

ALASKA LEGISLATURE SPECIAL COMMITTEE / SUBJECT FILE 8672

1364 SCOMM 51: BLUE RIBBON COMN. ON STATE PERSONNEL ACT 1978-1983

a person refuse to comply with the subpoena.

Sec. 18. AS 39.25 is amended by adding new sections to read:

Sec. 39.25.181. DEFINITIONS. In this chapter,

(1) "fraud" means for a person to knowingly

(A) create or confirm another's false impression which the person does not believe to be true, including false impressions as to law or value and false impressions as to intention or other state of mind;

(B) fail to correct another's false impression which the person previously has created or confirmed;

(C) prevent another from acquiring pertinent information;

(2) "knowingly" means for a person to be aware with respect to conduct or to a circumstance described by a provision of law that his conduct is of that nature or that the circumstance exists; when knowledge of the existence of a particular fact is required, that knowledge is established if a person is aware of a substantial probability of its existence, unless he actually believes it does not exist;

(3) "precinct" means the territory within which resident voters may cast votes at one polling place;

(4) "state employee" means a person employed by the state who is paid a wage or salary, but does not include a person hired by the state to work as an independent contractor.

(SB 193, page 16, line 27)

Comment

The definition for "fraud" is taken from the Criminal Code definition of "deception", AS 11.81.900(b)(14), and is rewritten for use within the State Personnel Act. The definition for "knowingly" is also taken from the Criminal Code, AS 11.81.900(a)(2), with amendments for use within the State Personnel

Act.

The definition for "precinct" is taken verbatim from the State Election Code, AS 15.60.010(17). The bill includes a new definition for "state employee".

Sec. 19. AS 39.25 is amended by adding a new section to article 6 to read:

Sec. 39.25.192. EMPLOYEE POLITICAL RIGHTS. A state employee may

(1) be a member of a national, state, or local political party;

(2) take part in a political campaign;

(3) express political opinions;

(4) register party preference;

(5) serve as a voting or nonvoting delegate to a party convention;

(6) be appointed, nominated, or elected to nonpartisan public office in a local government unit; and

(7) make contributions to a political party or a candidate for public office.

(SB 193, page 17, line 20)

Comment

This section sets out the political rights listed in the present AS 39.25.160(a) with amendments for style. Paragraph (7) is added to clarify that state employees may make contributions to a political party or candidate.

Sec. 20. AS 39.25.180 is repealed.

(SB 193, page 18, line 5)

Comment

The Revisor of Statutes has determined that this section, which provides for the transfer of territorial employees to state employees, is obsolete. The commission agrees with her. Therefore, the bill repeals the section.

Sec. 21. This Act takes effect July 1, 1981.

(SB 193, page 18, line 6)

Comment

The commission recommends an effective date to insure a smooth transition from the existing practices to those set out in the bill.

SENATE BILL 194: RELATING TO NEPOTISM IN STATE EMPLOYMENT.

PURPOSE

The present statute prohibiting nepotism in state employment is directed at relatives of the executive head of a department or agency. It prohibits the employment of anyone related within the second degree of kindred to the executive head. However, the Personnel Rules also prohibit the employment of persons related within the second degree of kindred to the head of the division or subdivision within which the person is working. (PR 13 09.2). In addition, the Rule requires that before a person may be employed in the same agency with a close relative, that the Director of Personnel and the appointing authority for the department or agency must give express approval to the appointment. (PR 13 09.3)

The scope of the Personnel Rules is broader than the scope of the statute. The Attorney General has advised the Division of Personnel that the Rules are therefore not completely enforceable. The commission considered the issue and the majority recommends that the scope of the statute be enlarged to include the provisions of the Personnel Rules. While provisions against nepotism limit the opportunities of some Alaskans to find employment with particular offices in the state, the disadvantage to those people should be weighed against the appearance of impropriety and favoritism which is created if relatives of the head of a division or department

are working within that division or department.

The Director of Personnel advised the commission that in the past he has routinely approved waivers for relatives to work in a non-supervisory status in the same office. The majority of the commission recommends that requirement for review of these situations be placed in the statute to provide a mechanism for review should an instance of abuse arise.

SECTION BY SECTION ANALYSIS

Section 1. AS 39.10.010 is repealed and reenacted to read:

Sec. 39.10.010. NEPOTISM PROHIBITED. (a) A person may not be appointed to a position in a state department or agency, whether in the legislative, judicial, or executive branch, if that person is the spouse of or is related by blood or marriage within and including the second degree of kindred to the commissioner or a deputy or assistant commissioner of the principal department, or to the executive head of the agency.

Comment

This subsection prohibits the employment of a person related to the top-level managers of a department or agency. It encompasses the present substance of AS 39.10.010 and extends it to include deputy and assistant commissioners.

(b) A person may not be appointed to a position in a division of a state department or agency, whether in the legislative, judicial, or executive branch, if that person is the spouse of, or is related by blood or marriage within and including the second degree of kindred to, the executive head of the division.

(c) A person may not be appointed to a position in a state department or agency in the executive branch, if that person is the spouse of, or is related by blood or marriage within and including the second degree of kindred to, an employee in the department or agency unless

the director of personnel and the person who makes the appointment approve the appointment in writing. An appointment prohibited by (a) or (b) of this section may not be approved under this subsection.

Comment

These subsections extend the scope of the statute to include the provisions of the Personnel Rule. Subsection (b) prohibits the employment within a particular division of persons related to the division director. It applies to all three branches of government.

Subsection (c) provides that before two close relatives may work in the same office in the executive branch of government, the Director of Personnel and the person who is making the hiring decision must both approve the appointment in writing.

Section 2. This Act takes effect immediately in accordance with AS 01.10.070(c).

Comment

Because the state is operating without an effective nepotism law, the commission recommends that the bill take effect immediately.

SENATE BILL 195: LIMITING THE ADJUSTMENT OF RETIREMENT BENEFITS.

PURPOSE

This bill remedies a problem which the commission was advised of in testimony from a retired state employee. When the employee retired in 1976, she had been advised on four separate occasions by the staff of the Division of Retirement and Benefits that she was eligible for more than nine years of credited service with the state. Shortly after she retired the legislature amended the retirement laws and she was told that she would receive credit for an additional three years because of her military service. She began receiving retirement benefits on that basis.

In 1979 the division wrote to advise her that their original computations had been in error and that her years of employment with the University of Alaska could not be included in her credited service. Therefore, she had received over \$5000 in benefits which she would have to repay. They reduced the amount of her check by \$100 to be credited towards that overpayment, in addition to reducing the check to the amount she was actually entitled to receive. The basis for denying credit for the employee's period of service with the University of Alaska was a regulation adopted by the Division of Retirement and Benefits in 1978 -- two years after she had retired.

The employee appealed to the Public Employee Retirement Board, which can waive collection of overpayments in cases of hardship. In

determining whether there would be hardship to the employee, the board considered her family's financial situation and found that she was not entitled to the waiver.

Commission members discovered that this was not an isolated instance. A number of retired state employees have undergone similar experiences. They relied on assurances from the division of retirement and benefits only to discover a considerable time later that errors had been made and that their benefits would be reduced.

The commission recommends that a two-year statute of limitations be placed on the collection of overpayments. Two years gives the Division of Retirement and Benefits ample time to audit its records and find and correct any errors made. After that period of time, a retired person should be freed from the burden of having to pay back the state for mistakes of the state's employees. This protection should be available only in cases where the retired person did not contribute to causing the error. It should not apply to persons working for employers other than the state, since those employers may not be in a financial position to absorb the cost of errors made by state employees.

SECTION BY SECTION ANALYSIS

Section 1. AS 14.25.173 is amended by adding a new subsection to read:

(b) An adjustment which requires repayment of benefits may not be made under this section if

(1) the incorrect benefit was first paid two years or more before the member or teacher or beneficiary was notified of the change

or error; and

(2) the change or error was not caused by the member or teacher or beneficiary.

Comment

This section amends the Teachers Retirement System by prohibiting the Division of Retirement and Benefits from decreasing benefits in order to collect for a previous overpayment if two conditions are met. The first condition is that the overpayment began two years or more before the division told the retired teacher of the error. The second condition is that the teacher did not cause the error.

Sec. 2. AS 39.35.520 is amended by adding a new subsection to read:

(b) An adjustment which requires repayment of benefits may not be made under this section if

(1) the incorrect benefit was first paid two years or more before the employee or beneficiary was notified of the change or error;

(2) the change or error was not caused by the employee or beneficiary; and

(3) the change or error relates to the employee's credited service with the state and not with another participating employer.

Comment

This section amends the Public Employee Retirement System in the same way that section 1 amends the TRS. However, in this section there is an additional condition. The error in computation must relate to the employee's credited

service with the state, and not with another participating employer.

Sec. 3. This Act is retroactive to July 1, 1979.

Sec. 4. This Act takes effect immediately in accordance with AS 01.10.-070(c).

Comment

Section 3 makes the Act retroactive in order to include the retired person who testified before the commission. Section 4 provides that the Act takes effect immediately in order to address the hardship to retired state employees.

SENATE BILL 196 : RELATING TO THE MEMBERSHIP OF THE
PUBLIC EMPLOYEES RETIREMENT BOARD.

PURPOSE

This bill amends the Public Employees Retirement Act to change the membership of the Public Employees Retirement Board. The law presently requires that the three members who are appointed to the Personnel Board shall also serve on the PERB. AS 39.35.030. Those three individuals are also, by statute, appointed to the Labor Relations Agency, which is involved in collective bargaining issues. AS 23.40.250(3). The activities of both the LRA and the PERB have grown considerably recently. In the last legislative session, the PERB was made responsible for overseeing the supplemental employee benefit program and the deferred compensation program for state employees. AS 39.35.040(9) and (10). The increase in the number of state employees who are members of collective bargaining organizations has led to additional work for the LRA. The three members of the Personnel Board are citizen volunteers appointed by the Governor who are not employed by the state.

While the issues which are addressed by the Personnel Board are related to some of the issues addressed by the Labor Relations Agency, this is not the case with the subjects of concern to the Public Employees Retirement Board. Therefore, the commission recommends that the members of the Personnel Board continue to serve as the members of the LRA and that they be removed from the PERB.

The PERB should be composed of four elected members and one member appointed by the Governor. In addition, the commission recommends that one of the elected members should be a retired person to insure that those most directly affected by the system have a voice in the decision-making body.

SECTION BY SECTION ANALYSIS

Section 1. AS 39.35.030(b) is amended to read:

(b) One (THREE) board member (MEMBERS) shall be appointed by the governor and shall serve at his pleasure (MEMBERS OF THE PERSONNEL BOARD OF THE DEPARTMENT OF ADMINISTRATION). The remaining four (TWO) board members shall be members of the system (AND) elected by the members of the system, and at least one of the elected board members shall be retired.

Comment

Section 1 of the bill sets out the changes in membership of the PERS board which are discussed above.

Sec. 2. Notwithstanding AS 39.35.030(b), as amended by sec. 1 of this Act, a person serving on the Public Employees Retirement Board on the effective date of this Act who was from the personnel board of the Department of Administration shall continue to serve until his successor is elected or appointed by the governor.

Comment

Section 2 is a temporary measure to enable the board to continue to act until new members have been selected according to the new method.

**SENATE BILL 197: APPLYING THE ADMINISTRATIVE PROCEDURE
ACT (AS 44.62) TO ADOPTION OF REGULATIONS
BY STATE RETIREMENT SYSTEMS.**

PURPOSE

This bill amends the law to require that both the Public Employees Retirement Board and the Teachers Retirement System administrators comply with the Administrative Procedure Act when adopting regulations. Both retirement systems are presently exempted from the APA. The commission recommends the change because of concern that regulations have been adopted in the past without adequate opportunity for public comment. Although rule-making under the APA may be more time-consuming than rule-making under the present methods of the retirement systems, the improved public notice requirements outweigh that disadvantage. In instances in which either retirement system is faced with a need for immediate change in regulations, the APA provides for emergency rule-making. AS 44.62.250.

SECTION BY SECTION ANALYSIS

Section 1. AS 39.35.042 is repealed and reenacted to read:

Sec. 39.35.042. REGULATIONS. Adoption of regulations under this chapter is subject to the Administrative Procedure Act (AS 44.62).

Comment

Section 1 of the bill amends the Public Employees Retirement System statute to make the PERS subject to the APA rule-making requirements.

Sec. 2. AS 14.25.022 is repealed and reenacted to read:

Sec. 14.25.022. REGULATIONS. Adoption of regulation by the administrator under this chapter is subject to the Administrative Procedure Act (AS 44.62).

Comment

Section 2 amends the Teachers Retirement System statute to make the TRS subject to the APA rule-making requirements.

CHAPTER II

UNRESOLVED PERSONNEL ISSUES

A number of the issues in the state personnel system continue to be of concern to the commission. There has not been time to address them fully during the past year.

NONPERMANENT CATEGORY OF EMPLOYEES

The passage of the nonpermanent law ended many of the difficulties which had existed with the temporary category of employees. However, the nonpermanent law brought about a significant change in the system for employing short-term workers for the state. Problems remain to be resolved in the fine-tuning of that system. Recently, the commission was advised of one aspect of these problems.

The Department of Fish and Game employs a number of people during the summer months to inventory the wildlife resources of the state. The length of employment can be as short as three weeks. Before the nonpermanent law was passed, these positions were classified as temporary positions. Last year, the department changed them to permanent seasonal positions. With the change from temporary to permanent seasonal, the department was, for the first time, required to fill the positions from the state's registers (the list of eligible applicants for positions). In the past, many of these positions had been filled by local residents. However, the local residents are not as likely to apply for the positions and to be placed within the top five candidates on the register as are college students looking for summer work. This had led to a decrease in local hire.

The issues which this situation raises include whether positions of this kind should be classified as permanent seasonal, and, if not, how they should be incorporated into the nonpermanent category of employees. The commission expects to discuss these issues during its ensuing meetings and to fully review the state's experience with the nonpermanent law.

APPLICATION PROCESSING BY THE DIVISION OF PERSONNEL

It takes an average of about six weeks for an application for state employment to be evaluated and the applicant advised whether he meets the minimum qualifications and to be scheduled for any examination required for the job class applied for. This is an average time and the actual time varies considerably based on the job class applied for and the place where the application is submitted. While the six weeks delay

is lower than previous averages, it is longer than it should be. In addition, the division expects to receive an increased number of applications during the summer months, and this increase will probably lead to a longer processing time.

The division has advised the commission of steps it is taking to automate part of the application system, so that record keeping will be done automatically and it will be easier to track the progress of an application. The commission encourages the division to do all that it can to improve the situation. The commission will continue to consider the issue.

MEMBERSHIP IN THE EXEMPT AND PARTIALLY EXEMPT SERVICES

Membership in the exempt and partially exempt services is established by the State Personnel Act. In its revision of the Act, the commission does not make substantial changes in that membership. However, it continues to be concerned about agencies whose employees might more appropriately be placed in the classified service and subject to the merit principle of employment. The commission has urged the Governor to continue to examine this question, and where appropriate, to move employees into the classified service.

DISCIPLINARY SYSTEM FOR STATE EMPLOYEES

Neither the State Personnel Act nor the Personnel Rules provide a comprehensive system of disciplinary measures for state employees. The Act does include a statement that the Rules shall provide for the imposition of disciplinary suspension without pay for not longer than 30 days in a 12-month period. AS 39.25.150(17). The Act also makes willful violation of the State Personnel Act or the Personnel Rules grounds for conviction of a misdemeanor. Following conviction, a state employee immediately forfeits his office or position. AS 39.25.210.

The commission is working towards the development of a disciplinary system which would guide supervisors so that all state employees receive fair and consistent treatment which corrects problems where possible and encourages an effective, motivated work force.

REVISION OF THE PERSONNEL RULES

The commission continues to recommend that the Personnel Rules be comprehensively revised to bring them into accord with modern personnel practices. Issues which should be addressed in the revision include the use of block scoring and the application and selection procedures for state employment, especially for rural positions. The Rules should also indicate the extent to which they are affected by collective bargaining.

**SENATE CONCURRENT RESOLUTION 10: EXTENDING THE LIFE OF THE
BLUE RIBBON COMMISSION ON THE STATE
PERSONNEL ACT.**

PURPOSE

As noted in the previous sections, there are a number of issues which the commission has not been able to resolve in the time available to it. The commission requests that its operation be extended for another year so that it can continue with the projects it has begun. Therefore, it is introducing Senate Concurrent Resolution No. 10. A fiscal note for the resolution is included as Appendix F.

TEXT

WHEREAS in 1978 the legislature through Legislative Resolve No. 27 authorized the Legislative Council, in cooperation with the director of personnel, to form a "blue ribbon" commission to study the State Personnel Act; and

WHEREAS the commission was formed as authorized by the resolution, made its report to the First Session of the Eleventh Legislature, and, in response to the commission's request for additional time to study problems it had identified, was funded by the legislature for a second year; and

WHEREAS in 1980 the commission made its second report to the legislature, and the legislature through Legislative Resolve No. 38 authorized the commission to continue to perform the assignments made to it by 1978 Legislative Resolve No. 27; and

WHEREAS the commission is continuing to develop answers to the issues

it has identified and more time is needed to complete the task which it was assigned;

BE IT RESOLVED by the Alaska State Legislature that the Blue Ribbon Commission on the State Personnel Act is authorized to continue to perform the assignments made to it by 1978 Legislative Resolve No. 27, through June 30, 1982.

APPENDICES

STATE OF ALASKA

THE LEGISLATURE

1978

Source

SCR 88 am HLegislative
Resolve No.27

Directing the Legislative Council to carry out certain studies.

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

The legislature has determined that the laws of the state found in Title 4, Alaska Statutes, and relating to the sale and dispensing of alcoholic beverages, are in serious disarray. This disarray is the result of patchwork amending over several decades and as a result the laws are very difficult to administer effectively and defy constructive amendment on a piecemeal basis. This small but important body of law is overdue for a substantive revision. A revision project would involve a thorough review of the policies involved and a comprehensive rearrangement and rewording of the laws to make effective administration possible and to facilitate legislative amendment in the future.

The Senate Special Committee on the Revision of Title 4 of the Alaska Statutes (Alcoholic Beverages) will expire with other special committees at the end of the regular session, but the legislature finds that the subject matter before it will require interim attention between adjournment and the convening of the next legislature.

BE IT RESOLVED by the Alaska State Legislature that under provisions of AS 24.20.090 and Uniform Rule 48(c) the Legislative Council is directed to establish a joint interim committee of the council to continue the special committee's work and accomplish a substantive revision of Title 4, Alaska Statutes (Alcoholic Beverages) during the 1978 interim; and

WHEREAS the State Personnel Act (AS 39.25) of the State of Alaska represents a considerable and vital body of law which has not undergone substantive revision and is consequently vastly

out of step with personnel developments of the last decade; and

WHEREAS the advent of collective bargaining and the tremendous growth in the number of state government employees require refinement of the personnel system; and

WHEREAS investigations by the legislative audit division and the office of the ombudsman have revealed major deficiencies in the present personnel system; and

WHEREAS it is impossible during the course of a legislative session to devote the necessary time required to study and refine the Personnel Act;

BE IT RESOLVED by the Alaska State Legislature that the Legislative Council, in cooperation with the director of personnel, is authorized to form a "blue ribbon" commission to study and refine the State Personnel Act and to investigate the feasibility of decentralizing the hiring of employees and a method for regularizing the hiring of specialists who, because of higher comparable salaries in the private sector for the skills involved, must be paid at levels in excess of the salary schedule, and to submit to the First Session of the Eleventh Legislature a proposed revision of the State Personnel Act based on the commission's recommendations; and be it

FURTHER RESOLVED that the membership of the commission should be representative of all persons and groups vitally concerned with the personnel system; and be it

FURTHER RESOLVED that the Legislative Council is authorized to contract with a competent person or firm knowledgeable in the varying aspects of personnel administration to oversee and direct the work of the commission.

STATE OF ALASKA

THE LEGISLATURE

1980

Source

SCR 50

Legislative
Resolve No.

38



Extending the life of the Blue Ribbon Commission on the State Personnel Act.

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

WHEREAS in 1978 the legislature through Legislative Resolve No. 27 authorized the Legislative Council, in cooperation with the director of personnel, to form a "blue ribbon" commission to study the State Personnel Act; and

WHEREAS the commission was formed as authorized by the resolution, made its report to the First Session of the Eleventh Legislature, and, in response to the commission's request for additional time to study problems it had identified, was funded by the legislature for a second year; and

WHEREAS additional time is needed to study the complex, interrelated problems which the commission has identified;

BE IT RESOLVED by the Alaska State Legislature that the Blue Ribbon Commission on the State Personnel Act is authorized to continue to perform the assignments made to it by 1978 Legislative Resolve No. 27 through June 30, 1981.

TABLE OF COMPARISON - AS 39.25.110

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
(1)	(1)	
(2)	(2)	Adds judges of the court of appeals
(3)	(3)	Rephrased - content the same
(4)		Deleted - encompassed within (4) of proposed
(5)	(4)	Rephrased - content the same
(6)	(5)	
(7)	(6)	Rephrased - content the same
(8)	-	Deleted - There are no longer schools operated by the state
(9)	(8)	
(10)	(9)	Change in line 16 to read "temporary <u>or</u> special inquiry"
(11)	(10)	"Unless otherwise provided by law" moved to subsection (a) (page 2 lines 23-24) and therefore deleted here.
(12)	(18)	
(13)	-	Deleted - included within proposed (10)
(14)	(12)	
(15)	(10) & (11)(A)	
(16)	(13)	
(17)	(10) & (14)	

AS 39.25.110 (continued)

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
(18)	(7)	
(19)	(15)	
(20)	(16)	
(21)	(11)(B)	
(22)	(10) & (11)(C)	
(23)	(11)(E)	
(24)	(17)	
(25)	(11)(D)	

TABLE OF COMPARISON - AS 39.25.120

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
1st para.	(a) and (b)	Rephrased. Reference to paragraphs in AS 39.25.150 changed because of changes proposed in that section. Since AS 39.25.170 is changed, reference to hearings is changed. Since the bill repeals AS 39.25.-180, (Status of Present Employees) reference to it is deleted.
	Subsec. (c)	
(1)	(1)	The proposed version adds deputy commissioners and makes specific reference to the assistant adjutant general of the Department of Military Affairs and to regional directors of Department of Transportation & Public Facilities.
(2)	(2)	The Governor has directed that all division directors be partially exempt and therefore the paragraph is rewritten to provide that all division directors are in the partially exempt service.
(3)	(3)	
(4)	(4)	
(5)	(5)	The Public Defender Agency is no longer in the Office of the Governor. Reference to attorneys in that agency is moved to (3) of the proposal.
(6)		Previously repealed
(7)		Previously repealed

AS 39.25.120 (continued)

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
(8)	(17)	The proposed paragraph includes the deputy director of insurance, who is in the partially exempt service but not listed in the present statute.
(9)	(2)	
(10)	(6)	
(11)	(7)	
(12)	(18)	
(13)	(3)	
(14)	(10)(G)	
(15)	(10)(H)	
(16)	(10)(I)	
(17)	(10)(J)	
(18)	(8)	
--	(9)	All special assistants to commissioners are in the partially exempt service. The commission set a limit of two special assistants for each commissioner. Where appropriate, the Personnel Board has the authority to approve additional special assistants.
--	(10)(A)-(E) and (11)-(16)	All of these positions are in the partially exempt service but are not listed in the present statute.

TABLE OF COMPARISON - AS 39.25.150

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
(1)	(1)	Restructured - content unchanged
(2)	(2)	Some deletions of unnecessary material. The proposed version adds the phrase "or unless the payment is in accordance with a valid agreement entered into in accordance with AS 23.40;"
(3)	(3)	New language to more clearly express what "sound employee selection methods" means. The existing paragraph states: The use of sound employee selection methods, including open competitive examinations to test the fitness of applicants for positions in the state service;
(4)	(6)	
(5)	(4)	Rephrased - content unchanged
(6)	(5)	
(7)	(7)	Rephrased - content unchanged
(8)	(8)	The proposed paragraph combines existing paragraphs (8) and (9)
(9)	(8)	
(10)	(9)	
(11)	(10)	
(12)	(11)	
(13)	(12)	
(14)	(13)	

AS 39.25.150 (continued)

<u>EXISTING</u>	<u>PROPOSED</u>	<u>COMMENT</u>
(15)	(14)	Rephrased - content unchanged
(16)	(15)	Rephrased - content unchanged
(17)	(16)	The proposed version deletes the 30-day limit to disciplinary suspension without pay.
(18)	(17)	The proposed version adds a requirement that the Personnel Rules provide procedures for resolving citizen grievances.
(19)	(18)	
(20)	(19)	
(21)	(24)	
(22)	(25)	
(23)	(20)	Restructured for clarity - the content is unchanged
(24)	(21)	
(25)	(22)	
--	(23)	This paragraph is added to make clear that the Personnel Rules can provide for programs such as CETA and the Senior Community Service Employment Program. The language is taken from the Model Public Personnel Administration Law.

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

APPENDIX F

FISCAL NOTE

I. REQUEST

Bill/Resolution No. SENATE CONCURRENT RESOLUTION NO. 10

Title Extending the life of the Blue Ribbon Commission on the State Personnel Act

Requested by Senator Bill Ray Date 02/18/81

II. FISCAL DETAIL

Legislative Affairs

Agency Affected

Program Category Affected General Government

BRU, Program, or Subprogram(s) Affected Legislative Council

(Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES		77.9				
200 TRAVEL		25.0				
300 CONTRACTUAL		5.0				
400 COMMODITIES		1.2				
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL		109.1				

FUNDING (Thousands of Dollars)

GENERAL FUND		109.1				
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME		2				
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

Continuation of present staff and activity:

One Admin. Asst. full-time \$ 50,730
One Secretary full-time 27,210
w/benefits \$ 77,940

Travel - Staff and Commission
Estimate 10 members per meeting at \$ 25,000
\$500 travel & per diem per trip for
five trips

Contractual - phone, public notices, etc. 5,000
Commodities 1,200

TOTAL \$ 109,100

IV. DATE 2/19/81

PREPARED BY

Richard G. Berg

AGENCY

Legislative Affairs Agency

PHONE

465-3850

Original: Legislative Finance

cc: Budget and Management

Prime Sponsor (First Legislator Named)

Class No

Author

Law Library
University of Virginia
Charlottesville, VA 22901Alaska. Blue Ribbon Commission
on the State Personnel Act.

Title

Report...to the eleventh Alaska State Legis-
lature, second session. Please establish a
standing order beginning with current vol.
and continuing.

Order No

80-3314

Date Ordered

1-22-81

Place

Juneau

Publisher

The Commission

Year

1980-

No. of copies

1

Edition/ Series

Vols.

Dealer

direct

Recommended By

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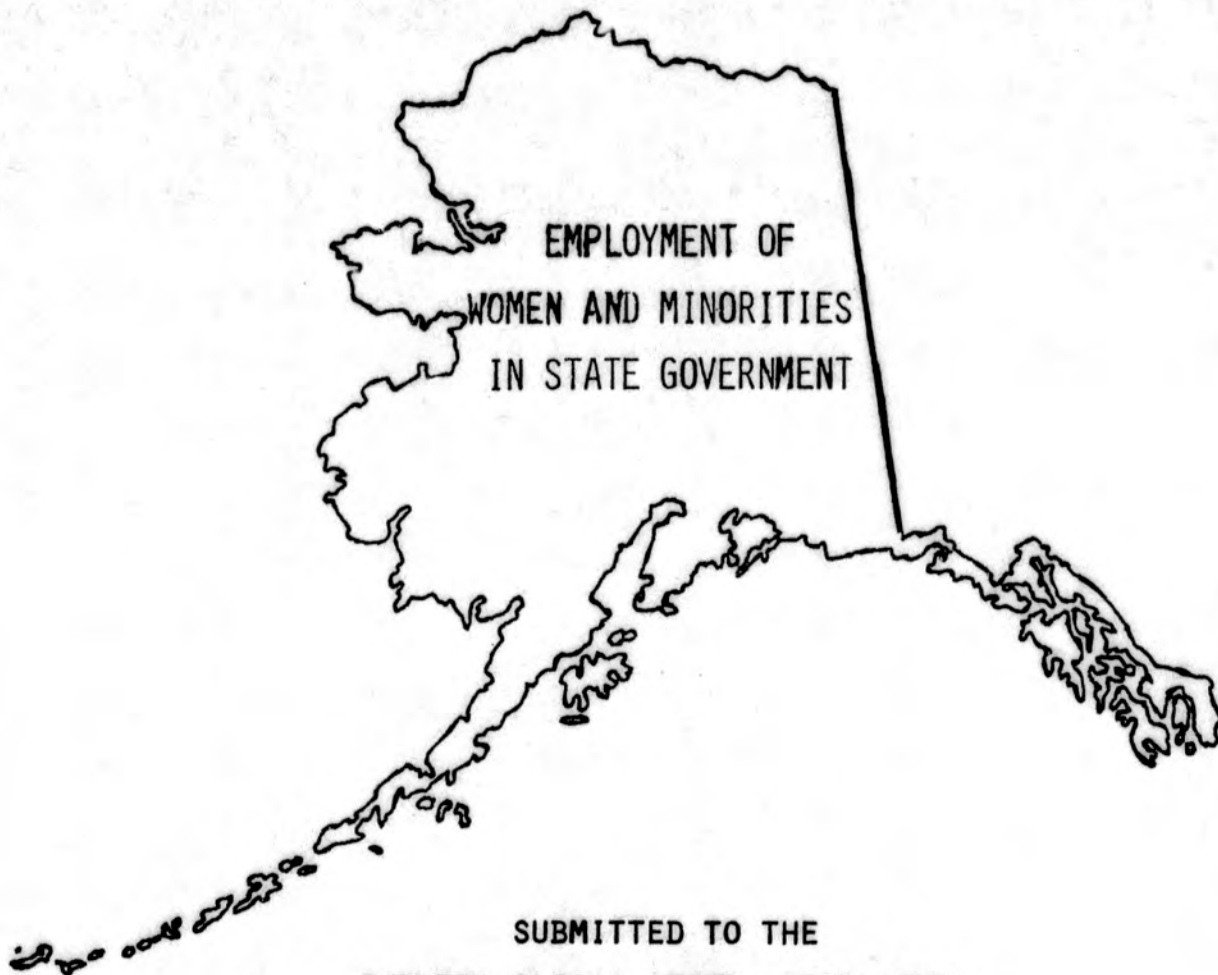
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REPORT OF THE
BLUE RIBBON COMMISSION ON THE STATE PERSONNEL ACT



SUBMITTED TO THE
TWELFTH ALASKA STATE LEGISLATURE
SECOND SESSION

SENATOR BILL RAY
CHAIRMAN

MARCH, 1982

REPORT OF THE
BLUE RIBBON COMMISSION ON THE
STATE PERSONNEL ACT
TO THE
TWELFTH ALASKA STATE LEGISLATURE
SECOND SESSION

Senator Bill Ray
Chairman

Prepared by:
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March, 1982

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SUMMARY OF RECOMMENDATIONS

1. The state's entire job classification system should be reviewed to insure consistency and fairness for all employees. (Page 11)
2. Knowledge of the predominant language of by the people served should be included in the minimum qualifications for positions which require communication and familiarity with the predominant culture. (Page 19)
3. In appropriate cases there should be a preference given to local residents for positions in rural Alaska. (Page 20)
4. The executive branch should use affirmative action certifications in all appropriate cases to improve employment opportunities for members of underutilized groups. (Page 23)
5. The Division of Personnel should prepare and distribute a simple, short, inexpensive information sheet explaining the state hiring process. (Page 24)
6. Agencies should be responsive to career needs of employees in lower salary ranges when allocating training funds. (Page 25)

The state should establish priorities for the use of training funds. (Page 26)
7. The Administration should continue to develop the use of flextime to promote the ability of people throughout Alaska to do business with state government. (Page 26)
8. Subject to available staffing and budget limitations, the Division of EEO should provide additional training on practical aspects of EEO performance and should offer a refresher course to those who have received the initial training course. (Pages 27 and 28)
9. Supervisors and managers should be sensitive to the workplace environment and should respond to any negative situations promptly to make clear that discriminatory conduct will not be tolerated in state employment. (Pages 29 and 30)
10. The life of the commission should be extended an additional year so that it may complete the work it has begun. (Page 31)

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INTRODUCTION

The Blue Ribbon Commission on the State Personnel Act was established by the Legislature in 1978. It has considered a number of issues concerning the state's employment practices and experience since then. In 1981, the First Session of the 12th Legislature passed Legislative Resolve No. 37, directing that the Commission consider the employment of women and minorities in the executive branch of state government, particularly the classified service employees.

The Commission has held public hearings in Anchorage and Juneau on this question and has received written testimony as well. In addition, members of the Commission have been approached privately concerning experiences of some who were unwilling to come forward publicly.

The Commission is composed of individuals representative of persons and groups closely concerned with the state's personnel system. In addition to legislators, membership on the Commission includes representatives from public employee unions and associations, from the Department of Administration and the Division of Personnel, from the Ombudsman's office, as well as managerial state employees and public members.

The Commission believes that the subject of possible discrimination against individuals is a very sensitive one, and that the individual testimony received may not be entirely representative of the feelings of many people who were unwilling to come forward for

fear of reprisal in their work situation.

To questions of employment practices which may have a discriminatory effect on members of racial, ethnic and sexual groups should be added consideration of more general problems in the personnel system. These general problems exacerbate the experience of minorities and women while also hampering other individuals. Accordingly, this report addresses both policies designed to improve the employment situation for members of protected classes and also problems which, while not directly related to that question, could serve to improve the experience of those people if they were remedied. The Commission urges the Legislature to consider the information presented here and to support the steps necessary to insure that the State of Alaska continues in its commitment as an employer accessible to all citizens of the state.

CHAPTER I

BACKGROUND

Under the state constitution, Alaska is committed to providing equal employment rights to all. The Alaska Human Rights Law states that it is unlawful for an employer to discriminate against a person because of race, religion, color or national origin; or because of the person's age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require a distinction on that basis. The definition of employer specifically includes the state.

The state's equal employment opportunity policy is set out in Administrative Order No. 59, which provides in part:

The policy of the executive branch of the State of Alaska is equal opportunity and nondiscrimination in all of its employment decisions, programs, and activities. The state shall take affirmative steps to implement this policy in the internal affairs of state government, as well as its relations with the public.

The Division of Equal Employment Opportunity in the Department of Administration has the major responsibility for carrying out this policy. It assists each department in the executive branch to evaluate its employment situation and to prepare the annual departmental affirmative action plan. The division then monitors the progress made by the departments throughout the year. In addition, the division provides training in EEO matters to managers, supervisors and employees to strengthen their knowledge and understanding of

state and federal anti-discrimination laws and subjects, and works with the Division of Personnel to insure that the state personnel system operates in a nondiscriminatory manner and provides tools to help agencies meet their affirmative action goals. The division also works with the Division of Labor Relations to address EEO concerns raised within the collective bargaining process.

Policies to promote equal employment opportunity must mesh with the personnel system to be effective. Questions of classification of positions, pay, selection, promotion, training opportunities, and discipline concern both the personnel system and equal employment opportunity. Because most of the state's employees are members of a bargaining unit and subject to the provisions of a collective bargaining agreement, the state's equal employment policies must also be considered in the labor relations area, which addresses the same topics in contract negotiations. These three approaches to personnel management must work together to insure that the state's employment needs are fairly and efficiently met.

General problems in the personnel system will have an impact on members of minorities and women which may be greater than their impact on the general workforce. Therefore, the commission considered it important to continue its general review of the personnel system, as well as focusing its attention to the particular situation of women and minorities employed by the state.

According to the 1980 preliminary census figures, the State of Alaska has 400,481 people, 23.7% (or 95,198 *) of whom are members of a minority group. Alaska Natives are the largest ethnic minority group, making up 16% of the population. There are 188,160 women which represents 47% of the total population.

In considering employment questions, working age population is a better comparison than total population. According to the 1980 census, women compose 46.4% of the population over 20 years of age. Women are 43.6% of the executive branch workforce. The following table provides information on minority representation in the state workforce.

TABLE I. COMPARISON OF STATE POPULATION WITH STATE WORKFORCE

	PERSONS 18 AND OVER		EXECUTIVE BRANCH WORKFORCE	
TOTAL	271,106	100.0%	11,410	100.0%
White	215,550	79.5%	10,331	90.6%
Alaska Native °	37,161	13.7%	539	4.7%
Black	9,107	3.4%	252	2.2%
Asian/Pacific Islander	5,604	2.1%	185	1.7%
Hispanic *	5,642	2.1%	103	0.9%

Taken from the "1980 Census of Population and Housing in Alaska, Advance Reports" and from Computer Run AEO-3600-R02 dated December 31, 1981. For more detailed information on population and on the state workforce, see Appendices B, C, D, and E.

° Alaska Native includes American Indian

* Since the 1980 census may count persons of Spanish origin in a race category as well as in the Hispanic category, some persons have been counted twice in computing the total minority population.

Table I shows a marked difference in Alaska Native employment as compared with their representation in the working age population. There is some difference in the employment figures for Blacks, Asians and Hispanics as well.

In considering employment questions, however, comparisons of population figures with the overall percentages of minorities and women in the employer's workforce is of very limited value. The figures show nothing about the cause of the discrepancies, nor whether there is actual underutilization of those groups by the state. To determine that, it is necessary to establish availability figures for minorities and women in the relevant recruitment area based on more specific occupational groupings such as Professional Accountants, Biologists, Civil Engineers, etc. In otherwords, it is necessary to estimate how many qualified minorities and female Accountants, Biologists, Civil Engineers, etc., can personally be expected to be available in the employer's surrounding labor market.

Availability information is prepared by the Division of Equal Employment Opportunity for use by each department when it prepares its Affirmative Action Plan. The standards used in the 1981 Affirmative Action Plans have been based on the state working age population derived from 1970 census information. The division recognized that those figures presented a somewhat simplistic view of workers available, but it was the best information at the time. For the 1982 Affirmative Action Plans, the division is preparing availability information derived from state unemployment figures as

well as data on the state and local workforce, school employment, and private industry employment and the 1980 census statistics. Where appropriate, availability standards will also take into account union membership and participation in apprenticeship programs. The new computations should give a more accurate standard against which to compare the state workforce.

The standards are prepared for eight EEO-4 job categories. Job categories are groups of job classes which have similar duties, responsibilities, skill-levels or educational requirements, or work in a particular field of endeavor. Each category includes entry level, mid-level and senior level job classes and spans many salary ranges. The categories therefore do not reflect divisions of the work force by salary ranges. The standards count all minority groups together. For 1980-81, the Utilization Standards were:

TABLE II. MINORITY AND FEMALE EMPLOYMENT UTILIZATION STANDARDS 1980-81

<u>EEO-4 Job Category</u>	<u>Minority Standards</u>	<u>Female Standards</u>
Officials/Administrators	19.3%	44.0%
Professionals	19.4%	49.0%
Technicians	20.1%	43.7%
Protective Service	23.6%	44.0%
Para-Professionals	21.3%	54.7%
Office Clerical	21.1%	79.6%
Skilled Craft	29.5%	43.7%
Service Maintenance	35.1%	43.9%

Definitions for EEO-4 job categories are included in Appendix B.

As a whole, statistics indicate that state workforce does not now meet the 1981 standards for minority employment. To the extent that

the availability standards overstate or understate the people available, however, the comparison will be inaccurate.

Testimony before the Blue Ribbon Commission revealed that some people are concerned not only about whether the state workforce reflects the composition of the population, but also whether minority group members and women are comparably represented in positions in the higher salary ranges. Wage information is of limited significance because it does not address the career areas for employees in each salary range. Conclusions that can be drawn from wage information are further limited by the lack of wage information for minorities and women in Alaska with which to draw meaningful comparisons. In the following table the count for women includes women of all races. The count for minority persons includes both males and females.

TABLE III. WOMEN AND MINORITY EMPLOYEE BY SALARY RANGES

<u>Ranges</u>	<u>Total All Employees</u>	<u>Minority</u>		<u>Women</u>	
		<u>Total</u>	<u>Percent</u>	<u>Total</u>	<u>Percent</u>
20-30	1,385	54	3.9%	227	16.4%
17-19	1,363	64	4.7%	383	28.0%
15-16	1,182	100	8.4%	499	42.2%
12-14	2,041	217	10.6%	1198	58.7%
5-11	3,265	461	14.1%	2547	78.0%
TOTALS	9,236	896	8.2%	4854	52.5%

Taken from Computer Run R01-02W-3700 dated September 30, 1981

Comparing employment by salary range with the utilization standards set for 1980-81 is not directly possible, since the EE0-4 job categories overlap salary ranges. Generally speaking it can

be said that women and minorities employed by the state are grouped more predominantly in the lower salary ranges and are not proportionately in upper salary ranges.

CHAPTER II

CLASSIFICATION AND PAY

The classification system is the basis for the state personnel system. All positions in the classified and partially exempt services of the executive branch are placed into job classes. Each class is composed of positions with similar duties and responsibilities. Classification of a position is therefore a comparison of one job with other jobs in the state. Each job class is assigned to a pay range, either in the regular salary structure (Ranges 5-30) or in the shipboard, public safety or labor trades and crafts salary structures. The actual salary paid within the range is dependent on union contracts, area differentials, and other considerations. All salary plans, regardless of how dollar amounts are assigned, are based on a classification plan; therefore the basic salary for a position is determined by the job classification. Currently there are 1204 job classes within the state personnel system.

REVIEW OF THE CLASSIFICATION SYSTEM

The Blue Ribbon Commission heard testimony that the state classification plan contains many instances of inaccurate job classifications. Information presented to the commission indicated that an individual classified as an Administrative Assistant I (salary range 12) actually had greater responsibilities for the program she was working on than a person working on another program whose position was classified as an Administrative Officer II with a salary range of 19. The department was not successful in having the Administrative

Assistant position upgraded to an Administrative Officer.

Problems in classification may arise if a position is initially inappropriately classified or if the responsibilities and duties of a position change over a period of time. The personnel system requires that the duties of a position be reviewed annually during each employee's performance evaluation, but this does not always result in a reclassification to reflect changes which have occurred. Reviews of individual positions do not have the scope to address more general misclassifications.

The state personnel system will not work fairly for all employees until all classifications are appropriate and consistent. The Blue Ribbon Commission recommends that a review of the state's entire classification system be done.

ENTRY LEVEL CLASSIFICATIONS

Job classes are typically grouped into series, with an entry level position followed by one or more advanced positions in the career ladder. The commission received information about the Department of Health and Social Services' effective use of this structure to staff positions in rural Alaska.

In 1978 the department reviewed its social worker positions. In cooperation with the Division of Personnel, tasks which required less training and experience were identified and separated from those which required the full social worker skills. These less complex duties were grouped into a new job series, called the Social Services Associates. The training and experience requirements for Social

Services Associates were less demanding than those for the social worker series, and the job classes within the associate series were set at lower salary ranges than the social worker series. The department provided that associates would be closely supervised by social workers and their work reviewed. In addition, the changes were made so that three years of satisfactory performance as a social services associate would meet the training requirements for the Social Worker I position, thereby providing an advanced career ladder for the Social Services Associate series. In November of 1981, the department reported that Native persons from the region were staffing all of the Social Services Associate positions in the Bethel region.

The structuring of duties in the social work field into two related job series provided a vehicle for individuals in the rural areas of Alaska to gain experience and training which would then enable them to advance into better paying, more challenging positions. It also enabled the state to take advantage of those employees' familiarity with the language and customs of the majority of the population the department was providing services to, and therefore to better serve its clients.

COMPARABLE WORTH

The State Personnel Act provides that the state pay plan "shall be based on the state classification plan, shall provide for fair and reasonable compensation for services rendered, and shall

be based on the principle of like pay for like work." AS 39.25.150(2) .

The commission received information about the principle of comparable worth. The principle states that work of comparable value to an employer should be compensated at a comparable rate. It differs from the principle of equal pay for equal work (or like pay for like work) in that it compares different kinds of work in setting pay levels. The equal pay principle can be applied where the duties of two employees are similar and can be directly compared to each other.

Comparable worth attempts to provide a framework by which jobs with dissimilar duties can be compared and salaries set for them equitably. The framework is created by the employer, based on a rating system which assigns points to such factors as the knowledge and training required to perform a job, the specific demands and responsibilities of the job, accountability for decisions, and working conditions. Each employer can decide which factors are most important within the context of its goals, so the value of the same job for two different employers may be different.

After the rating scale has been prepared, the employer reviews the duties of each job and calculates the point value for the job. This point value is then used in setting salaries for all of the employer's workforce. Since the rating scale assigns values for all of the factors which the employer considers important in deciding on compensation for a position, the system permits very dissimilar jobs to be compared. Many women's groups see existing

classification and pay systems as perpetuating societal undervaluation of women's work. They believe that the comparable worth system breaks the reliance on historically discriminatory pay structures and is therefore a better system.

Changing to a comparable worth system can present a substantial disruption to an employer's pay system. The relative values of positions may change considerably. To the extent that it is difficult to reduce salaries for positions which are found, under the new system, to be overpaid, the employer may be faced with raising salaries for many employees, should it choose to implement its findings. If the employer completes a comparable worth study but decides not to implement its findings, workers whose jobs have been determined to be underpaid may well press to have their salaries increased to the new level. The Blue Ribbon Commission has not had time to fully consider this complex issue and therefore makes no recommendation on it.

CHAPTER III

SELECTION PROCESS

The selection process for classified positions is a cooperative effort between the agency in which a vacancy occurs and the Division of Personnel. The Division accepts applications from individuals interested in working for the state, evaluates them to insure that they meet the minimum qualifications for the job class for which they are applying, ranks them relative to all others who are eligible for that job class and places them on the appropriate eligible lists. When an agency has a vacancy, it requests the division to issue the eligible list for that job class. The agency then contacts the applicants on the list and makes its selection decision. The Personnel Rules require that, absent a special circumstance, selection be made from the highest five individuals who are interested and available.

MINIMUM QUALIFICATIONS FOR POSITIONS

The minimum requirements which applicants must meet to be considered for a job class are set by the Division of Personnel after consultation with the departments which have positions in that job class. These requirements can be reviewed and changed, should that prove desirable. Generally, the minimum requirements for job classes are not reviewed unless a department requests it.

The commission heard testimony indicating that in some cases, changes in educational programs have not led to changes in the minimum requirements established for job classes within that

educational field. The individual had discovered that the minimum requirements for the Regional Health Officer job class require that applicants hold a degree either as a medical doctor, a dentist or a veterinarian. She intended to pursue a Ph.D. in the field of health policy and management, but despite the appropriateness of that training for the responsibilities of a health officer, she would be ineligible for the job class unless the minimum qualifications were brought up-to-date, as has been done in other states.

A second problem in the area of minimum qualifications occurs when the standards are set without awareness of an adverse impact on one group of people. For example, in the past, height requirements for Public Safety officers were found to unfairly preclude individuals of some races from consideration for positions without proving to be essential to the effective performance of the job. Possible future issues in this area include studying whether it is appropriate to include the ability to read and write as a minimum qualification in some job classes.

To the extent minimum qualifications for a job class do not accurately reflect the skills actually needed to perform the work, the state may be unfairly eliminating individuals from being considered. It is also denying itself the opportunity to select from the most appropriately constructed pool of applicants. If the minimum qualifications set for a position unfairly remove from consideration a disproportionate number of a protected class, the state may also find those standards challenged in court as a denial of equal employment opportunity.

RECRUITMENT

The state does not actively recruit applicants for most positions in the classified service. Those individuals who wish to apply may do so, and vacancies will be filled from the pool of those found qualified. The state accepts applications for most positions year-round, whether or not there are expected to be vacancies in that job class and regardless of the number of applicants who have already been found qualified. Recruitment for some job classes has been closed except for a 30-day period each year because of the large numbers of qualified applicants and also to reduce the numbers of applications which the Division of Personnel must handle. However, closing job classes limits the opportunity afforded to Alaskans to apply for state employment.

There is a conflict between the cost effective use of limited resources and the limiting of opportunities to Alaskans to apply for state jobs. Closing registers has an especially hard impact on local hire in the rural areas of the state. Unfortunately, in the past adequate resources have not been provided to the Division of Personnel. They have not been able to handle all of the applications received when all job classes were open year-round.

To the extent that there is little effort to encourage individuals from race/ethnic or sexual groups who are under-represented in the state workforce to apply for work with the state, these groups are less likely to be well-represented in the applicant pool. Hiring authorities will have fewer members from those groups to consider when filling vacancies and it will

be more difficult for the state to meet affirmative action goals. Limiting recruitment periods can also work a greater hardship on rural Alaskans than on people closer to centers of state employment.

Recruitment efforts can help to increase the numbers of members from groups who do not usually consider seeking employment with the state on the registers. The Department of Health & Social Services and the Division of Personnel have been cooperating in an active recruiting effort for Youth Counselors for the new Nome Youth Center. Teams have traveled to the Nome area to accept and evaluate applications and conduct and score examinations. The department hopes to encourage people in the area to work in the facility. Instead of the usual practice of scoring tests first and then holding oral exams, the department and the division held open the scoring of written exams until the oral exams had been completed. This kind of recruitment effort may also be appropriate for the new prison facility in Nome which is scheduled to open in two years. According to information presented in the draft of the "Prisoner Profile Study" prepared by the Department of Health & Social Services, Division of Adult Corrections, Alaska Natives are disproportionately represented in the state's prison population, making up 32% of the total while they compose 16% of the total state population. The Division of Personnel has worked with other departments on similar cooperative recruitment efforts.

There are other sources available to the state to expand its recruitment efforts. Job Service Centers around the state can

provide assistance. Most villages now have cable television and job openings can be announced through these scanners. Native Corporations may provide help in reaching their shareholders with information.

BILINGUAL CRITERIA AND GEOGRAPHICAL PREFERENCE FOR POSITIONS

Alaska is a state in which several languages are spoken. Work performed by some state employees requires close communication with people who are not fluent in English. The commission heard testimony concerning a position in the Dillingham area in which the employee's duties included gathering information from clients and advising them of their eligibility for a program. The testimony indicated that there was strong community feeling that the state employee should be someone from the area who understood the local culture and language. The individual testifying recommended that a regional preference be given when filling rural positions to address this concern.

The commission recommends that knowledge of the predominant language be a job requirement for rural positions requiring communications and knowledge of the cultural background. The commission also notes that in jobs with no emphasis on communication, the regular requirements for that job class should be the basis for evaluating qualifications of applicants.

By putting bilingual ability into the position description, the hiring authority will be able to most effectively and efficiently use the register when seeking to fill the position. The hiring authority will be able to select from the highest five eligibles

interested in the position who have ability in the language specified. He or she will not have to consider applicants who do not meet this necessary qualification. It would be inappropriate to add a bilingual requirement to the minimum requirements of the job class, since many positions within the class will not require ability in a second language. The commission also noted that it is important to recognize that a bilingual requirement can only be added to those positions in which the duties genuinely include a need to communicate with people who are not fluent in English.

The commission further recommends that for appropriate job classes, the Division of Personnel should establish a preference for hiring local residents for positions in rural areas of the state. The division should consider whether there is a benefit to be received if competition for the position is on a statewide basis or whether the requirements for the position can be readily met within the local applicant pool. The division should consult with the departments affected in developing the local preference system.

EXPANDED CERTIFICATIONS

On March 26, 1981, the Director of Personnel ruled that hiring authorities could use a variation of an existing procedure to correct underutilization of employees of racial or sexual groups. The procedures are called expanded certifications, affirmative action certifications or five-plus-five registers. To use the system the department must have shown in its Affirmative Action Plan that the group in question is underutilized for that job class. Underutilization is shown when the agency determines that it employs

fewer members of a racial or sexual class, or both, in a job classification within a specific job group (for example, entry professional, mid-level professional, senior professional, etc.) than the proportionate number of qualified persons of that racial or sexual class in the relevant job market. The standards in use for determining the availability of qualified persons in the job market are the availability standards set by the Division of Equal Employment Opportunity.

When the agency decides to use the expanded certification procedures to fill a vacancy, it first requests authority from the Division of EEO to appoint from below the highest five available candidates in order to correct the demonstrated underutilization. If the Division of EEO finds that the agency determination of underutilization is documented, it concurs in the request and sends it to the Division of Personnel which then issues a register. With the register, the agency can either hire from the highest five eligible applicants or from the highest five eligibles from the underutilized minority, racial or sexual group. In either case, the department is not permitted under these procedures to select applicants lower on the register. (There may be other circumstances which would justify a lower selection, but those require different procedures.)

As of February 16, 1982, the Division of EEO reported that seven departments had used authorization to hire from an expanded affirmative action certification and the other seven had not yet used those procedures. All departments have shown underutilization

in some job classes for both minorities and women. Out of some 1500 register requests for the quarter from October 1, 1981 through December 31, 1981, departments requested 551 affirmative action certifications. Many departments are not yet returning completed hiring reports to the Division of EEO so it is not possible to accurately follow the results of these procedures yet. The division will be working with the departments to improve the reporting of hiring results. It will also meet with departmental officials from the departments not yet using the procedures to explain the system and encourage its use when justified by the department's workforce composition.

It should be noted that the affirmative action certifications are not a hiring quota system. They permit consideration of additional applicants from a group which is shown to be under-represented in the workforce. There is no requirement that the vacancy be filled by selecting a member of that group. The Attorney General's memorandum of January 21, 1981, on the Procedure for Affirmative Action Plan states:

Under these procedures, no applicant is to be denied employment solely on the basis of race or sex, and none is to be hired solely on that basis. Rather, these procedures are designed to correct, so long as it may exist, any underutilization of racial or sexual groups which may have resulted from pre-existing selection procedures or from their misapplication. These procedures may be utilized only where underutilization is documented by an agency's Affirmative Action Plan and not otherwise. When documented underutilization of a class has been corrected, these procedures no longer apply.

By not requiring that selection occur from an underutilized group, the procedures stay within the framework of the merit system. Appointments to positions are still made on the basis of ability, and the selection is not to occur solely on the basis of race or sex. However, the procedures provide hiring authorities with a tool for correcting past recruiting, selection and promotion devices which resulted in fewer members of racial or sexual groups finding employment with the state than were available in the labor market.

The Blue Ribbon Commission recommends and encourages the executive branch to make use of affirmative action certifications to improve employment opportunities for members of underutilized groups.

HANDBOOK FOR APPLICANTS

The commission has frequently heard questions from individuals wanting to work for the state which indicate that they do not fully understand the state hiring process. They do not understand that the role of the Division of Personnel is to provide a pool of interested candidates for positions in the departments of the executive branch. The division does not make hiring decisions except for its own staff. Each hiring authority is responsible for selecting an individual to fill a vacancy within its agency.

Some applicants appear to be overly optimistic about the possibilities of being offered a position when they file an application with the Division of Personnel. Some job classes have very few positions and many applicants, so the likelihood of an applicant

finding a job in that class is very limited. Other job classes have very little turnover, which also reduces the likelihood that an applicant will be offered a job.

The commission recommends that the Division of Personnel prepare a simple, short, inexpensive information sheet which provides an overview of the state hiring process to applicants. This sheet should be widely distributed throughout the state both at locations where people seek information about state hiring and through organizations which represent or involve members of groups from whom the state is seeking applications such as Native Corporations, women's groups and racial or ethnic organizations.

CHAPTER IV

PERSONNEL MANAGEMENT

There were several issues brought to the attention of the commission concerning facets of the employment situation for employees.

TRAINING OPPORTUNITIES

Agencies have limited funding to provide training for their employees. Testimony indicated that these funds are generally made available to employees whose positions are in higher salary ranges. Training programs may take the form of in-house presentations, conferences or seminars on a state, regional or national level, or training contracts between the employee and the agency. The contracts may provide that the employee will be reimbursed for educational expenses for satisfactory completion of coursework which the agency considers to be directly beneficial to the agency and directly related to the employee's job performance.

The Blue Ribbon Commission discussed recommending that part of the training funds be reserved for employees in lower salary ranges proportionate to their representation in the agency's workforce. The commission urges that agencies be responsive to career needs of employees in lower ranges by providing appropriate career advancement and improvement opportunities within their budget limitations. The commission recognizes that it may be more economical for midmanagement individuals to participate in training outside the agency and then conduct in-house training sessions based on the information they have received.

The commission recommends that the state give priority to training displaced employees to enable them to find other employment opportunities. The state should assist employees disabled on the job in gaining any needed skills to qualify for other work. In addition, the state should assist in training employees whom it has laid off from one agency to qualify for other positions. The second priority in allocating training funds should be to improve the performance of current employees. The third priority should be to assist employees in gaining skills needed for career advancement. The commission notes that the less Alaska spends in training its own employees, the more frequently it will have to search outside the state to fill its employee needs.

FLEXTIME

The geography of Alaska covers four time zones. In order to promote the ability of people everywhere in the state to do business with state agencies, the commission strongly recommends that the Administration continue to develop the use of flextime. Offices should be open both during lunch hours and Juneau offices should remain open for at least most of the working day of more western parts of the state. In setting up the system it is important to insure that individuals who can make decisions about issues which may be raised are available in the later hours.

EEO TRAINING FOR SUPERVISORS

The Division of Equal Employment Opportunity has the responsibility for providing training to state employees on EEO matters. The division provides training courses to supervisors and managers to increase their knowledge of the laws prohibiting employment discrimination and to familiarize them with their responsibilities under these laws. All supervisors are required by executive order to attend EEO classes given by the division and in the past two or three years, approximately 1500 people have participated in the courses which are offered statewide. The programs are focused primarily on attitude and behavior.

The commission heard that some supervisors are unfamiliar with procedures such as the affirmative action certifications to be used to correct underutilization of protected classes. Supervisors and managers make the individual decisions which determine whether the state's equal employment opportunity policy is successful or not. They are the individuals who select employees, authorize training opportunities, promote and discipline the state employees. They are also responsible for setting the workplace environment. To the extent these individuals are unfamiliar with the developments in the state personnel system, they will be unable to respond to the opportunities the system provides.

The commission recommends that, subject to available staffing, the Division of EEO provide information to supervisors on how to resolve the practical questions of providing equal employment opportunity within

the state workforce in addition to the training programs which are presently offered. The division should also consider whether offering a refresher training course to supervisors and managers who have received the initial course would be beneficial within present budget and staffing constraints. Division programs should include information on the affirmative action certification hiring procedures so that the system may be fully utilized by the state.

EVALUATION OF SUPERVISORS' EEO PERFORMANCE

The Personnel Rules require that each employee receive an annual performance evaluation. Supervisors are required to be rated on their EEO performance as well as on other aspects of their job performance. The EEO rating requirement is satisfied if the rater checks one of the boxes indicating the supervisor's level of performance. It has been suggested that a narrative review should be required, in addition to the simple ranking provided by the present system. The commission discussed this suggestion. The narrative section is reserved for comments which reflect outstanding performance or achievements or for presentation of areas in which the subject needs to make improvements. If a supervisor's EEO performance is average or if, within the framework of the supervisor's duties, there has been little opportunity to address EEO concerns, then a narrative would be inappropriate.

WORKPLACE ENVIRONMENT

The commission heard testimony concerning an innovative approach to creating a positive workplace environment. A supervisor

hired a new state employee, the first Black person to work in that office. Concerned that the new employee have access to someone to talk with about his concerns, the supervisor asked another Black employee of the department to take an interest in the new employee. The relationship was informal and required little time but did provide the new employee with a sounding board. Having someone to talk with can allay fears of discrimination and show that a new policy is affecting all employees, or that one individual has the same manner with everyone, not just the minority employee.

On the other hand, the commission heard testimony of one state employee who was seriously adversely affected by a destructive workplace environment. She was the only minority employee at her level in the agency and another employee of the agency was in the habit of making derogatory comments concerning her racial group. In addition, when work assignments were given, she frequently received the less demanding tasks although she was rated as being an above average worker. These experiences had a negative affect on her productivity.

The commission strongly recommends that supervisors and managers be sensitive to the informal exchanges which occur among the employees in their agencies and that steps be taken to insure that action is taken whenever negative situations such as the one described occur. Supervisors and managers should encourage employees to relate their concerns about discrimination. However, since many

employees may fear retaliation should they speak out, supervisors and managers need to be particularly sensitive to what is going on around them. They should make clear that discriminatory conduct towards any racial, ethnic or sexual group or other legally protected class will not be tolerated in state employment.

CONCLUSION

The Blue Ribbon Commission has begun the task of reviewing the state's employment of women and minorities. With the limited information presently available it is not possible to truly evaluate the extent of any discrimination in the state system, either by racial or ethnic group or by gender. However, the commission has begun in a manner in which we believe we can identify problems and make recommendations to correct certain practices which have discriminatory affects if given the time to complete the task. The commission therefore requests that the Legislature extend its life for an additional year.

APPENDICES

STATE OF ALASKA

THE LEGISLATURE

1981

Source

SCR 10Legislative
Resolve No.37

Extending the life of the Blue Ribbon Commission on the State Personnel Act.

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

WHEREAS in 1978 the legislature through Legislative Resolve No. 27 authorized the Legislative Council, in cooperation with the director of personnel to form a "blue ribbon" commission to study the State Personnel Act; and

WHEREAS the commission was formed as authorized by the resolution, made its report to the First Session of the Eleventh Legislature, and, in response to the commission's request for additional time to study problems it had identified, was funded by the legislature for a second year; and

WHEREAS in 1980 the commission made its second report to the legislature, and the legislature through Legislative Resolve No. 38 authorized the commission to continue to perform the assignments made to it by 1978 Legislative Resolve No. 27; and

WHEREAS the commission is continuing to develop answers to the issues it has identified and more time is needed to complete the task which it was assigned;

BE IT RESOLVED by the Alaska State Legislature that the Blue Ribbon Commission on the State Personnel Act is authorized to continue to perform the assignments made to it by 1978 Legislative Resolve No. 27, through June 30, 1982.

LETTER OF INTENT
to
LEGISLATIVE RESOLVE NO. 37

It is the intent of the Senate Rules Committee that the Blue Ribbon Commission address the question of hire of women and minorities within the Alaska State Division of Personnel. Included in the final report presented to the Second Session of the Twelfth Legislature will be an analysis of the current hiring practices of minorities and women, a statistical breakdown of the number of minorities and women within state government, and recommendations to the Legislature.

STATE WORKFORCE BY DEPARTMENT

The following tables show the change in the racial and sexual composition of the state workforce from December 31, 1980 to December 31, 1981 grouped into EEO-4 job categories. The information is taken from Computer Runs AEO-3600-R02 for those two dates. Figures for Alaska Natives include Eskimo and Aleut individuals.

The Division of Equal Employment Opportunity has modified definitions for each of the EEO-4 job categories into which job classes and positions are placed to make them more consistent with the State Classification System. The Division of Personnel assigns job classes to EEO-4 categories by determining the major tasks and duties performed by the positions within the job class and then assigns the class to the appropriate job category. These assignments are reviewed and approved by the Division of Equal Employment Opportunity.

Abridged definitions for each of the EEO-4 job categories used in the tables follow:

A. OFFICIALS AND ADMINISTRATORS

Definition: occupations in which employees:

1. set broad policies for a major governmental unit; i.e., a department, division, commission or board, and/or exercise overall responsibility for executing broad policies and establishing regulations for enacting these policies;
2. direct individual departments or administer special phases of the department's operations, specifically commissions, boards, and divisions; and/or

3. provide specialized consultation on broad policies and/or overall management on a regional, district, or area basis.

B. PROFESSIONALS

Definition: occupations which require a theoretical and specialized knowledge of a specific subject area or field of activity. Such knowledge usually is acquired through:

1. college education; or
2. work experience or training providing comparable knowledge.

Occupations in the professionals category are concerned with the theoretical aspects and practical application of principles in such fields of human endeavor as: architecture; engineering; mathematics; physical sciences; social sciences; medicine and health; education; museum, library, and archival sciences; law; theology; the arts; recreation, administrative specialities; and management.

C. TECHNICIANS

Definition: occupations which require a specialized combination of a basic knowledge of a scientific or mechanical field and a manual skill. The applied knowledge and manual skill may be acquired through either specialized post-secondary school education or equivalent on-the-job training or a combination of the two.

D. PROTECTIVE SERVICE WORKERS

Definition: occupations in which workers are entrusted with public safety, security and protection from destructive forces.

E. PARAPROFESSIONALS

Definition: occupations in which workers perform some of the duties of a professional or technician in a supportive role. Paraprofessional positions generally fall into one of two groups:

1. upwardly mobile: paraprofessional positions which occur within an identified pattern of staff development

and promotion (i.e., line of progression). Upon successful completion of the trainee program, the employee is promoted to a professional, technician, or higher level paraprofessional position; or

2. nontransitory: paraprofessional positions which, while they may offer promotional opportunities inherently are not mobile in design, employees are not expected to promote to a new position after the completion of a set period of on-the-job training. Incumbents in these positions generally perform duties and responsibilities which demand very little increased knowledge or ability.

F. OFFICE AND CLERICAL

Definition: occupations in which employees perform routine tasks and duties related to internal and external communication; recording and retrieval of data and/or information; and other transactions in an essentially supportive role, most generally in an office environment.

G. SKILLED CRAFT WORKERS

Definition: occupations in which employees are engaged in machine, benchwork, or structural work trades where such trades are defined as:

1. machine trades: occupations concerned with the operation of machines that cut, bore, mill, abrade, print and similarly work such materials as metal, paper, wood, plastics and stone;

2. benchwork trades: occupations concerned with using body members, handtools, and bench machines to fabricate, inspect, or repair relatively small products, the work is usually performed at a set station, such as a bench, worktable or conveyor;

3. structural work trades: occupations concerned with fabricating, erecting, installing, paving, painting, and repairing structures and structural parts, such as buildings, bridges, roads and combustion engines.

Positions in the skilled craft workers category may fall into one of three subcategories:

1. journeyman position; i.e., a position which requires a combination of special manual skill and a thorough and comprehensive knowledge of the processes involved in the work;

2. apprentice position; i.e., a position held by a trainee who is learning a trade by practical experience under the direction of a journeyman skilled craft worker; or

3. general laborer; i.e., a position held by a worker who performs manual labor in support of construction activities or in support of the operation and maintenance of equipment.

H. SERVICE/MAINTENANCE

Definition: occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, grounds, or other public property.

OFFICE OF THE GOVERNOR

*	YEAR	SEX	EMPLOYEES		MINORITY		WHITE		BLACK		HISPANIC		AMER. IND.		ASIAN/PAC. IS.		AK NATIVE	
			Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
A	1981	Total	31		3	9.6	28	90.3	1	3.2	0		0		1	3.2	1	3.2
		Male	16	51.6	1	3.2	15	48.4	0		0		0		1	3.2	0	
		Female	15	48.4	2	6.4	13	41.9	1	3.2	0		0		0		1	3.2
A	1980	Total	26		1	3.8	25	96.2	0		0		1	3.8	0		0	
		Male	15	57.7	0		15	57.7	0		0		0		0		0	
		Female	11	42.3	1	3.8	10	38.5	0		0		1	3.8	0		0	
B	1981	Total	98		13	13.1	85	86.8	2	2.0	0		2	2.0	7	7.1	2	2.0
		Male	50	51.0	8	8.1	42	42.9	0		0		2	2.0	5	5.1	1	1.0
		Female	48	48.9	5	5.0	43	43.9	2	2.0	0		0		2	2.0	1	1.0
B	1980	Total	91		10	10.0	81	89.1	3	3.3	0		2	2.2	3	3.3	2	2.2
		Male	46	50.6	5	5.5	41	45.1	0		0		2	2.2	2	2.2	1	1.1
		Female	45	49.5	5	5.5	40	44.0	3	3.3	0		0		1	1.1	1	1.1
C	1981	Total	3		1	33.3	2	66.7	0		1	33.3	0		0		0	
		Male	0		0		0		0		0		0		0		0	
		Female	3	100.0	1	33.3	2	66.7	0		1	33.3	0		0		0	
C	1980	Total	3		0		3	100.0	0		0		0		0		0	
		Male	0		0		0		0		0		0		0		0	
		Female	3	100.0	0		3	100.0	0		0		0		0		0	
D	1981	Total																
		Male																
		Female																
D	1980	Total																
		Male																
		Female																
E	1981	Total	1		0		1	100.0	0		0		0		0		0	
		Male	1	100.0	0		1	100.0	0		0		0		0		0	
		Female	0		0		0		0		0		0		0		0	
E	1980	Total	2		0		2	100.0	0		0		0		0		0	
		Male	1	50.0	0		1	50.0	0		0		0		0		0	
		Female	1	50.0	0		1	50.0	0		0		0		0		0	
F	1981	Total	94		15	16.1	79	84.1	5	5.4	1	1.1	3	3.2	1	1.1	5	5.3
		Male	4	4.3	1	1.1	3	3.2	1	1.1	0		0		0		0	
		Female	90	95.7	14	15.0	76	80.9	4	4.3	1	1.1	3	3.2	1	1.1	5	5.3
F	1980	Total	87		21	23.9	64	73.5	4	4.6	1	1.1	5	5.7	2	2.2	9	10.3
		Male	6	5.5	2	2.2	2	2.2	0		0		0		1	1.1	1	1.1
		Female	81	93.1	19	21.7	62	71.3	4	4.6	1	1.1	5	5.7	1	1.1	8	9.2
G	1981	Total																
		Male																
		Female																
G	1980	Total																
		Male																
		Female																
H	1981	Total	4		2	50.0	2	50.0	0		0		2	50.0	0		0	
		Male	1	25.0	0		0		0		0		1	25.0	0		0	
		Female	3	75.0	2	50.0	2	50.0	0		0		1	25.0	0		0	
H	1980	Total	3		2	66.6	1	33.3	0		0		2	66.6	0		0	
		Male	1	33.3	1	33.3	0		0		0		1	33.3	0		0	
		Female	2	66.7	1	33.3	1	33.3	0		0		1	33.3	0		0	
TOTALS	1981	Total	253		36	14.2	217	85.7	9	3.6	0		7	2.8	9	3.6	8	3.2
		Male	85	33.6	11	4.4	74	29.2	8	3.2	0		3	1.2	6	2.4	1	.4
		Female	168	66.4	22	10.0	143	56.5	1	0.4	0		4	1.6	3	1.2	7	2.8
TOTALS	1980	Total	233		35	15.0	198	85.0	7	3.0	2	.9	10	4.3	5	2.2	11	4.8
		Male	83	35.7	8	3.5	75	32.2	0		0		3	1.3	3	1.3	2	.9
		Female	150	64.4	27	11.7	123	52.8	7	3.0	2	.9	7	3.0	2	.9	9	3.9

ADMINISTRATION

	YEAR	SEX	EMPLOYEES Total/Percent		MINORITY Total/Percent		WHITE Total/Percent		BLACK Total/Percent		HISPANIC Total/Percent		AMER. IND. Total/Percent		ASIAN/PAC. IS. Total/Percent		AK NATIVE Total/Percent	
* EXEMPT	1981	Total	3		0		3	100.0	0		0		0		0		0	
		Male	3	100.0	0		3	100.0	0		0		0		0		0	
		Female	0		0		0		0		0		0		0		0	
	1980	Total	2		0		2	100.0	0		0		0		0		0	
		Male	1	50.0	0		1	50.0	0		0		0		0		0	
		Female	1	50.0	0		1	50.0	0		0		0		0		0	
A OFFICIAL/ADMIN	1981	Total	35		0		35	100.0	0		0		0		0		0	
		Male	28	80.0	0		28	80.0	0		0		0		0		0	
		Female	7	20.0	0		7	20.0	0		0		0		0		0	
	1980	Total	25		1	4.0	24	96.0	0		0		1	4.0	0		0	
		Male	21	84.0	1	4.0	20	80.0	0		0		1	4.0	0		0	
		Female	4	16.0	0		4	16.0	0		0		0		0		0	
B PROFESSIONALS	1981	Total	252		9	3.6	243	96.5	1	.4	2	.8	3	1.2	3	1.2	0	
		Male	141	56.0	4	1.6	137	54.4	1	.4	1	.4	2	.8	0		0	
		Female	111	44.0	5	2.0	106	42.1	0		1	.4	1	.4	3	1.2	0	
	1980	Total	197		5	2.5	192	97.5	0		0		2	1.0	2	1.0	1	.5
		Male	106	53.8	2	1.0	104	52.8	0		0		1	.5	1	.5	0	
		Female	91	46.2	3	1.5	88	44.7	0		0		1	.5	1	.5	1	.5
C TECHNICIANS	1981	Total	51		9	17.6	42	82.4	2	3.9	0		3	5.9	3	5.9	1	2.0
		Male	14	27.5	3	5.9	11	21.6	0		0		2	3.9	0		1	2.0
		Female	37	72.5	6	11.8	31	60.8	2	3.9	0		1	2.0	3	5.9	0	
	1980	Total	45		8	17.8	37	82.2	2	4.4	0		2	4.4	3	6.7	1	2.2
		Male	11	24.4	2	4.4	9	20.0	0		0		1	2.2	0		1	2.2
		Female	34	75.6	6	13.3	28	62.2	2	4.4	0		1	2.2	3	6.7	0	
D PROTECTIVE SERV	1981	Total	4		0		4	100.0	0		0		0		0		0	
		Male	3	75.0	0		3	75.0	0		0		0		0		0	
		Female	1	25.0	0		1	25.0	0		0		0		0		0	
	1980	Total	5		1	20.0	4	80.0	0		1	20.0	0		0		0	
		Male	4	80.0	1	20.0	3	60.0	0		1	20.0	0		0		0	
		Female	1	20.0	0		1	20.0	0		0		0		0		0	
E PARA-PROFESSIONAL	1981	Total	130		15	11.7	115	88.5	6	4.6	1	.8	1	.8	2	1.6	5	3.9
		Male	23	17.8	2	1.6	21	16.2	0		0		0		1	.8	1	.8
		Female	107	82.3	13	10.1	94	72.3	6	4.6	1	.8	1	.8	1	.8	4	3.1
	1980	Total	115		9	7.8	106	92.2	3	2.6	1	.9	2	1.8	2	1.8	1	.9
		Male	20	17.5	3	2.7	17	14.8	0		0		1	.9	1	.9	1	.9
		Female	95	82.6	6	5.3	89	77.4	3	2.6	1	.9	1	.9	1	.9	0	
F OFFICE/CLERICAL	1981	Total	226		18	8.0	208	92.0	0		2	.9	3	1.3	7	3.1	6	2.6
		Male	56	25.1	3	1.6	53	23.5	0		0		1	.4	1	.4	1	.4
		Female	170	75.2	15	6.7	155	68.5	0		2	.9	2	.9	6	2.7	5	2.2
	1980	Total	187		19	10.2	168	89.8	1	.5	3	1.6	5	2.6	4	2.1	6	3.2
		Male	49	26.1	5	2.6	44	23.5	0		0		4	2.1	0		1	.5
		Female	138	73.8	14	7.4	124	66.3	1	.5	3	1.6	1	.5	4	2.1	5	2.7
G SKILLED CRAFT	1981	Total	44		5	11.4	39	88.7	1	2.3	0		1	2.3	0		3	6.8
		Male	35	79.6	5	11.4	30	68.2	1	2.3	0		1	2.3	0		3	6.8
		Female	9	20.5	0		9	20.5	0		0		0		0		0	
	1980	Total	27		5	18.5	22	81.5	1	3.7	0		1	3.7	0		3	11.1
		Male	21	77.8	5	18.5	16	59.3	1	3.7	0		1	3.7	0		3	11.1
		Female	6	22.2	0		6	22.2	0		0		0		0		0	
H SERVICE/MAINT	1981	Total	165		29	17.6	136	82.4	2	1.2	0		4	2.4	11	6.6	12	7.3
		Male	58	35.1	8	4.8	50	30.3	1	.6	0		1	.6	3	1.8	3	1.8
		Female	107	64.8	21	12.7	86	52.1	1	.6	0		3	1.8	8	4.8	9	5.5
	1980	Total	137		29	21.2	108	78.9	5	3.7	1	.7	4	2.9	9	6.6	10	7.3
		Male	37	27.1	8	5.9	29	21.2	3	2.2	1	.7	0		2	1.5	2	1.5
		Female	100	73.0	21	15.3	79	57.7	2	1.5	0		4	2.9	7	5.1	8	5.8
TOTALS	1981	Total	910		85	9.3	825	90.6	12	1.3	5	.5	15	1.7	26	2.8	27	2.9
		Male	361	39.5	25	2.6	336	36.9	3	.3	1	.1	7	.8	5	.5	9	.9
		Female	549	60.3	60	6.6	489	53.7	9	1.0	4	.4	8	.9	21	2.3	18	2.0
	1980	Total	740		77	10.4	663	89.6	12	1.6	6	.8	17	2.3	20	2.7	22	3.0
		Male	270	36.4	27	3.6	243	32.8	4	.5	2	.3	9	1.2	4	.5	8	1.1
		Female	470	63.6	50	6.8	420	56.8	8	1.1	4	.5	8	1.1	16	2.2	14	1.9

COMMERCE AND ECONOMIC DEVELOPMENT

* YEAR	SEX	EMPLOYEES Total/Percent	MINORITY Total/Percent	WHITE Total/Percent	BLACK Total/Percent	HISPANIC Total/Percent	AMER. IND. Total/Percent	ASIAN/PAC. IS. Total/Percent	AK NATIVE Total/Percent
1981	Total Male Female	78 48 30	6 1 5	72 47 25	2 0 2	1 0 1	1 1 0	0 0 0	2 0 2
		61.6 38.5	7.7 1.3 6.5	92.4 60.3 32.1	2.6 0 2.6	1.3 0 1.3	1.3 1.3 0	0 0 0	2.6 2.6 3.8
1980	Total Male Female	53 34 19	4 1 3	49 33 16	1 0 1	0 0 0	1 1 0	0 0 0	2 0 2
		64.2 35.8	7.5 1.9 5.7	92.5 62.3 30.2	1.9 0 1.9	0 0 0	1.9 1.9 0	0 0 0	3.8 3.8 3.8
A OFFICIAL/ADMIN									
1981	Total Male Female	21 17 4	0 0 0	21 17 4	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		81.0 19.0	0 0 0	100.0 81.0 19.0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1980	Total Male Female	21 16 5	0 0 0	21 16 5	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		76.2 23.8	0 0 0	100.0 76.2 23.8	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
B PROFESSIONALS									
1981	Total Male Female	118 87 31	5 5 0	113 82 31	1 1 0	2 2 0	1 1 0	1 1 0	0 0 0
		73.7 26.3	4.2 4.2	95.8 69.5 26.3	.8 0 0	1.7 1.7	.8 0 0	.8 0 0	0 0 0
1980	Total Male Female	106 75 31	3 3 0	103 72 31	1 1 0	1 1 0	1 1 0	0 0 0	0 0 0
		70.7 26.3	2.8 2.8	97.1 67.9 29.2	.9 1 0	.9 1 0	.9 1 0	0 0 0	0 0 0
C TECHNICIANS									
1981	Total Male Female	21 2 19	5 1 4	16 1 15	3 1 2	0 0 0	1 0 1	1 0 1	0 0 0
		10.6 90.5	23.8 4.8 19.1	76.2 4.8 71.4	14.3 4.8 9.5	0 0 0	4.8 4.8 5.9	4.8 4.8 0	0 0 0
1980	Total Male Female	17 3 14	3 1 2	14 2 12	2 1 1	0 0 0	1 0 1	0 0 0	0 0 0
		17.6 82.4	17.6 5.9 11.8	82.4 11.8 70.6	11.8 5.9 5.9	0 0 0	5.9 5.9 0	0 0 0	0 0 0
D PROTECTIVE SERV									
1981	Total Male Female	3 3 0	0 0 0	3 3 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		100.0	0 0 0	100.0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1980	Total Male Female	4 4 0	0 0 0	4 4 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		100.0	0 0 0	100.0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
E PARA-PROFESSIONAL									
1981	Total Male Female	3 0 3	0 0 0	3 0 3	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		100.0	0 0 0	100.0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1980	Total Male Female	3 0 3	0 0 0	3 0 3	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
		100.0	0 0 0	100.0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
F OFFICE/CLERICAL									
1981	Total Male Female	142 18 124	14 3 11	128 15 113	1 0 1	1 0 1	3 0 3	4 2 2	5 1 4
		12.7 87.3	9.9 2.1 7.7	90.2 10.6 79.5	.7 0 .7	.7 0 .7	2.1 2.1 2.1	2.8 1.4 1.4	3.5 .7 2.8
1980	Total Male Female	118 11 107	10 1 9	108 10 98	1 0 1	1 1 0	3 0 3	2 2 2	3 3 3
		9.3 90.7	8.5 .8 7.5	91.6 8.5 83.1	.8 0 .8	.8 1 0	2.5 2.5 2.5	1.7 1.7 1.7	2.5 2.5 2.5
G SKILLED CRAFT									
1981	Total Male Female								
1980	Total Male Female								
H SERVICE/MAINT									
1981	Total Male Female								
1980	Total Male Female								
TOTAL									
1981	Total Male Female	386 175 211	30 10 20	356 165 191	7 2 5	4 2 2	6 2 4	6 3 3	7 1 6
		45.3 54.7	7.8 2.6 5.2	92.2 42.7 49.5	1.8 .5 1.3	1.0 .5 .5	1.5 1.5 1.0	1.6 .8 .8	1.9 .3 1.6
1980	Total Male Female	322 143 179	20 6 14	302 137 165	5 2 3	2 2 0	6 2 4	2 2 2	5 5 5
		44.3 55.6	6.2 1.8 4.3	93.7 42.5 51.2	1.5 .6 .9	.6 .6 .6	1.8 1.6 1.2	.6 .6 .6	1.5 1.5 1.6

NO EMPLOYEES IN THIS CATEGORY

NO EMPLOYEES IN THIS CATEGORY

COMMUNITY AND REGIONAL AFFAIRS

	YEAR	SEX	EMPLOYEES Total/Percent		MINORITY Total/Percent		WHITE Total/Percent		BLACK Total/Percent		HISPANIC Total/Percent		AMER. IND. Total/Percent		ASIAN/PAC. IS. Total/Percent		AK NATIVE Total/Percent	
* EXEMPT	1981	Total	45		24	53.3	21	46.6	4	8.8	1	2.2	0		0		19	42.2
		Male	17	37.7	7	15.5	10	22.2	2	4.4	0		0		0		5	11.1
		Female	28	62.2	17	37.7	11	24.4	2	4.4	1	2.2	0		0		14	31.1
	1980	Total	2		0		2	100.0	0		0		0		0		0	
		Male	0		0		0		0		0		0		0		0	
		Female	2	100.0	0		2	100.0	0		0		0		0		0	
A OFFICIAL/ADMIN	1981	Total	8		0		8	100.0	0		0		0		0		0	
		Male	7	87.5	0		7	87.5	0		0		0		0		0	
		Female	1	12.5	0		1	12.5	0		0		0		0		0	
	1980	Total	11		1	9.1	10	90.9	0		0		0		0		1	9.1
		Male	7	63.6	0		7	63.6	0		0		0		0		0	
		Female	4	36.4	1	9.1	3	27.3	0		0		0		0		1	9.1
B PROFESSIONAL	1981	Total	79		11	13.9	68	86.0	2	2.5	0		0		0		9	11.4
		Male	51	64.5	5	6.3	46	58.2	0		0		0		0		5	6.3
		Female	28	35.4	6	7.6	22	27.8	2	2.5	0		0		0		4	5.1
	1980	Total	65		7	10.8	58	89.3	0		0		0		0		7	10.8
		Male	33	50.8	3	4.6	30	46.2	0		0		0		0		3	4.6
		Female	32	49.2	4	6.2	28	43.1	0		0		0		0		4	6.2
C TECHNICIANS	1981	Total	9		3	33.3	6	66.6	0		0		1	11.1	1	11.1	1	11.1
		Male	3	33.3	1	11.1	2	22.2	0		0		0		0		1	11.1
		Female	6	66.7	2	22.2	4	44.4	0		0		1	11.1	1	11.1	0	
	1980	Total	13		5	38.5	8	61.6	1	7.7	1	7.7	1	7.7	2	15.4	0	
		Male	3	23.1	1	7.7	2	15.4	1	7.7	0		0		0		0	
		Female	10	76.9	4	30.8	6	46.2	0		1	7.7	1	7.7	2	15.4	0	
D PROTECTIVE SERV	1981	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
	1980	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
E PARA-PROFESSIONAL	1981	Total	7		1	14.3	6	85.7	1	14.3	0		0		0		0	
		Male	2	28.6	0		2	28.6	0		0		0		0		0	
		Female	5	71.4	1	14.3	4	57.1	1	14.3	0		0		0		0	
	1980	Total	11		1	9.1	10	90.9	1	9.1	0		0		0		0	
		Male	4	36.4	0		4	36.4	0		0		0		0		0	
		Female	7	63.6	1	9.1	6	54.5	1	9.1	0		0		0		0	
F OFFICE/CLERICAL	1981	Total	53		10	18.9	43	81.2	4	7.6	1	1.9	2	3.8	0		3	5.7
		Male	5	9.5	2	3.8	3	5.7	1	1.9	0		1	1.9	0		0	
		Female	48	90.6	8	15.2	40	75.5	3	5.7	1	1.9	1	1.9	0		3	5.7
	1980	Total	46		11	23.9	35	76.0	1	2.2	1	2.2	4	8.7	1	2.2	4	8.7
		Male	2	4.3	0		2	4.3	0		0		0		0		0	
		Female	44	95.7	11	23.9	33	71.7	1	2.2	1	2.2	4	8.7	1	2.2	4	8.7
G SKILLED CRAFT	1981	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
	1980	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
H SERVICE/MAINT	1981	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
	1980	Total Male Female	NO EMPLOYEES IN THIS CATEGORY															
TOTAL	1981	Total	201		49	24.4	152	75.6	11	5.5	2	1.0	3	1.5	1	.5	32	15.9
		Male	85	42.3	15	7.5	70	34.8	3	1.5	0		1	.5	0		11	5.5
		Female	116	57.7	34	16.9	82	40.8	8	4.0	2	1.0	2	1.0	1	.5	21	10.4
	1980	Total	148		25	16.9	123	83.1	3	2.1	2	1.4	5	3.4	3	2.0	12	8.1
		Male	50	33.1	4	2.7	45	30.4	1	.7	0		0		0		3	2.0
		Female	99	66.9	21	14.3	78	52.7	2	1.4	2	1.4	5	3.4	3	2.0	9	6.1

EDUCATION

* YEAR	SEX	EMPLOYEES		MINORITY		WHITE		BLACK		HISPANIC		AMR. IND.		ASIAN/PAC. IS.		AK NATIVE	
		Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
1981	Total	43		4	9.3	39	90.7	1	2.3	0		0		3	7.0	0	
	Male	9	20.9	0		9	20.9	0		0		0		0		0	
1980	Total	34	79.1	4	9.3	30	69.8	1	2.3	0		0		3	7.0	0	
	Male	8	21.1	3	7.9	35	92.2	0		0		0		3	7.9	0	
1980	Total	30	78.9	3	7.9	27	71.1	0		0		0		3	3.9	0	
	Male	8	21.1	0		8	21.1	0		0		0		0		0	
1981	Total	15		0		15	100.0	0		0		0		0		0	
	Male	12	80.0	0		12	80.0	0		0		0		0		0	
1980	Total	15	80.0	0		15	100.0	0		0		0		0		0	
	Male	12	20.0	0		12	80.0	0		0		0		0		0	
1981	Total	146		10	6.8	136	93.1	4	2.8	3	2.1	1	.7	2	1.4	0	
	Male	70	53.5	6	4.2	72	49.3	2	1.4	3	2.1	0		1	.7	0	
1980	Total	68	46.6	4	2.8	64	43.8	2	1.4	0		1	.7	1	.7	0	
	Male	138	54.9	7	5.1	131	94.9	3	2.1	2	1.4	1	.7	1	.7	0	
1980	Total	76	44.9	5	3.5	71	51.4	2	1.4	2	1.4	1	.7	1	.7	0	
	Male	62		2	1.4	60	43.5	1	.7	0		1	.7	0		0	
1981	Total	13		2	15.4	11	84.6	1	7.7	0		0		1	7.7	0	
	Male	3	23.1	1	7.7	2	15.4	1	7.7	0		0		0		0	
1980	Total	10	76.9	1	7.7	9	69.2	0		0		0		1	7.7	0	
	Male	12	16.7	1	8.3	11	91.7	0		0		0		1	8.3	0	
1980	Total	10	83.3	1	8.3	9	75.0	0		0		0		1	8.3	0	
	Male	6		2	33.3	4	66.7	0		2	33.3	0		0		0	
1981	Total	3	50.0	0		3	50.0	0		2	33.3	0		0		0	
	Male	7	57.2	1	14.3	6	85.8	0		1	14.3	0		0		0	
1980	Total	4	42.9	0		3	42.9	0		1	14.3	0		0		0	
	Male	3		0		3		0		0		0		0		0	
1981	Total	33		4	12.1	29	87.9	0		0		2	6.1	1	3.0	1	3.0
	Male	8	24.2	1	3.0	7	21.2	0		0		0		0		0	
1980	Total	25	75.8	3	9.1	22	66.7	0		0		2	6.1	1	3.0	1	3.0
	Male	33	18.2	4	12.1	29	87.9	0		0		3	9.1	0		1	3.0
1980	Total	27	81.8	0		23	69.7	0		0		3	9.1	0		1	3.0
	Male	159		19	11.9	140	88.1	2	1.3	0		4	2.5	8	5.0	5	3.1
1981	Total	21	13.2	4	2.5	17	10.7	0		0		0		3	1.9	1	.6
	Male	138	86.8	15	9.4	123	77.4	2	1.3	0		4	2.5	5	3.1	4	2.5
1980	Total	141		16	11.3	125	88.6	3	2.1	1	.7	2	1.4	5	3.5	5	3.5
	Male	17	12.0	2	1.4	15	10.6	0		0		1	.7	1	.7	0	
1980	Total	124	87.9	14	9.8	110	78.0	3	2.1	1	.7	1	.7	4	2.8	5	3.5
	Male	4	100.0	0		4	100.0	0		0		0		0		0	
1981	Total	0		0		0		0		0		0		0		0	
	Male	6	100.0	0		6	100.0	0		0		0		0		0	
1980	Total	0		0		0		0		0		0		0		0	
	Male	7	100.0	0		7	100.0	0		0		0		0		0	
1981	Total	7		0		7	100.0	0		0		0		0		0	
	Male	6	85.7	0		6	85.7	0		0		0		0		0	
1980	Total	1	14.3	0		1	14.3	0		0		0		0		0	
	Male	7		0		7		0		0		0		0		0	
1980	Total	0		0		0		0		0		0		0		0	
	Male	0		0		0		0		0		0		0		0	
1981	Total	426		41	9.6	385	90.4	8	1.9	5	1.2	7	1.6	15	3.5	6	1.4
	Male	144	33.8	14	3.3	130	30.5	3	.7	5	1.2	0		5	1.2	1	.2
1980	Total	282	66.2	27	6.3	255	59.9	5	1.2	0		7	1.6	10	2.3	5	1.2
	Male	397		32	8.1	365	91.9	6	1.5	4	1.1	6	1.6	10	2.5	6	1.5
1980	Total	138	34.8	8	2.1	130	32.7	2	.5	3	.8	1	.3	2	.5	0	
	Male	259	65.2	24	6.1	235	59.2	4	1.0	1	.3	5	1.3	8	2.0	6	1.5