- **Develops information on employment by industry and occupation, unemployment, wage rates, population, census geography, occupational injuries and fatalities, housing statistics and other economic variables.**
- **Prepares reports on employment and training program participant's success in gaining employment and on resident hire.**

Component Goals and Strategies for FY2000

1) MAXIMIZE THE ACCURACY OF DATA PRODUCED.

- **Meet or exceed all quality standards set by the US Bureau of Labor Statistics (BLS).**
- **Work with the Census Bureau to insure as accurate a year 2000 census as possible.**

2) MAXIMIZE THE AVAILABILITY OF DATA PRODUCED.

- **Increase amount of historical data available on the Internet.**
- **Work with the US Department of Labor to implement the Workforce Investment Act of 1998 as it relates to this component. New data series, analysis or the reformatting of existing data may be required as this law is implemented.**

3) PROVIDE OBJECTIVE PROGRAM OUTCOME STATISTICS FOR EDUCATION AND TRAINING PROGRAMS USING WAGE RECORDS AND OTHER DATA FILES.

- **Through the Alaska Human Resources Investment Council, work to implement a standardized reporting procedure for recording program outcomes.**

4) IMPROVE RESPONSE TO AD HOC REQUESTS FOR LABOR MARKET INFORMATION.

- **Fully implement the Public Online Labor market And Research Information System (POLARIS) database, and train component staff in its use.**

Key Component Issues for FY1999 - 2000

The federal Workforce Investment Act of 1998 brings a new governance structure to production of Labor Market Information (LMI). The Act specifies a much stronger state and local partnership in the national LMI system. The extent to which this Act will have on the increase or decrease of federal revenues to this component is unknown at this time.

Department of Labor

Component: Management Services

Manager: Arbe Williams, Director

Tel: (907) 465-2720 Fax: (907) 465-2107 E-mail: Arbe_Williams@labor.state.ak.us

Component Mission

To provide for efficient and effective administrative services in support of the department's programs.

Component Services Provided

Budget planning, monitoring and reporting; federal, state and unemployment insurance trust fund accounting; publication; human resource management; procurement, mail and office space management.

Component Goals and Strategies for FY2000

IMPLEMENT A LONG TERM PLAN WHICH MINIMIZES THE COST OF ADMINISTRATIVE SERVICES WHILE MEETING THE CHANGING NEEDS FOR PROGRAM SUPPORT.

- Participate with program managers in planning for program services.
- By the end of the fiscal year, identify specific information and other administrative support service needs and implement procedures that meet those needs with minimal current and future costs.

Key Component Issues for FY1999 - 2000

The component will focus on the need to maximize the use of the electronic desktop applications and communication systems to reduce administrative costs and increase operating efficiencies.

Major Component Accomplishments for FY1998

- The Fiscal Unit refined financial reporting to more accurately report on and project program expenditures.
- The Internal Auditor substantially completed the documentation of the financial activity of the Unemployment Insurance (UI) database that collects UI Trust Fund payments and disburses UI benefit payments.
- This component trained the majority of department users in the statewide desktop applications.
- The Publications Unit provided oversight and direction in the publication of departmental information and materials on the Internet.

Statutory and Regulatory Authority

AS 09.38.115
AS 23.05.060 (3)
AS 38.10
AS 44.31
1 CFR part 15.7
41 CFR parts 29 - 70

Department of Labor

Component: Data Processing

Manager: Mike Noel, Manager of Information Services
Tel: (907) 465-4881 Fax: (907) 465-5788 E-mail: Mike_Noel@labor.state.ak.us

Component Mission

Provide data processing support and services to all departmental programs and to the Alaska Job Center Network.

Data Processing was formally a separate BRU that has been merged into the Administrative Services BRU in the FY2000 budget.

Component Services Provided

- Data processing operations long-term planning.
- Technology assessment.
- Data Processing development and enhancement project management.
- Production job running, merging and printing, production output.
- Database administration.
- Local Area Network installation, maintenance and administration.
- Mainframe and Local Area Network application analysis and programming.
- Expert-level PC and LAN desktop troubleshooting support in coordination with local, first-level support.

PARTNER AGENCIES

There are both public and private partners in the Alaska Job Center Network. The public sector partners are programs within this department, the Department of Health and Social Services, the Department of Education, and the Department of Community and Regional Affairs.

Component Goals and Strategies for FY2000

- 1) **COMPLETE PREPARATION FOR YEAR 2000.**
 - Test disaster recovery plans.
 - Review contingency plans.
- 2) **PROVIDE FASTER AND MORE RELIABLE COMMUNICATIONS AND LESS COSTLY SUPPORT.**
 - Complete migration to single network protocol.
 - Replace Novell file and print servers and client software.
 - Improve shared desktop environment.
- 3) **INSTALL ALASKA JOB CENTER NETWORK COMPUTERS TO IMPROVE SERVICE.**

Major Component Accomplishments for FY1998

- Population projections to the year 2025 were prepared for the first time since 1991.
- The 1997 Boundary and Annexation Survey for all of the State's Census Areas and Boroughs was completed.
- Conducted a special labor market survey of 24 communities in rural Alaska.
- Designed and implemented a website for the Alaska Job Center Network.
- Industry employment forecasts were completed for two-, five-, and ten-year horizons.
- Provided labor market information to policymakers and line staff through dozens of presentations and workshops.

Statutory and Regulatory Authority

AS 44.31.020
AS 44.19.626 (d)(3) - (e)
AS 23.05.060 (3)
AS 37.07.050
AS 09.38.115

41CFR parts 29 - 70

04 AAC 31.060

CORRECTION

**THE FOLLOWING DOCUMENT(S)
HAVE BEEN REFILMED TO
ASSURE LEGIBILITY OR PAGINATION**



Rev. 6/98

Central Microfilm Services
Department of Education & Early Development
State of Alaska

Department of Labor

Component: Data Processing

Manager: Mike Noel, Manager of Information Services

Tel: (907) 465-4881 Fax: (907) 465-5788 E-mail: Mike_Noel@labor.state.ak.us

Component Mission

Provide data processing support and services to all departmental programs and to the Alaska Job Center Network.

Data Processing was formally a separate BRU that has been merged into the Administrative Services BRU in the FY2000 budget.

Component Services Provided

- Data processing operations long-term planning.
- Technology assessment.
- Data Processing development and enhancement project management.
- Production job running, merging and printing, production output.
- Database administration.
- Local Area Network installation, maintenance and administration.
- Mainframe and Local Area Network application analysis and programming.
- Expert-level PC and LAN desktop troubleshooting support in coordination with local, first-level support.

PARTNER AGENCIES

There are both public and private partners in the Alaska Job Center Network. The public sector partners are programs within this department, the Department of Health and Social Services, the Department of Education, and the Department of Community and Regional Affairs.

Component Goals and Strategies for FY2000

- 1) **COMPLETE PREPARATION FOR YEAR 2000.**
 - Test disaster recovery plans.
 - Review contingency plans.
- 2) **PROVIDE FASTER AND MORE RELIABLE COMMUNICATIONS AND LESS COSTLY SUPPORT.**
 - Complete migration to single network protocol.
 - Replace Novell file and print servers and client software.
 - Improve shared desktop environment.
- 3) **INSTALL ALASKA JOB CENTER NETWORK COMPUTERS TO IMPROVE SERVICE.**

Labor Market Information

Specialized Expertise Needed for Mission

Expertise in the areas of economics and statistical analysis is required of all professional staff. Professional staff must have a college degree in economics, statistics, or mathematics. Further specialized knowledge in the areas of demographics, actuarial analysis, and geographic information systems is required by some staff in this component.

The Labor Market Information component works in cooperation with the federal Bureau of Labor Statistics and the US Census Bureau. As such staff in this component must be fully conversant in all statistical procedures used by those agencies.

Specialized Equipment needed for Mission

The complexity and magnitude of computations in statistical analysis requires the use of computers and specialized statistical software. Some software is commercially available, while other software is developed by staff within the component or in cooperation with the Bureau of Labor Statistics.

Geographic Information System (GIS) computer hardware and software used to assist with the census.

Privatization Practices

*ask DWight
get contacts*
A private contractor is utilized to key punch wage record information for entry into the Occupational Information Database. Also large printing jobs are sent to private vendors.

Management Services

Specialized Expertise Needed for Mission

Expertise in the areas of accounting and/or personnel management is required of all professional staff. Professional staff are college educated in accounting and some are CPA's. Specialized knowledge in the areas of GAAP, audit, federal grant accounting and reporting, and funds control are also required of some staff. Staff must be fluent in state and federal accounting practices.

Specialized Equipment needed for Mission

This unit uses the State accounting (AKSAS) and payroll (AKPAY) systems, the State budgeting (operating and capital) systems, and the State personnel system and WorkPlace Alaska.

CORRECTION

**THE FOLLOWING DOCUMENT(S)
HAVE BEEN REFILMED TO
ASSURE LEGIBILITY OR PAGINATION**



Rev. 6/98

Central Microfilm Services
Department of Education & Early Development
State of Alaska

Major Component Accomplishments for FY1998

- Population projections to the year 2025 were prepared for the first time since 1991.
- The 1997 Boundary and Annexation Survey for all of the State's Census Areas and Boroughs was completed.
- Conducted a special labor market survey of 24 communities in rural Alaska.
- Designed and implemented a website for the Alaska Job Center Network.
- Industry employment forecasts were completed for two-, five-, and ten-year horizons.
- Provided labor market information to policymakers and line staff through dozens of presentations and workshops.

Statutory and Regulatory Authority

AS 44.31.020
AS 44.19.626 (d)(3) - (e)
AS 23.05.060 (3)
AS 37.07.050
AS 09.38.115

41CFR parts 29 - 70

04 AAC 31.060

Department of Labor

Component: Data Processing

Manager: Mike Noel, Manager of Information Services
Tel: (907) 465-4881 Fax: (907) 465-5788 E-mail: Mike_Noel@labor.state.ak.us

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- Expert-level PC and LAN desktop troubleshooting support in coordination with local, first-level support.

PARTNER AGENCIES

There are both public and private partners in the Alaska Job Center Network. The public sector partners are programs within this department, the Department of Health and Social Services, the Department of Education, and the Department of Community and Regional Affairs.

Component Goals and Strategies for FY2000

- 1) **COMPLETE PREPARATION FOR YEAR 2000.**
 - Test disaster recovery plans.
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- 2) **PROVIDE FASTER AND MORE RELIABLE COMMUNICATIONS AND LESS COSTLY SUPPORT.**
 - Complete migration to single network protocol.
 - Replace Novell file and print servers and client software.
 - Improve shared desktop environment.
- 3) **INSTALL ALASKA JOB CENTER NETWORK COMPUTERS TO IMPROVE SERVICE.**

Department of Labor

- Participate in the planning and development of integrated computer applications with partner agencies in the Alaska Job Center Network.

Key Component Issues for FY1999 – 2000

- Disaster recovery planning, year 2000 compliance testing and contingency planning will be the top priority, perhaps even to the extent of suppressing other desired changes.
- Recruitment and retention of data processing staff is already a severe problem and we expect it to become much worse as Year 2000 and other fixed deadline tasks fuel competition for our staff.
- Implementation of statewide e-mail system and resolution of use of the standard used by the Alaska Job Center Network partners are key to improving e-mail reliability and minimizing support costs.
- Transition of Employment Services offices to Alaska Job Center Network one-stop service delivery will increase travel costs and require additional support staff.

Major Component Accomplishments for FY1998

- Replaced most IBM Systems Network Architecture network equipment with Internet Protocol based equipment to facilitate statewide efforts to migrate to a single protocol on the wide area network.
- Deployed network computers and Alaska Job Center Network standard workstations to replace low-end personal computers and dumb terminals in order to extend Internet access to almost all staff.
- Completed Year 2000 remediation of our old Unemployment Insurance tax mainframe system to ensure its continued operation until it can be replaced.
- Substantially resolved audit findings relating to charges in our Unemployment Insurance benefits system thus significantly improving the reliability of our financial records.
- Completed automation of Worker's Compensation re-employment benefits that resulted in a more rapid and accurate review of cases.

Statutory and Regulatory Authority

No statutes and regulations.

Labor Market Information

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Specialized Equipment needed for Mission

The complexity and magnitude of computations in statistical analysis requires the use of computers and specialized statistical software. Some software is commercially available, while other software is developed by staff within the component or in cooperation with the Bureau of Labor Statistics.

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Privatization Practices

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Management Services

Specialized Expertise Needed for Mission

Expertise in the areas of accounting and/or personnel management is required of all professional staff. Professional staff are college educated in accounting and some are CPA's. Specialized knowledge in the areas of GAAP, audit, federal grant accounting and reporting, and funds control are also required of some staff. Staff must be fluent in state and federal accounting practices.

Specialized Equipment needed for Mission

This unit uses the State accounting (AKSAS) and payroll (AKPAY) systems, the State budgeting (operating and capital) systems, and the State personnel system and WorkPlace Alaska.

services applications.

Specialized Equipment needed for Mission

IVR (Interactive Voice Response) machines in Anchorage, Fairbanks, and Juneau allow unemployment insurance claimants to file their claims by telephone.

AIX (IBM variant of UNIX) computers in Anchorage and Juneau used as departmental WWW servers.

2 Pitney Bowes inserters (both in Juneau) used to stuff outgoing mail to unemployment insurance claimants into envelopes for mailing.

3 IBM mainframe printers (all in Juneau) used to print outgoing mail to unemployment insurance claimants.

A small IBM mainframe computer (in Juneau) used by programmers to test applications.

Software development tools (as described above under specialized expertise).

Privatization Practices :

Large printing jobs are sent to private vendors.

Alaska Labor Relations Agency

Specialized Expertise Needed for Mission

Professional staff must be fluent in state labor relations laws, agency and court decisions, as well as federal court decisions, including those issued by the National Labor Relations Board (NLRB). Staff must have ability to conduct legal research through the internet or law library, and to conduct impartial hearings and write clear, concise decisions. One staff member must be a licensed attorney to conduct unfair labor practice hearings, as required by agency statute and the Administrative Procedure Act (AS 44.62).

Specialized Equipment needed for Mission

Standard office equipment including a personal computer with internet access for research.

Privatization Practices

Privatization Practices

Large printing jobs are sent to private vendors.

Data Processing

Specialized Expertise Needed for Mission

In order to effectively do their jobs DP staff need great understanding of the agency operations they are supporting. This includes the laws governing their operation, the way the agency implements those laws, the agency organization, and the flow of work through the organization. This is needed in order to implement automation of functions, to correct problems that may occur in existing automation, and to efficiently provide direct support to agency staff in their use of the automation.

Specialized expertise in the technologies implemented within the agencies is also required.

For the programmers supporting the unemployment insurance and employment services applications this includes use of IBM's DB2 database, use of Sterling Software's Cool:Gen mainframe ICASE software development tools, and use of Software AG's Natural for DB2 ad hoc reporting/programming language - all in addition to expertise in the standard software tools (Cobol, CICS, MVS, etc) used by many other agencies outside DOL.

For the programmers supporting other agencies within DOL this includes use of Microsoft Visual Basic programming language and Microsoft SQL server database (also in addition the the above standard software tools).

The database support staff assists all the programmers and therefore require expertise in all of the above products.

The network services staff require expertise in the lan wiring of the DOL buildings statewide, Citrix Wincenter multiuser Window NT products (and the associates Microsoft Windows Terminal Server), NCD "black boxes", and IBM AIX unix computers in addition to more commonly used products such as Windows NT, NT servers, Novell servers, Cisco routers and switches, and the usual variety of desktop computers, printers and software.

Expertise in IBM mainframe systems programming (OS/390, CICS, DB2, CA products, SAG products, etc) is required to maintain the mini-mainframe used (for Y2K testing) by the programmers supporting the unemployment insurance and employment

MEMORANDUM**STATE OF ALASKA
DEPARTMENT OF LABOR and
WORKFORCE DEVELOPMENT
Administrative Services Division**

TO Dwight Perkins, Deputy Commissioner
Department of Labor and
Workforce Development

DATE September 24, 1999

FILE Privatize-2.doc

THROUGH:

PHONE 465-6035

FROM Chris Miller, Chief 
Research and Analysis

SUBJECT Privatization of Data
collection

Could R&A privatize the collection of wage, labor and occupational information?

The answer to that question is: It depends.

Research and Analysis currently evaluates all non-federal projects to determine the most efficient means to do the work within the contractual requirements of the funding agency and the time constraints of the project. We have utilized private contractors for data entry, printing and for special survey projects and will continue to do so.

However, federal law prohibits the privatization of federally funded work done in Research and Analysis. The federal Wagner-Peyser Act, which is the primary source of federal funds to Research and Analysis from the Employment and Training Administration and the Bureau of Labor Statistics states that funds can only be given to state agencies with "merit staff". This portion of the Act has been recently upheld in federal court (STATE OF MICHIGAN, v. United States Department of Labor). Our contract with the BLS fund further stipulates,

"A state agency shall not subgrant or contract substantive program work under the Cooperative Agreement with out the permission of the BLS. Substantive program work includes the sampling, data collection, estimation, and validation activities under the Cooperative Agreement."

The BLS has stated that it would not provided funds to Research and Analysis if it were to subcontract out work.

On top of these federal prohibitions, just the logistics alone would prove very cumbersome. Data collection for the BLS fed/state statistical programs is done at both the federal and state levels. Processing occurs both in Washington DC and Juneau. The BLS pays for direct telecommunication from our office to their computers in Washington DC. This line is not only used to pass collected data, but to access processing systems that transform the sample data into estimates and other forms of information. The BLS regards much of the data within its system as highly confidential. To insure data security there are firewalls on both ends of this line. I am sure that you can appreciate that access to the BLS computer system is not under my span of control.

Finally, confidentiality of certain administrative and other records held by the state could also be an issue that might preclude any efficiency gained from privatization. The policy of giving confidential records to the private sector needs to be carefully considered.

5. MASS LAYOFF STATISTICS (MLS)

Detailed information on permanent job cutbacks, including the resultant unemployment registered at the State and area levels; the identification of substantial layoffs and plant closures from the perspective of dislocated worker legislation and the identification of declining industries.

B. AUTHORIZING LEGISLATION

The BLS is authorized to collect labor market information pursuant to the 1884 statute (29 USC 1), an Act to Establish the Bureau of Labor, as amended. Section 14 of the Wagner-Peyser Act (29 USC 49 f(a)(3)(D)) authorizes the Secretary of Labor to reimburse the States to provide data for national statistical programs. Some programs such as OES are authorized by the Job Training Partnership Act (29 USC 1501), which amended the Wagner-Peyser Act.

The BLS uses a cooperative agreement to fund cooperative statistical programs because of the agency's ongoing involvement in the programs, pursuant to the Federal Grant and Cooperative Agreement Act of 1977 (31 USC 6301-08). The specific statistical programs funded through the LMI Cooperative Agreement are described in more detail in the work statements in Part III, Application Materials.

C. ELIGIBLE APPLICANTS

Eligible applicants are State agencies designated by the Governor pursuant to the Workforce Investment Act of 1998, or their equivalents in non-State jurisdictions. The BLS may select an alternative applicant if a State agency declines to apply for cooperative agreement funding or otherwise substantially fails to meet BLS application and performance requirements.

D. REGULATIONS AND REFERENCE DOCUMENTS

The LMI programs are administered in accordance with the program operating manuals cited in the work statements, and with:

- Title 29 Part 93 of the Code of Federal Regulations (hereinafter cited as 29 CFR 93), *New Restrictions on Lobbying* (Federal Register, Vol. 55, No. 38, February 26, 1990);
- Title 29 Part 96 and 99 of the Code of Federal Regulations (hereinafter cited as 29 CFR 96 and 99), *Audit Requirements for Grants, Contracts and Other Agreements*. (Federal Register, Vol. 64, No. 57, March 25, 1999);
- Title 29 Part 97 of the Code of Federal Regulations (hereinafter cited as 29 CFR 97), *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, which reflects the Final (Common) Rule, as adopted by the Department of Labor, implementing OMB Circular A-102, as revised (Federal Register, Vol. 60, No. 75, April 19, 1995);

U.S. Department of Labor

Bureau of Labor Statistics
2 Massachusetts Ave. N.E.
Washington, D.C. 20212

Date : JUN 10 1999

LMI Administrative Memorandum No. S-99- 1

MEMORANDUM FOR: STATE AGENCY ADMINISTRATORS
BLS REGIONAL COMMISSIONERSFROM : ROBERT A. GADDIE
Acting Associate Commissioner
Office of Field Operations

SUBJECT : 2000 Labor Market Information Cooperative Agreement

1. **Purpose:** This is to transmit the 2000 LMI Cooperative Agreement (CA) application materials to State agencies for the operation of the LMI cooperative statistical programs and activities, and alert State agencies to those areas of the CA that have changed.
2. **Summary of Changes:** In addition to some minor editorial corrections and routine updates of reference dates, we have made other, more significant changes to the CA. These are described below, organized by Part and Section of the CA.

PART I, ADMINISTRATIVE REQUIREMENTS**Section D., Regulations and Reference Documents**

DOL Grant Interim Final Rules were published in the *Federal Register* on Thursday, March 25, 1999. They amend 29 CFR Part 96, *Audit Requirements for Grants, Contracts and Other Agreements*. Also, *Audits of States, Local Governments and Non-Profit Organizations* was published as a new regulation (29 CFR 99) codifying the revised OMB Circular A-133.

Section E., Program Funding

We have added language about MLS funding.

Section S., Confidentiality

This section has been modified slightly to bring it into conformance with BLS policy.

Department of Labor

Unemployment Insurance

Component — Personal Services Information

Authorized Positions			Personal Services Costs	
	<u>FY1999</u> <u>Authorized</u>	<u>FY2000</u> <u>Governor</u>		
Full-time	175	167	Annual Salaries	8,995,367
Part-time	75	65	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	3,155,953
			Less 8.49% Vacancy Factor	(788,640)
			Lump Sum Premium Pay	0
Totals	250	232	Total Personal Services	11,362,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	1	0	5	0	6
Accounting Spvr I	0	0	2	0	2
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	1	1	2	0	4
Accounting Tech II	0	0	1	0	1
Administrative Assistant	1	0	1	0	2
Administrative Clerk II	0	0	7	0	7
Administrative Clerk III	4	1	4	0	9
Appeals Referee II	3	0	3	0	6
Appeals Referee III	1	0	0	0	1
Asst Dir Employ Security	0	0	1	0	1
College Intern I	0	0	1	0	1
Employ Sec Analyst I	0	0	2	0	2
Employ Sec Analyst II	0	0	6	0	6
Employ Sec Analyst III	0	0	11	0	11
Employ Sec Spec Ib	53	11	39	0	103
Employ Sec Spec III	6	1	4	0	11
Employ Sec Spec IV	0	0	2	0	2
Employment Service Manager II	0	1	0	0	1
Employment Service Mgr III	1	0	1	0	2
Field Auditor I	7	2	2	1	12
Field Auditor II	1	1	1	0	3
Investigator I	1	0	0	0	1
Investigator II	2	1	1	0	4
Investigator III	1	0	0	0	1
Micro/Network Tech I	1	1	1	0	3
Microfilm Equip Op I	0	0	1	0	1
Microfilm Equip Op II	0	0	1	0	1
Prog Coordinator	0	0	3	0	3
Spvr Audit Operations	0	0	1	0	1
Status Examiner I	0	0	3	0	3
Status Examiner II	0	0	1	0	1
Student Intern I	0	0	1	0	1
Supvr	0	0	1	0	1
Unem Ins Qtd Contd Auditor	3	1	1	0	5
Unemployment Ins Spec II	0	0	9	0	9
Unemployment Ins Spec III	0	0	2	0	2
Unemployment Ins Spec VI	0	0	1	0	1
Totals	87	21	123	1	232

29 CFR 97.32(g)(1)-(3). Pursuant to those standards, specifically, 29 CFR 97.32(g)(1), the BLS reserves the right to transfer title of any ADP equipment, purchased with Cooperative Agreement funds, upon termination of financial assistance or when the equipment is no longer needed by the State agency.

P. PROCUREMENT

Except as noted below, when procuring property and services under the Cooperative Agreement, a State agency shall follow the same policies and procedures it uses for procurements from its non-Federal funds. The State agency shall ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations [29 CFR 97.36(a)].

- ☐ Pursuant to the provisions of OMB Circular A-87, a State agency shall request BLS approval prior to the procurement of ADP equipment, whether by rental-purchase agreement or other method of procurement, except as provided in LMI Administrative Memorandum S-89-4;
- ☐ A State agency shall not subgrant or contract substantive program work under the Cooperative Agreement without the permission of the BLS. Substantive program work includes the sampling, data collection, estimation, and validation activities under the Cooperative Agreement.

Q. CLOSEOUTS AND AUDITS

Appropriate LMI Memorandums on closeouts and audits will provide specific guidance on the requirements of 29 CFR 97.50, regarding closeout, and 29 CFR 96, regarding the Single Audit Act.

If, by virtue of an AAMC, a CA extends beyond the end of the fiscal year of funding, a two-step closeout process is required. A State agency shall perform a partial closeout (i.e., financial reconciliation) of the base programs (CES, LAUS, OES, ES-202) at the end of the fiscal year of funding. A State agency shall perform a final closeout of all base programs and AAMCs either

- ☐ ninety (90) days after the last AAMC ends, or;
- ☐ ninety (90) days after the end of the fiscal year in which the last AAMC ends.

The State agency has the option of deciding when the final closeout is to be performed; however, the State agency must notify the Regional Office before the end of the fiscal year of funding which option it has selected.

R. RECORDS

1. RETENTION

A State agency shall retain records in accordance with 29 CFR 97.42, Retention and Access Requirements for Records. Subject to the qualifications set forth in 29 CFR 97.42(b), a State agency shall retain all records pertinent to the Agreement, including financial and statistical records and supporting documents, for a period of three years after the close of the

Department of Labor

- Provide public resource areas, equipment and labor market information.
 - Present skill-building workshops on work search and interviewing techniques, resume writing, and completing applications.
- 4) **Special Initiatives:**
- a) **Vocational Counseling Program:** Vocational counselors provide comprehensive counseling and assessment services at all nineteen Alaska Employment Service offices. Services include:
 - Assistance with work-related choice, change or adjustment; handling stress due to job loss; awareness of employer expectations; work ethics; and job search skills training.
 - Assessment of applicants' abilities, interests, personality traits, transferable skills, literacy skills, and work values.
 - An employment plan is completed and based upon plan steps, the client is assisted in achieving employment goals through job placement, job development, job search skills training, referral for services and/or formal training. Intensive follow-up support is available.
 - b) **Seafood Unit:**
 - Work with employers to promote job placement and skill development for Alaskan workers in the seafood industry.
 - Provide group orientations for applicants.
 - Screen applicants according to employer criteria.
 - List job openings, advertise, and participate in recruitment and job fair activities.
 - Promote seafood jobs as a positive option for public assistance recipients.
- 5) **Administer employment and training programs made possible by specific federal appropriations.**
- Alien Labor Certifications.
 - Trade Act - North America Free Trade Agreement/Trade Adjustment Assistance.
 - Worker Profiling & Unemployment Insurance Reemployment Services.
 - Welfare to Work and Worker Opportunity Tax Credits.
 - Priority Service to Veterans through the Disabled Veterans Outreach Program and the Local Veterans' Employment Representatives program.

Component Goals and Strategies for FY2000

- 1) **INCREASE VISIBILITY TO OUR CUSTOMERS AS ALASKA'S PRIMARY LABOR EXCHANGE.**
- a) **Employers:**
 - Contact employers to inform them of the benefits of using our services.

Component: Employment Services

Manager: Rebecca Gamez, Director

Tel: (907) 465-2712 Fax: (907) 465-4537 E-mail: Rebecca_Gamez@labor.state.ak.us

Component Mission

To foster and promote the welfare of Alaska wage earners by operating a statewide public labor exchange.

Component Services Provided

LABOR EXCHANGE & EMPLOYMENT ASSISTANCE:

1) Provide the state's largest public labor exchange for employers and job seekers.

- List vacancies for employers (job orders).
- Connect qualified job seekers with employer vacancies.
- Provide interview facilities.

PARTNER AGENCIES

Agencies involved in the Alaska Job Center partnership with the Department of Labor, Employment Security Division include:

The Department of Community and Regional Affairs
The Department of Education
The Department of Health and Social Services
The University of Alaska
Several Community Colleges

2) Provide the required work test for Unemployment Insurance (UI) claimants to establish their availability for work.

- Assess the employability of profiled UI clients.
- Determine which reemployment services will best prepare profiled clients to return to suitable work as soon as possible.
- Schedule and follow up on reemployment services progress.

3) The Employment Security Division (ESD) is mandated by the Wagner-Peyser Act and the new Workforce Investment Act (WIA) to provide employment services to Alaska's universal population - all employers, workers and job seekers. We provide initial information and resources that permit job seekers to decide if they are ready for work or if they need other services such as training, counseling or unemployment insurance.

- Assist employers in recruiting and identifying applicants.
- Provide employers with information on wages, worker availability and labor market conditions.
- Advise employers on legal hiring, interviewing and employment practices.
- Greet job seekers and guide them toward appropriate services including training, vocational counseling or services provided by other agencies such as public assistance.
- Refer job seekers to job interviews.

Department of Labor

- Develop software to allow for self-registration and self-referral.

Major Component Accomplishments for FY1998

- Expanded availability and access to information and services to all areas of Alaska by using Internet technology.
- Created Alaska's Job Bank that lists all open job orders on the Internet.
- Developed an Internet Job order entry form for employers so they do not have to contact Employment Services staff in-person or by telephone to submit a job order.
- Provided quality staff training and development particularly with the financial assistance of Alaska Job Center Network resources.
- Processed 305 North America Free Trade Agreement cases.
- Processed 861 Work Opportunity Tax Credit applications, of which 654 were federally approved.
- Met or exceeded Veterans standards for referrals and services.
- Provided vocational counseling services to over 3,000 clients.
- Seafood initiative: The Seafood Employment Unit developed a cooperative recruitment effort with the Division of Public Assistance and seafood employers to target public welfare recipients for seafood jobs. Seafood employment staff also organized and participated in job fairs for employers, extended recruitment efforts to Alaskans in rural areas, and provided orientations for seafood job applicants. Fifty-eight percent of all seafood job openings listed with the Employment Service were filled.

Statutory and Regulatory Authority

Wagner-Peyser Act
20 CFR Chapter V
AS 23.20
8 AAC 85
5 U.S.C. Sec. 8501-8525
Trade Act of 1974

Department of Labor

- Add links and functions to our employer web sites to provide current information and to make it easier for employers to use our services. Example: On the employer web page, add a link to Labor Market Information's employment and labor market statistics site.

- Provide toll free telephone access for employers to submit job orders.

b) Job Seekers:

- Provide distance-spanning technologies such as Internet access; toll free telephone access to America's Job Bank; place personal computers with Internet access in 3 villages; and integrate Alaska's Job Bank with America's Job Bank and America's Talent Bank to ensure availability of employment services to all Alaskans.
- Deliver employment services on three levels: self-service, group orientations and workshops and one-on-one interviews to accommodate the needs of all job seekers.
- Develop self-registration and self-referral processes.
- Provide public resource areas and equipment in local offices.
- Provide priority service and placement to Veterans.

2) COLLOCATE AND COORDINATE SERVICES AND RESOURCES WITH OTHER AGENCIES

- To provide employment, training and public assistance related service delivery in one-stop and rural environments.
- Review the potential of collocation for each local office by the end of the fiscal year.

3) DEVELOP REVENUE-GENERATING STRATEGIES BY THE END OF THE FISCAL YEAR TO MAINTAIN LEVELS OF SERVICE AS FEDERAL FUNDING DECLINES.

- Explore the possibilities of charging a fee for providing certain services.
- Apply for grants that will pay for specific services.

4) MEET OR EXCEED U.S. DOL VETERANS PERFORMANCE STANDARDS.

- Increase by at least 15%, referrals and services to veterans by focusing on those 22 years of age or older.

Key Component Issues for FY1999 – 2000

- 1) Secure additional funding to increase field office staffing and/or hours of operation.
- 2) Continue migration and transition of the Alaska Employment Service into the one-stop service delivery environment.
- 3) Work with the soon to be developed Workforce Development Board(s) as described in the Workforce Investment Act as a key participant and planning partner for local service delivery in the Workforce Development plan.
- 4) Establish the policy that federal appropriations for specific programs are a purchase of services and the level of service will not exceed the appropriated resources. Unfunded federal mandates will be challenged.
- 5) Implement the Employment Service Technology Plan by the end of the fiscal year.
 - Update programming to integrate Department of Labor's computer system with America's Job Bank and America's Talent Bank.

Department of Labor

Employment Services

Proposed Changes in Levels of Service for FY2000

As self-service activities such as self-referral and self-registration increase, staff mediated services are expected to decrease. For example, as self-referrals increase by 15%, referrals from Employment Service staff will decrease by 15%.

Component — Summary of Budget Changes

From FY1999 Authorized to FY2000 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY1999 Authorized	0.0	9,390.7	515.9	9,906.6
Adjustments which will continue current level of service:				
-Adjust Contractual Services Fund Source Distribution (A3 of 5)	0.0	27.5	-27.5	0.0
-Adjust Equipment Fund Source Distribution (A5 of 5)	0.0	-20.0	20.0	0.0
-Adjust Personal Services Fund Source Distribution (A1 of 5)	0.0	36.5	-36.5	0.0
-Adjust Supplies Fund Source Distribution (A4 of 5)	0.0	-7.4	7.4	0.0
-Adjust Travel Fund Source Distribution (A2 of 5)	0.0	-36.6	36.6	0.0
-Line Item Transfer from Grants and Contractual Services to Personal Services (B2 of 2)	0.0	0.0	0.0	0.0
-Transfer federal authorization to the DP component from the ES component	0.0	-50.4	0.0	-50.4
-Transfer Funding for Internal Auditor Position to Commissioner's Office	0.0	-6.3	0.0	-6.3
-Transfer Funding for Personnel Specialist Position to Management Services	0.0	-5.9	0.0	-5.9
-Transfer personal services to contractual	0.0	0.0	0.0	0.0
-Transfer Split PCN's & Related Federal Authorization from UI to ES component (B1 of 2)	0.0	242.7	0.0	242.7
-Transfer T&B from Unemployment Insurance	0.0	0.0	572.5	572.5
Proposed budget increases:				
-Add Interagency Authorization for Welfare to Work Activities	0.0	0.0	350.0	350.0
FY2000 Governor	0.0	9,570.8	1,438.4	11,009.2

Department of Labor

Employment Services

Resource Summary

All dollars in thousands

	FY1998 Actuals	FY1999 Authorized	FY2000 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	7,146.3	8,146.0
72000 Travel	0.0	190.0	197.5
73000 Contractual	0.0	1,507.4	1,905.9
74000 Supplies	0.0	130.0	139.8
75000 Equipment	0.0	120.0	120.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	812.9	500.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	9,906.6	11,009.2
Funding Sources:			
1002 Federal Receipts	0.0	9,390.7	9,570.8
1007 Inter-Agency Receipts	0.0	241.8	591.8
1049 Training and Building Fund	0.0	0.0	572.5
1108 Statutory Designated Program Receipts	0.0	274.1	274.1
Funding Totals	0.0	9,906.6	11,009.2

Estimated Employment Services Revenue Collections

Description	Master Revenue Account	FY1998 Actuals	FY1999 Authorized	FY1999 Cash Estimate	FY2000 Governor
Unrestricted Revenues					
Training & Building Fund	51155	0.0	0.0	572.5	572.5
Unrestricted Total		0.0	0.0	572.5	572.5
Restricted Revenues					
Federal Receipts	51010	0.0	9,390.7	9,390.7	9,570.8
Interagency Receipts	51015	0.0	241.8	241.8	591.8
Statutory Designated Program Receipts	51063	0.0	274.1	274.1	274.1
Restricted Total		0.0	9,906.6	9,906.6	10,436.7
Total Estimated Revenues		0.0	9,906.6	10,479.1	11,009.2

Department of Labor

Component: State Training Employment Program

Manager: Rebecca Gamez, Director

Tel: (907) 465-2712 Fax: (907) 465-4537 E-mail: Rebecca_Gamez@labor.state.ak.us

Component Mission

To turn actual or potential Unemployment Insurance (UI) claimants into UI Trust Fund contributors through training investments in the Alaskan workforce.

Component Services Provided

Provide Alaskan workers access to state and employer sponsored training programs and services including:

- Industry specific on-the-job and classroom training.
- Job search assistance and other supportive services.
- Vocational counseling and career guidance.

PARTNER AGENCIES

The Alaska Department of Labor collects (collection activities budgeted in UI Component) one tenth of one percent of the employee UI tax contributions and passes the funding through the Alaska Human Resource Council to the Alaska Department of Community and Regional Affairs, which in turn awards grants to private employers to train and hire unemployed workers.

Oversight of the STEP is centered at the Alaska Human Resource Investment Council, while general management of the program is the responsibility of the Job Training Partnership Office within the Department of Community and Regional Affairs. The Department of Labor is responsible for financial administration of the Employment and Training account.

Component Goals and Strategies for FY2000

TO REDUCE CURRENT AND FUTURE CLAIMS AGAINST UNEMPLOYMENT BENEFITS THROUGH THE UPGRADING OF WORKER'S SKILLS.

- Placement in stable or growing industries and occupations.
- Foster growth of existing businesses through availability of a skilled labor force and attraction of new businesses to Alaska.
- Promotion of local hire.

Key Component Issues for FY1999 - 2000

Improve the financial and performance measurement reporting systems for the State Employment and Training Program.

Major Component Accomplishments for FY1998

The Alaska Department of Labor will issue its Annual State Training and Employment Program (STEP) review in December 1998, releasing FY1997 accomplishments. The FY1996 annual program review showed that the STEP achieved the following:

Department of Labor

Employment Services

Component — Personal Services Information

Authorized Positions			Personal Services Costs	
	<u>FY1999</u> <u>Authorized</u>	<u>FY2000</u> <u>Governor</u>		
Full-time	114	122	Annual Salaries	6,373,110
Part-time	30	28	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	2,172,049
			Less 4.67% Vacancy Factor	(399,159)
			Lump Sum Premium Pay	0
Totals	144	148	Total Personal Services	8,146,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech III	0	0	1	0	1
Administrative Assistant	1	1	3	0	5
Administrative Clerk II	0	0	2	0	2
Administrative Manager IV	0	0	1	0	1
Administrative Specialist	0	0	1	0	1
Asst Dir Employ Security	0	0	1	0	1
Dep Dir ESD	0	0	1	0	1
Division Director	0	0	1	0	1
Employ Counselor I	0	0	0	1	1
Employ Counselor II	3	2	2	7	14
Employ Counselor III	0	0	1	0	1
Employ Sec Analyst I	0	0	1	0	1
Employ Sec Analyst II	0	0	5	0	5
Employ Sec Analyst III	0	0	5	0	5
Employ Sec Spec Ia	0	0	1	1	2
Employ Sec Spec Ib	29	11	6	28	74
Employ Sec Spec II	1	0	0	1	2
Employ Sec Spec III	3	1	0	0	4
Employment Service Manager II	0	0	1	2	3
Employment Service Mgr I	0	0	0	10	10
Employment Service Mgr III	0	0	0	2	2
Employment Service Mgr IV	1	1	0	0	2
Micro/Network Tech I	1	0	2	0	3
Prog Coordinator	0	0	3	0	3
Program Budget Analyst III	0	0	1	0	1
Secretary I	0	0	1	0	1
Spec Asst to the Comm I	0	0	1	0	1
Totals	39	16	41	52	148

Department of Labor

State Training Employment Program

Resource Summary

All dollars in thousands

	FY1998 Actuals	FY1999 Authorized	FY2000 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	3,867.4	4,046.1	4,046.1
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,867.4	4,046.1	4,046.1
Funding Sources:			
1054 State Employment & Training Program	3,867.4	4,046.1	4,046.1
Funding Totals	3,867.4	4,046.1	4,046.1

Estimated State Training Employment Program Revenue Collections

Description	Master Revenue Account	FY1998 Actuals	FY1999 Authorized	FY1999 Cash Estimate	FY2000 Governor
Unrestricted Revenues					
None.		0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0
Restricted Revenues					
State Employment & Training Fund	51394	3,867.4	4,046.1	4,046.1	4,046.1
Restricted Total		3,867.4	4,046.1	4,046.1	4,046.1
Total Estimated Revenues		3,867.4	4,046.1	4,046.1	4,046.1

Department of Labor

- Had 1,270 active clients.
- Reduced the number of STEP clients that filed UI claims from 514 in the four quarters before entering STEP to 303 in the four quarters after completing STEP.
- Preliminary data indicates that the number of STEP clients exhausting their UI claims has declined by approximately 35%.
- 353 STEP clients entered newly created jobs.
- Over 80% of the clients left the program under positive circumstances.

Statutory and Regulatory Authority

CH 85, SLA 98
CH 116, SLA 96
CH 17, SLA 93
CH 17, SLA 91
CH 95, SLA 89
AS 23.20.185 - 275
§ AAC 87.010

Budget Request Unit: Employment Security.

Manager: Rebecca Gamez, Director

Tel: (907) 485-2712 Fax: (907) 485-4537 E-mail: Rebecca_Gamez@labor.state.ak.us

BRU Mission

To ease the negative effects that involuntary unemployment has on Alaska's wage earners, to stabilize the local economy and workforce during periods of economic downturn, to operate a statewide public labor exchange and to provide employment training.

Note: In FY2000, the Alaska Work Programs (AWP) component was renamed the Work Services (WS) component. FY1998 and FY1999 financial activity is reported in the AWP component. The FY2000 activity is reported in the WS component.

BRU Services Provided

The Unemployment Insurance (UI) program assesses and collects employer contributions for deposit into the UI Trust Fund and pays UI benefits to workers who are temporarily unemployed and looking for work.

The Employment Services (ES) program provides labor exchange services for all Alaskans. The Vocational Counseling program better prepares job seekers for employment and the Seafood Unit works with employers to promote job placement and skill development for Alaskan workers in the seafood industry.

Work Services provides a specialized labor exchange and case management service for recipients of both Alaska Temporary Assistance Program (ATAP) and food stamps to place them in unsubsidized employment. Among the services provided in this program are employability assessment, training, counseling and placement.

State Training Employment Program (STEP) provides Alaskans access to state and employer sponsored training.

BRU Goals and Strategies for FY2000

1) PROVIDE AN EFFECTIVE STATEWIDE LABOR EXCHANGE.

- List vacancies for employers (job orders).
- Connect qualified job seekers with employer vacancies.
- Provide interview facilities.

2) ENSURE UNEMPLOYMENT INSURANCE BENEFITS PROMOTE ECONOMIC STABILITY IN ALASKA.

- Provide partial income replacement to insured workers during periods of unemployment.
- Provide a convenient and efficient means for clients to apply for Unemployment Insurance (UI) benefits.
- Deliver Unemployment Insurance benefits correctly and in a timely manner.
- Receive contributions from employers for the payment of unemployment benefits, maintain accounting records of all contributions submitted by employers and deposit those contributions to the Alaska UI Trust Fund as required by state and federal statutes.
- Apply statutory remedies when employers do not comply with state statutes.

Department of Labor

State Training Employment Program

Proposed Changes in Levels of Service for FY2000

No changes are proposed to the levels of service provided by this component.

Component — Summary of Budget Changes

From FY1999 Authorized to FY2000 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY1999 Authorized	0.0	0.0	4,046.1	4,046.1
FY2000 Governor	0.0	0.0	4,046.1	4,046.1

Department of Labor

- **Exceeded Veterans' performance standards for referrals and services despite reduced veterans staffing due to funding shortfalls. These standards are set by the U.S. Department of Labor, Veteran's Employment and Training Service (VETS) and are included in the Wagner-Peyser grant that funds Employment Service operations.**

Department of Labor

- Protect the Unemployment Insurance Trust Fund by preventing, discouraging, detecting and recovering Unemployment Insurance benefit overpayments and conduct employer and wage audits.
- 3) PROVIDE SERVICES THAT AID ALASKANS TO SUCCESSFULLY COMPETE IN THE JOB MARKET.
 - Assess the employability of profiled UI clients.
 - Determine which reemployment services will best prepare profiled clients to return to suitable work as soon as possible.
 - Schedule and follow up on reemployment services progress.
- 4) SUPPORT ALASKA'S ECONOMIC GROWTH AND DEVELOPMENT.
 - Assist employers in recruiting and identifying applicants.
 - Provide employers with information on wages, worker availability and labor market conditions.

Key BRU Issues for FY1999 – 2000

- The key issue for the Employment Security Division is becoming Year 2000 compliant.
- Dealing with the challenge of unfunded federal mandates.
- Pursuing alternative funding sources for our programs.
- Implementing new distance spanning technology to better serve both our rural and urban clients.
- Lead the movement to the one-stop environment as it better serves our customers.
- Effectively participate in welfare reform.
- Comply with the recently passed federal Workforce Investment Act of 1998 which mandates states integrate employment, training, and related public services into a one-stop service delivery system.

Major BRU Accomplishments for FY1998

UNEMPLOYMENT INSURANCE PROGRAM

- Processed all UI through regional call-centers and paid out a total of \$118,048,615 in benefits to 50,253 customers. In this environment, 93.4% of all UI benefits were correctly paid and the timeliness of benefits paid was improved by 10%.
- Initiated a biannual customer satisfaction poll and 92% of the sampled UI customers reported that they received good to very good levels of customer service.

EMPLOYMENT SERVICE PROGRAM

- Expanded availability and access to information and services to rural areas by using Internet technology and developed an Internet Job order entry form for employers. Also using this distance spanning technology, we created Alaska's Job Bank, an interactive Internet site.
- Put the Federal Government on notice that the Alien Labor Certification program's funding shortfall would result in our ceasing to process certifications for employment. The Federal Government found the promised funds.

Employment Security

Proposed Changes in Levels of Service for FY2000

UNEMPLOYMENT INSURANCE PROGRAM

- Implementation of a Direct Deposit Program for payment of UI Benefits.
- Development of a mainframe tax system compatible with our current benefit system and more accommodating to employers' needs. An FY2000 Capital Budget request for this effort has been submitted.

EMPLOYMENT SERVICE PROGRAM

- To respond to customer needs and to compensate for diminishing resources, ES self-service activities (such as self-referral and self-registration) are increasing. As customers move to self-service, staff delivered services are expected to decrease for self-reliant customers allowing staff to serve more customers needing one-on-one and group reemployment services.

Employment Security

Budget Request Unit — Summary of Budget Changes

From FY1999 Authorized to FY2000 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY1999 Authorized	130.9	26,240.0	7,220.3	33,591.2
Adjustments which will continue current level of service:				
-Employment Services	0.0	180.1	572.5	752.6
-Unemployment Insurance	0.0	-1,011.5	-572.5	-1,584.0
-Alaska Work Programs	-130.9	0.0	-1,742.5	-1,873.4
-Work Services	130.9	0.0	1,742.5	1,873.4
Proposed budget decreases:				
-Work Services	0.0	0.0	-153.3	-153.3
Proposed budget increases:				
-Employment Services	0.0	0.0	350.0	350.0
-Unemployment Insurance	0.0	700.0	0.0	700.0
FY2000 Governor	130.9	26,108.6	7,417.0	33,656.5