

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel & Labor Relations

To: Administrative Services Directors

Date: February 25, 2009

From: Nicki Neal 
Division Director

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Subject: FLSA Review of Microcomputer /
Network Specialist I and II Job Classes

In response to questions and comments, the Classification section has reviewed all positions allocated to the Microcomputer/Network Specialist I and II job classes in order to determine overtime pay exemptions in accordance with the Fair Labor Standards Act (FLSA). Attached is a document which describes the recently completed review of these positions.

In addition to a description of the FLSA exemptions and the criteria used when reviewing each position, the attached document also contains a chart listing the positions included in the review, information about each position, and whether the administrative, computer, or executive exemption was met. This memo and the attachment will become part of the Online Position Description record for each position.

All positions currently allocated to Microcomputer/Network Specialist I or II were included in this review and were individually analyzed using the last position description provided by the department. All employees in these positions are overtime ineligible, as described in the attached document. Of these 98 positions:

- 42 continue to remain overtime ineligible, and
- 56 are changing from overtime eligible to ineligible.

The effective date for the 56 positions with an overtime eligibility change is March 16, 2009.

If you have questions, please contact Kim Garrett in the Classification Section at 465-3846.

Attachment

cc: Human Resource Managers
Classification Staff

Microcomputer/Network Specialist I & II FLSA Review

In order to determine proper overtime pay exemption under the Fair Labor Standards Act (FLSA), positions allocated to the Microcomputer/Network Specialist I & II job classes were included in a statewide review. The review was conducted with consideration to changes in the FLSA criteria effective August 23, 2004, and legal interpretations made since that time.

Microcomputer/Network Specialists administer networks for an agency and provide support services for its users. Positions in this series work under technical supervision or general administrative direction to provide network planning, design, modification, implementation, security and administration. The primary focus of these job classes is on network design, implementation, support, and administration, such as recommending hardware/software standard for the network(s), planning future expansions, maintaining data security at levels determined by managers, and providing cost information.

FLSA Exemptions

Incumbents in positions allocated to the Microcomputer/Network Specialist I & II job classes may be determined exempt from overtime based on the professional, executive, administrative, or computer exemptions described below. Each exemption is determined using a salary and duty test.

Salary or Hourly Rate Test

Exemption as a professional, executive, or administrative employee requires the employee be compensated on a salary basis at a rate not less than \$455 per week. For the computer exemption, an employee may be paid either the salary rate of not less than \$455 per week or an hourly rate of not less than \$27.63/hour. The semi-monthly rate for a salary of \$455 per week is \$985.83. Microcomputer/Network Specialists I are assigned Range 18, with a current entry rate of \$2,110.50 semi-monthly (GGU). All salaried employees at or above this range meet the salary test. The current entry hourly rate for Range 18 employees is \$25.98 (GGU). Hourly employees paid at or above \$27.63/hour meet the hourly rate test.

Duty Test

The duty test is based on the primary (the most important, chief, principal) duty of the employee. There may be only one primary duty, and there is not a requirement to perform the primary duty for a set percentage of time. Typically, this primary duty is part of the main purpose of the position, and is a determining factor used to allocate the position.

Professional Exemption

Applies to an employee whose primary duty is the performance of work:

- requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction; or

- requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Positions in the Microcomputer/Network Specialist job class **do not** meet the duty test for this exemption since a specific degree is not required for entry into this field, nor is the work in a recognized field of artistic or creative endeavor.

Executive Exemption

Applies to an employee:

- Whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof;
- Who customarily and regularly directs the work of **two or more** other employees; and
- Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.

Section 541.102 of the regulations states that "management" generally includes, but is not limited to, activities such as the following:

- interviewing, selecting, and training employees;
- setting and adjusting their rates of pay and hours of work;
- directing the work of employees;
- maintaining production or sales records for use in supervision or control;
- appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- handling employee complaints and grievances;
- disciplining employees;
- planning the work;
- determining the techniques to be used;
- apportioning the work among the employees;
- determining the type of materials, supplies, machinery, equipment or tools to be used or merchandise to be bought, stocked and sold;
- controlling the flow and distribution of materials or merchandise and supplies;
- providing for the safety and security of the employees or the property;
- planning and controlling the budget; and
- monitoring or implementing legal compliance measures.

The U.S. Department of Labor (DOL) notes in the Preamble to its 2004 exemption regulations that the above list is not intended to be exhaustive. Other activities that may be management duties include:

- walking the floor in a retail establishment;
- interacting with customers to determine satisfaction;
- team building;
- conducting inspections;

- training;
- attending management meetings;
- planning meetings and developing meeting materials;
- planning and conducting marketing activities;
- investigating or otherwise addressing matters regarding personnel, proficiency, productivity, staffing or management issues; and
- coaching employees in proper job performance techniques and procedures.

Other changes in 2004 included the addition of the authority to hire or fire; the elimination of a percentage limit on the amount of exempt work performed; the fact that an exemption is determined on the primary duty; an employee may concurrently perform exempt and nonexempt work and not destroy the exempt status; an employee may manage a “function” of the employer’s operations, rather than a group of people; and clarification that temporary team leaders do not qualify.

Employees in the Microcomputer/Network Specialist job classes may meet the requirements for this overtime pay exemption.

Administrative Exemption

Applies to an employee whose primary duty:

- Is the performance of office or nonmanual work directly related to the management or general business operations of the employer or the employer’s customers; and
- Includes the exercise of discretion and independent judgment with respect to matters of significance.

Computer network, internet, and database administration are included in the DOL’s “nonexclusive” list of functional areas that are generally directly related to management or business operations.

Factors to consider when determining whether an employee exercises **discretion and independent judgment** with respect to matters of significance include, but are not limited to:

- whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices;
- whether the employee carries out major assignments in conducting the operations of the business;
- whether the employee performs work that affects business operations to a substantial degree, even if the employee’s assignments are related to operation of a particular segment of the business;
- whether the employee has authority to commit the employer in matters that have significant financial impact;
- whether the employee has authority to waive or deviate from established policies and procedures without prior approval;

- whether the employee has authority to negotiate and bind the company on significant matters;
- whether the employee provides consultation or expert advice to management;
- whether the employee is involved in planning long- or short-term business objectives;
- whether the employee investigates and resolves matters of significance on behalf of management; and
- whether the employee represents the company in handling complaints, arbitrating disputes or resolving grievances.

The DOL recognizes that an employer's volume of business may make it necessary to employ a number of employees to perform the same or similar work. According to the DOL, the fact that many employees perform identical work of the same relative importance does not mean that the work of each such employee does not involve the exercise of discretion and independent judgment with respect to matters of significance. This is important to remember when analyzing work of Microcomputer/Network Specialists, particularly in those departments that have more than one specialist.

The following details some of the changes that occurred in the administrative exemption in 2004:

- no longer require a given percentage of time to exempt work (a criteria in the former rules' "long test"); instead the rules state that the exemption is determined by an employee's primary duty;
- require that an exempt administrator perform work directly related to the "management" (rather than to the "management policies") of the employer, and added computer network, internet, and database administration to the list of work deemed directly related to management or general business operations;
- offer 10 factors to consider when determining what it means to exercise discretion and independent judgment (listed above).

Employees in Microcomputer/Network Specialist positions may meet the criteria for this overtime pay exemption. When determining whether the criteria for the administrative exemption was met by employees in these job classes, the following was also considered when analyzing the primary duty:

- Does the employee determine what types of workstations, network, hardware, or software are used?
- Is the employee involved in the design or development of the employer's network?
- Does the employee decide what software will be available to the employer's computer users or determine how that software will be configured?
- Does the employee decide or recommend when equipment must be serviced or replaced?
- Is the employee involved in making significant software purchasing decisions or hiring maintenance contractors?

If the answer is yes to any of these questions, then the employee may meet the criteria.

Computer Exemption

Applies to employees whose primary duty consists of:

- the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- a combination of the aforementioned duties, the performance of which requires the same level of skills.

The following details some of the changes that occurred in the computer exemption in 2004:

- The exemption is no longer limited to workers in the computer *software* field; instead, otherwise qualified "workers in the computer field" are eligible for the exemption.
- The requirement that the exempt computer employee's work require the "consistent exercise of discretion and judgment" was eliminated.
- Exempt computer employees need no longer be "highly skilled" and the exemption no longer excludes "trainees or employees in entry level positions learning to become proficient [but] who have not attained a level of skill and expertise which allows them to work independently and generally without close supervision."
- In place of a statement in the prior version of the regulations that "no particular academic degree is required for this exemption," the rules now are silent regarding the employee's level of education.

Several court cases since 2004 have further refined the application of the computer exemption criteria, such as determining a server is an operating system; however, employees whose primary duty is performing "help desk" functions which require assisting employees with routine computer problems continue to be excluded from the exemption. Under the State's classification system, an employee whose primary duty consists of help desk duties should not be classified as a Microcomputer/Network Specialist. However, performing some help desk functions doesn't automatically make an employee overtime eligible, either; employees may have a primary duty that meets the exempt criteria, or the complexity of help desk duties is more than routine computer problems.

When determining whether the criteria for the computer exemption was met by employees working in the Microcomputer/Network Specialist job classes, the following was also considered when analyzing the primary duty:

- Does the employee perform network analysis, design, configuration, and modification?
- Does the employee identify and fix an underutilization of network resources?
- Does the employee make actual, analytical decisions about how a computer network should function?
- Does the employee upgrade the operating systems on the employer's network servers?
- Does the employee present recommendations to management on matters regarding their employer's network?
- Does the employee translate the needs of an organization into a set of technical requirements based on the available technology?

If the answer is yes to any of these questions, then the employee may meet the criteria.

Combination Exemptions

Exemptions may be combined if the employee's primary duty involves a combination of exempt duties. For instance, an employee whose primary duty involves a combination of exempt administrative and exempt computer work may qualify for both exemptions.

The following is a listing of the Microcomputer/Network Specialist (M/NS) positions included in the FLSA review and the exemption categories in which the criteria are met. FLSA changes are effective March 16, 2009.

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
02	021105	M/NS II	Anchorage, ETS. Supervises 4 M/N Spec. I positions. LAN Manager. Primary duty is to administer the department's Novell/Windows file and print servers. Meet with customers to discuss, evaluate, plan, and recommend solutions for network server, PC, and peripheral computing needs; plan for future network needs for the department's divisions; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the networks.	Yes	Yes	No
02	021155	M/NS I	Juneau, ETS. Primary duty is to research, recommend, install, configure, and repair microcomputer systems, peripherals, software, and networking hardware for the department. Work with the DOAIT section to design, implement, and maintain network services; plan installation, maintenance, and server-migration projects, and plan and/or lead aspects of these projects; plan for future network needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the network.	Yes	Yes	No
02	021156	M/NS I	Anchorage, Office of Public Advocacy (OPA). Primary duty is to design, implement, administer, and maintain the case management software systems for OPA and ensure system communications are maintained in five locations. Work with vendors to configure server farm services and integrate client desktop software for OPA staff in 5 cities.	Yes	Yes	No
02	021158	M/NS I	Juneau, Admin Svcs. Primary duty is to research, recommend, install, configure, and repair microcomputer systems, peripherals, software, and networks for the department. Plan future network needs; meet with customers to discuss, evaluate, plan, and recommend solutions for network servers, PCs, and peripheral computing needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the networks.	Yes	Yes	No
02	021534	M/NS I	Anchorage, ETS. Primary duty is to research, recommend, install, configure, and repair microcomputer systems, peripherals, software, and networking hardware for the department. Plan for future network needs; administer and maintain the department's Microsoft and Novell	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			file and print servers; meet with customers to discuss, evaluate, plan, and recommend solutions for network servers, PCs, and peripheral computing needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the network.			
02	022095	M/NS II	Juneau, Admin Svcs. LAN Manager and Unit Supervisor. Primary duty is to administer the department's Novell/Windows file and print servers. Meet with customers to discuss, evaluate, plan, and recommend solutions for network server, PC, and peripheral computing needs; analyze needs and plan deployment of PC's, servers, applications, and networking; plan for future network needs for the department's divisions; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the networks.	Yes	Yes	No
02	023111	M/NS II	Fairbanks, ETS. Team Leader. Primary duty is to administer complex networks incorporating a variety of computing platforms, OS, and data transmission protocols. Provide technical support to other LAN administrators and guidance to contractors providing services to ETS; plan future network requirements; and make purchasing decisions on software, hardware, and wiring infrastructure for networks.	Yes	Yes	No
02	023112	M/NS II	Juneau, ETS. Team Leader. Primary duty is to administer complex networks incorporating a variety of computing platforms, OS, or data transmission protocols. Provide technical support to other LAN administrators and guidance to contractors providing services to ETS; plan future network requirements; and make purchasing decisions on software, hardware, and wiring infrastructure for networks.	Yes	Yes	No
02	026409	M/NS II	Anchorage, ETS. Primary duty is to administer the department's networks in the Central and Northern Regions. Provide the more complex administration, troubleshooting, repair, and upgrades of the networks. Provide network analysis, design, planning, configuration, implementation, and maintenance. Meet with customers to discuss, evaluate, plan, and recommend solutions for network servers, PCs, and peripheral computing needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for networks.	Yes	Yes	No
02	028094	M/NS I	Juneau, ETS. Primary duty is to research, recommend, install,	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			configure, and repair microcomputer systems, peripherals, software, and networking hardware for the department. Plan for future network needs; administer and maintain the department's Novell file and print servers; meet with customers to discuss, evaluate, plan, and recommend solutions for network servers, PCs, and peripheral computing needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for networks.			
02	125108	M/NS I	Anchorage, ETS. Primary duty is to research, recommend, install, configure, and repair microcomputer systems, peripherals, software, and networking hardware for the department. Plan for future network needs; administer and maintain the department's Microsoft and Novell file and print servers; meet with customers to discuss, evaluate, plan, and recommend solutions for network servers, PCs, and peripheral computing needs; and research and/or make purchasing decisions on software, hardware, and the wiring infrastructure for the network.	Yes	Yes	No
03	030027	M/NS I	Anchorage, Admin Svcs. Primary duty is to install, maintain, and administer multiple LANs in multi-protocol environments. Provide professional and technical systems analysis and recommendations, and implement planning feedback and/or recommendations.	Yes	Yes	No
03	030240	M/NS I	Juneau, Admin Svcs. Primary duty is to install, maintain, and administer multiple LANs in multi-protocol environments. Provide professional and technical systems analysis and recommendations; establish best-use scenarios for system-wide distribution and use of network-based applications and software installations. Provide systems implementation and planning feedback and recommendations.	Yes	Yes	No
03	030257	M/NS II	Anchorage, Admin Svcs. Supervises M/N Spec and Tech positions. Primary duty is to provide technical and specialized consultation on matters involving LAN and WAN network installation and expansion for the department in the Southcentral region and statewide. Oversee the design, scheduling, installation, administration, maintenance, and operation of complex multiple LANs using multi-protocol network environments. Establish and maintain equipment standards and assess ongoing network needs; perform analysis of network design and plan for and lead project-oriented network expansions in Anchorage; and provide technical and equipment specifications and price estimates to	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			support acquisition of computer technology.			
03	036525	M/NS I	Juneau, Admin Svcs. Primary duty is to install, maintain, and administer multiple LANs in multi-protocol environments. Provide professional and technical systems analysis and recommendations; establish best-use scenarios for system-wide distribution and use of network-based applications and software installations; and provide systems implementation planning feedback and recommendations.	Yes	Yes	No
04	041024	M/NS II	Juneau, Admin Svcs. Lead and Senior Network Administrator. Primary duty is to manage the department's WAN including LANs in Juneau, Anchorage, and Fairbanks. Plan, upgrade, and maintain the department's Microsoft Active Directory domain; administer MS SQL database servers; and set-up and manage a variety of file, print, DHCP, and application servers. Research and plan future expansions and improvements to the network infrastructure, server, and workstation hardware platforms and network OS; and administer the development, test, and production web servers and production SQL database servers/environments.	Yes	Yes	No
04	041149	M/NS I	Anchorage, Admin Svcs. Primary duty is to administer and maintain the networks owned or operated by Revenue in Anchorage and located in the Mental Health Trust Authority, Commissioner's Office, Tax, and Permanent Fund Dividend Division; and manage, administer, and maintain the Active Directory servers. Implement and administer network applications and other software based upon thorough discussion with end-users and management; and establish proper functionality and/or troubleshoot problems with custom applications, network services, and services provided by outside vendors.	Yes	Yes	No
04	044035	M/NS I	Juneau, Admin Svcs. Primary duty is to administer networks located in Juneau, Anchorage, and Fairbanks. Provide network planning, design, implementation, administration, security, and modification; and maintain functionality of large-scale network storage devices. Research, test, and configure applications based upon thorough discussion with end-users and management; maintain the department's Internet and intranet environments and network mid-tier application servers; plan and implement future web based systems; and plan for future hardware requirements.	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
04	045014	M/NS I	Juneau, Treasury Division. Primary duty is to perform network needs analysis, network planning, design, installation, administration, modification, security, and user support services. Serve as a technical resource for other divisions; design, implement, and maintain backup systems and procedures; and provide operational and hardware and software cost information to management for long-range computer needs and budgetary plans.	Yes	Yes	No
04	047207	M/NS I	Anchorage, Child Support Services Division. Primary duty is to administer the Anchorage and Fairbanks LANs. Administer the installation of complex off-the-shelf network software; develop applications; install and configure new releases of the network OS, Novell Netware, and MS NT Server; and develop custom Netware Application Launcher applications and upgrades from the server to all appropriate workstations.	Yes	Yes	No
05	053066	M/NS I	Juneau, Libraries, Archives and Museums. Primary duty as Network and System Administrator for the Capital City Libraries (CCL) consortium. Review network plans, designs, network implementation, security, and administration of the CCL statewide network; configure, install, and maintain networks; coordinate network design, routing, and security for CCL with ISPs; and install, maintain, and upgrade the Integrated Library System for CCL. Determine financial responsibility for sites; and make recommendations for CCL hardware and software purchases.	Yes	Yes	No
05	057703	M/NS I	Juneau, School Finance. Leads M/N Techs providing network and end-user support. Primary duty is to administer statewide networks and network infrastructure for the department to include implementation, analysis for capacity, performance monitoring, security, troubleshooting, and defining hardware/software requirements and upgrades. Configure, install, and maintain commercial off-the-shelf and custom software applications; and research, justify, and provide technical recommendations and cost estimates for acquisition of new servers, networks, and other information technologies.	Yes	Yes	No
06	021098	M/NS I	Juneau, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs,	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.			
06	060656	M/NS I	Juneau, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	061316	M/NS I	Anchorage, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	061447	M/NS I	Anchorage, ITS, Network Services. Primary duty is to conduct analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	061602	M/NS I	Juneau, ITS, Network Services. Primary duty is to act as the	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			administrator for network servers in the Southeast Region. Includes planning, design, modification, implementation, support, and security of the network; researches, tests, and recommends hardware and software.			
06	061635	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	061788	M/NS I	Juneau, ITS, Network Services. Primary duty is to administer the network for the statewide Alaska Women, Infants, and Children Program. Provides analysis, planning, design, modification, implementation, support, and security for the system; researches, tests, and recommends hardware and software.	Yes	Yes	No
06	061793	M/NS I	Anchorage, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in the support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	061911	M/NS I	Juneau, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			workloads and responsibilities of technicians in the region.			
06	061912	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	062283	M/NS II	Juneau, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Southeast Alaska. Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	063393	M/NS II	Juneau, ITS, Network Services. Primary duty consists of performing advanced network design and support for the department's Juneau offices, and other offices throughout Alaska. Duties include serving as an analyst for capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	063974	M/NS I	Juneau, ITS, Network Services. Primary duty is to act as the administrator for network servers in the Southeast Region. Includes planning, design, modification, implementation, support, and security of the network; researches, tests, and recommends hardware and software.	Yes	Yes	No
06	064065	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			troubleshooting of hardware and software.			
06	064500	M/NS I	Anchorage, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	064592	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	064862	M/NS I	Fairbanks, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in the support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	065166	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.			
06	068096	M/NS I	Juneau; ITS, Customer Services. Primary duty is to serve as a senior technical team leader in support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and assign and adjust the workloads and responsibilities of technicians in the region.	Yes	Yes	No
06	068536	M/NS I	Anchorage, ITS, Network Services. Primary duty is to conduct analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	068544	M/NS II	Anchorage, ITS, Network Services. Primary duty is to conduct on-going analysis, design, and development of the department's networks throughout Alaska (predominately the Far North, Interior, Southwest, and Southcentral regions). Includes serving as an analyst for the capacity, security, hardware and software requirements, implementation, support, and administration of networks; support includes installation, maintenance, diagnostic checking, and troubleshooting of hardware and software.	Yes	Yes	No
06	068597	M/NS I	Anchorage, ITS, Customer Services. Primary duty is to serve as a senior technical team leader in the support of the department's system of LANs, routers, switches, hubs, servers, desktop computers, and peripheral equipment. Includes analyzing, testing, planning, implementing, and migrating desktop and network systems; making purchasing recommendations; and developing policies and procedures. Works with other team leads and managers to develop and adjust project schedules, track assignments and projects, and	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			assign and adjust the workloads and responsibilities of technicians in the region.			
07	052074	M/NS I	Anchorage, Admin Svcs. Primary duty to administer multiple departmental, AJCN, and DVR networks, servers, and workstations running multiple OS and data transfer protocols—in Juneau, Fairbanks, and Anchorage. Responsible for the Assistive Technology Laboratory which serves as a testing area for technologies deployed statewide; and works with other Network Services staff to analyze and design new network installations and upgrades.	Yes	Yes	No
07	071733	M/NS II	Anchorage, Admin Svcs; Team Leader. Primary duty is to plan, design, implement, administer, modify, and upgrade networks in AJCN locations statewide. Lead and coordinate the efforts of a network support team while completing complex LAN/WAN projects for the department; develop workstation software and hardware configurations; oversee the deployment and testing of these configurations by other network support staff; and establish microcomputer equipment and software standards.	Yes	Yes	No
07	073045	M/NS II	Juneau, Admin Svcs. Supervises M/N Spec and Tech positions. Primary duty is to supervise the Workforce Development Southeast Network Services staff and provide support of all departmental computer systems in the region. Plan, direct, and assign work to subordinates and contract workers. Administer, evaluate, plan, install, and maintain existing and new LANs, including major infrastructure changes; and test, evaluate, and recommend the purchase of software and hardware.	Yes	Yes	No
07	074513	M/NS I	Juneau, Admin Svcs. Primary duty is to administer, plan, install, maintain, upgrade, and support large, department-wide, multi-site LANs and multi-user NT desktop servers, application software, and diskless workstations using multiple OS, multiple network transfer protocols, and a variety of wiring systems. The position is the primary resource to end-users of this environment; and supports both off-the-shelf and in-house custom software.	Yes	Yes	No
07	074543	M/NS I	Juneau, Admin Svcs. Primary duty is to administer and support DOLWD LANs in Southeast Alaska. Establish equipment and software standards; test and evaluate products for use in the	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			department's network environment and make purchase recommendations; provide network backup and recovery services; and resolves security issues.			
07	075542	M/NS I	Anchorage, Admin Svcs. Primary duty is to administer departmental core networks in Anchorage, Juneau, and Fairbanks; DVR networks; and AJCN sites located in multiple locations statewide—multiple networks, servers, and workstations running multiple OS and data transfer protocols. Install and support in-house and off-the-shelf software; and work with other Network Services staff to analyze and design new network installations and upgrades.	Yes	Yes	No
07	212050	M/NS I	Anchorage, Admin Svcs. Employee is paid hourly, over \$27.63/hr. Primary duty is to administer departmental core networks in Anchorage, Juneau, and Fairbanks; DVA networks; and AJCN sites located in multiple locations statewide—multiple networks, servers, and workstations running multiple OS and data transfer protocols. Work with other Network Services staff to analyze and design new network installations and upgrades.	No	Yes	No
08	080424	M/NS I	Anchorage, Admin Svcs. Lead for 2 M/N Techs. Primary duty is to administer, plan, design, modify, implement the department's file and print servers and LANs in Juneau, Anchorage (2 sites), Fairbanks, Bethel, Nome, and Tok. Serve as the systems administrator for 3 Novell NetWare and 1 Windows NT servers in Juneau, Anchorage, and Fairbanks (multiple OS and multiple network transfer protocols). Plan and coordinate installation of new and changes to LANs at multiple locations around the state; and manage network security.	Yes	Yes	No
08	081119	M/NS II	Juneau, Admin Svcs. Supervises M/N Spec and M/N Tech positions, and Team Leader and technical expert for 1 M/N Spec and 2 M/N Tech positions in Anchorage. Primary duty is to plan, design, modify, implement, and administer the department's file and print servers and LANs in Juneau. Plan and coordinate installation of new and changes to existing LANs at various department locations; plan for future network needs for the department's 13 divisions; and research and recommend purchasing decisions on software, hardware, and the wiring infrastructure for the networks.	Yes	Yes	No
08	082072	M/NS II	Anchorage, Admin Svcs. Supervises M/N Spec and M/N Tech	Yes	Yes	Yes

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			positions. Primary duty is to administer and manage the department's Anchorage Network Services staff and to provide planning, design, implementation, security, and administrative services for all of the department's file and print servers and LANs in Anchorage, Tok, Soldotna, Kodiak, Dillingham, Nome, Bethel, Kotzebue, and Fairbanks. Supervise and direct two IT network staff who support network users and troubleshoot network and user problems; plan and coordinate installation of new and changes to existing LANs at various department locations; and plan for future network needs for the department's 13 divisions.			
08	086066	M/NS I	Anchorage, RCA. Primary duty is to manage and maintain IS for the Regulatory Commission of Alaska. Administer and support 16 servers and three separate wireless local Active Directory networks over two fixed work sites and numerous mobile sites; five operating systems and various computer software and hardware for the RCA.	Yes	Yes	No
08	213087	M/NS I	Juneau, Admin Svcs. Primary duty is to plan, design, implement, modify, and administration the department's file and print servers and LANS in Juneau. Co-administer departmental Windows 2003 servers, 2 Data Domain Disk Based Recovery Appliances, and 1 NetApp FAS270 server. Analyze needs and plan deployment of PCs, servers, applications, and networking; plan for future network needs for the department's 13 divisions; and research and procure software, hardware, and the wiring infrastructure for the networks.	Yes	Yes	No
09	090221	M/NS I	Camp Carroll, Admin Svcs. Primary duty is to plan, design, implement, and maintain the Facilities Management Office's IS including network administration, server database administration, and multi-user applications for 8 buildings on Ft. Richardson and remote sites in Bethel, Fairbanks, Juneau, Kenai, Nome and Palmer. Administer DMVA's Cisco Security Agent Management Console; track budget expenditures; solicit small procurement contracts; and reallocate PCs and surplus equipment.	Yes	Yes	No
09	090303	M/NS I	Camp Carroll, Admin Svcs. Primary duty is to plan, design, implement, administer, and maintain all aspects of the Alaska Military Youth Academy networks. Includes Windows 2000/2003 server domain administration, e-mail administration, network security,	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			Webmaster, DMARS database administration, student labs, Cisco wireless bridges, antennas, cable plant, workstations, servers, printers, and network devices; and provide on-going planning and modification of the networks. Plan future network upgrades; determine and forecast computer/network needs and budget; and make computer and technology purchases.			
09	090331	M/NS II	Ft. Richardson, Admin Svcs. The department's primary LAN/WAN administrator. Primary duty is to plan, design, develop, implement, maintain, and manage LANs/WANS; and responsible for the day-to-day supervision and direction of the IT Support Section's 5 staff. Conduct ongoing analysis of current network architecture, trends, and agency requirements to develop, budget, plan, design, and implement complex LANs and WANs. Coordinate DMVA IT plans, policies, and procedures with federal IT managers.	Yes	Yes	Yes
10	100266	M/NS I	Anchorage, State Pipeline Coordinator's Office. Primary duty is to administer the network and telecommunications infrastructure for the Joint Pipeline Office. Performs network design and installation, tests new software applications and provides purchasing recommendations, maintains data security.	Yes	Yes	No
10	100279	M/NS I	Fairbanks, Geological & Geophysical Surveys. Primary duty is to perform network design, implementation, support, and administration of the division's LAN. Makes hardware and software purchasing/replacement decisions and recommendations.	Yes	Yes	No
10	100283	M/NS I	Anchorage, Land Record Information. Primary duty is to administer the local area networks and servers at multiple geographic sites. Responsible for planning, installing, configuring the networks, analyzing system performance, consulting with users, and determining software, hardware, and system functional specifications to improve performance, expand networks, and administer network security and repair.	Yes	Yes	No
10	100335	M/NS II	Anchorage, Land Record Information. Primary duty is to serve as a lead administrator over the department's statewide networks and servers. Includes network and server analysis, planning, installation, and maintenance. Performs costs and needs analysis; makes hardware and software purchasing recommendations.	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
10	100407	M/NS II	Anchorage, Land Record Information. Primary duty is to serve as a lead administrator over the department's statewide networks and servers. Includes network and server analysis, planning, installation, and maintenance. Performs costs and needs analysis; makes hardware and software purchasing recommendations.	Yes	Yes	No
10	102011	M/NS I	Fairbanks, Geological & Geophysical Surveys. Primary duty is to perform support and system maintenance of the division's network environment. Includes planning and developing the network, installing and testing new and updated operating systems and applications, and researching hardware and software for purchase.	Yes	Yes	No
10	104241	M/NS I	Anchorage, Oil & Gas. Primary duty is to perform network design, implementation, support, and administration for the division. Responsible for analyzing, planning, administering, and maintaining the division's servers, workstations, and peripherals; recommending hardware and software purchases.	Yes	Yes	No
11	110225	M/NS I	Douglas, Administrative Services. Primary duty is to lead in the administration of LANs and WANs in the Southeast Region. Responsible for analyzing, developing, installing, configuring, monitoring, and maintaining the systems; procures hardware, software, and services.	Yes	Yes	No
11	111130	M/NS II	Fairbanks, Administrative Services. Primary duty is to lead in the administration of all networking and microcomputer related operations in the department's Northern Region. Includes on-going network analysis, design, planning, implementation, and maintenance; procures hardware and software.	Yes	Yes	No
11	111283	M/NS I	Kodiak, Administrative Services. Leads one M/N Tech position. Primary duty is to administer the networks, network servers, and server-based software for LANs, WAN, and Internet in the Westward Region. Includes network analysis, planning, design, configuration, testing, implementation, and maintenance.	Yes	Yes	No
11	111362	M/NS II	Anchorage, Administrative Services. Supervisory duties assigned. Primary duty is to administer the department's networks in Anchorage, Southcentral, and Western Alaska. Conducts on-going analysis, design, planning, and development of networks; maintains servers and software; supervises staff providing hardware and	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			software support; oversees procurement of hardware and software.			
11	114268	M/NS I	Anchorage, Administrative Services. Primary duty is to administer and maintain LANs at multiple locations in the department. Includes network installation, configuration, testing, and analysis.	Yes	Yes	No
12	121671	M/NS I	Anchorage, Statewide Services. Primary duty is to administer the department's statewide LAN/WANs. Includes performing network analysis, design, modification, testing, and deployment activities.	Yes	Yes	No
12	124211	M/NS II	Anchorage, Statewide Services. Primary duty is the administration of the department's statewide LAN/WAN sites. Includes performing network analysis, design, coding, testing, and deployment activities. Defines key technical and business specification, selects alternative products and services, evaluates, troubleshoots, and makes final recommendations.	Yes	Yes	No
12	124616	M/NS I	Anchorage, Statewide Services. Primary duty is to provide departmental LAN and WAN system administration, maintenance, and repair services. Maintains security and researches, evaluates, and recommends new network technologies for deployment. Installs, configures, troubleshoots, and repairs network servers, hardware, and software for the network systems.	Yes	Yes	No
12	124627	M/NS I	Anchorage, Statewide Services. Primary duty is to function as a network administrator over the department's LAN and WAN system. Includes installing, maintaining, and enhancing the networks and security related systems. Analyzes, plans, and designs new and existing networks.	Yes	Yes	No
18	187043	M/NS II	Juneau, Information & Administrative Services. Supervises one M/N Tech position. Primary duty consists of the design, modification, administration, and maintenance of the department's Southeast regional LANs and WANs, and key participation in the planning and administration of the network and file application servers at all other regional ties. Installs, configures, documents, troubleshoots, and maintains network software and servers. Makes recommendations, proposes new projects, and performs technical research on the feasibility of new projects; performs cost analysis.	Yes	Yes	No
18	187605	M/NS II	Fairbanks, Information & Administrative Services. Primary duty consists of the design, modification, administration, and maintenance	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			of the department's Interior regional LANs and WANs, and key participation in the planning and administration of the network and file application servers at all other regional sties. Installs, configures, documents, troubleshoots, and maintains network software and servers. Makes recommendations, proposes new projects, and performs technical research on the feasibility of new projects; performs cost analysis.			
18	187686	M/NS II	Anchorage, Information & Administrative Services. Supervises two M/N Techs. Primary duty consists of the design, modification, administration, and maintenance of the department's Southcentral regional LANs and WANs, and key participation in the planning and administration of the network and file application servers at all other regional sties. Installs, configures, documents, troubleshoots, and maintains network software and servers. Makes recommendations, proposes new projects, and performs technical research on the feasibility of new projects; performs cost analysis.	Yes	Yes	No
20	201047	M/NS II	Juneau, Administrative Services. Primary duty is to lead staff in the administration of the department's networks. Includes on-going network analysis, design, installation, maintenance, and expansion; provides hardware and software cost information and recommendations to management.	Yes	Yes	No
20	201049	M/NS I	Juneau, Administrative Services. Primary duty is to provide network design, implementation, maintenance, and technical support. Plans, installs, maintains, expands, and administers the department's networks.	Yes	Yes	No
20	202055	M/NS II	Anchorage, Administrative Services. Primary duty is to lead staff in the administration of the department's networks. Includes on-going network analysis, design, installation, maintenance, and expansion; provides hardware and software cost information and recommendations to management.	Yes	Yes	No
25	250105	M/NS I	Anchorage International Airport. Primary duty is to administer and support the networks at several work sites in the airport; analyzes, plans, implements, and configures; identifies needed upgrades.	Yes	Yes	No
25	250111	M/NS I	Juneau, Statewide Information Systems. Primary duty is to administer and support the department's LAN and statewide applications. Work	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			includes analysis, design, installation, and maintenance; recommending workstation, network equipment and software.			
25	250122	M/NS II	Anchorage, Statewide Information Systems. Leads three M/N Techs. Primary duty is to provide statewide WAN & LAN network administration and support for the department. This includes analysis for capacity, security, hardware and software requirements, and implementation.	Yes	Yes	No
25	250185	M/NS II	Juneau, Statewide Information Systems. Supervises one M/N Spec. Primary duty is to provide statewide WAN & LAN administration and support for the department. This includes analysis for network capacity, security, hardware and software requirements, and implementation. Recommends workstation, network equipment, and hardware for staff.	Yes	Yes	No
25	250383	M/NS I	Anchorage, Central Region Construction & CIP Support. Leads one M/N Tech. Primary duty is to provide network administration and support in the Central Region. Includes analyzing, planning, installing, and maintaining equipment, network server and workstation hardware and software.	Yes	Yes	No
25	250406	M/NS I	Anchorage, Statewide Information Systems. Primary duty is to provide network administration and support to the department's Central Region. Work includes design, installation, configuration, troubleshooting, and maintenance of servers, workstations and other network devices; recommend workstations, servers, software, and other network devices for staff.	Yes	Yes	No
25	250431	M/NS I	Anchorage, Central Region Construction & CIP Support. Leads two M/N Techs. Primary duty is to provide network administration in the Central Region. Includes analysis, design, and installation, configuration management, security, monitoring and tuning techniques, backup and recovery strategies, vendor relations, and troubleshooting. Purchases and recommends hardware and software.	Yes	Yes	No
25	250602	M/NS I	Juneau, Southeast Region Design & Engineering Services. Primary duty is to provide network administration and user support for the Southeast Region. Includes LAN analysis, design, installation, configuration, and maintenance.	Yes	Yes	No
25	250959	M/NS I	Ketchikan, AMHS. Supervises Computer Svcs Group. Primary duty is	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			to support LANs and WANs for the AMHS Headquarters building, Juneau Reservation Center, remote terminal sites, and AMHS warehouses. Administer, design, develop, and implement vessel LANs; and administer Dell servers, snap servers, switches, printing technology, and wireless technology. Research and recommend software procurements; and plan and direct the lifecycle of servers, workstations, and networking equipment.			
25	251252	M/NS II	Juneau, Statewide IS. Primary duty is to provide system and network administration support to clients using ASD/IS managed hosts and services. Manage backup and restoration services; plan, design, and implement modifications for multiple geographically dispersed servers and services.	Yes	Yes	No
25	251462	M/NS I	Fairbanks, Northern Region Construction & CIP Support. Primary duty is to provide network administration and other technical and user support for the Northern Region of the department. Includes analyzing, planning, installing, configuring, and upgrading server software and hardware.	Yes	Yes	No
25	251561	M/NS I	Fairbanks, Northern Region Construction & CIP Support. Primary duty is to provide network administration and other technical and user support for various divisions in Fairbanks, Valdez, and remote camps. Includes analyzing, planning, installing, configuring, and upgrading server software and hardware; researching and purchasing software and hardware.	Yes	Yes	No
25	252496	M/NS II	Juneau, Southeast Region Design & Engineering Services. Supervises two permanent positions (one M/N Spec, one M/N Tech). Primary duty is to administer and manage the LANs and WANs in the Southeast Region. Includes analysis, design, coding, testing, and deployment activities; includes managing staff in support of these duties.	Yes	Yes	Yes
25	252938	M/NS I	Anchorage International Airport. Primary duty is to administer and support the network at the airport. Includes network analysis, installation, configuration, and testing.	Yes	Yes	No
25	253037	M/NS I	Fairbanks International Airport. Primary duty is to provide network administration for the Fairbanks International Airport. Includes network analysis, planning, design, implementation, and maintenance;	Yes	Yes	No

Dept	PCN	Class	Position Information	Administrative Exemption	Computer Exemption	Executive Exemption
			determines equipment purchasing needs.			
25	253342	M/NS I	Ketchikan, AMHS. Primary duty is to support LANs/WANs for AMHS for the Headquarters building, Juneau Reservation Center, 17 remote terminal sites, and 4 AMHS warehouses. Administer, design, develop, and implement vessel LANs; create batch programs for servers and workstation on vessels; and plan and direct the lifecycle of servers, workstations, and networking equipment.	Yes	Yes	No
25	253414	M/NS I	Anchorage, Measurement Standards & Commercial Vehicle Enforcement. Leads one M/N Tech. Primary duty is to plan, design, and administer the division's network systems, communications, and data connected by WAN, 3 rd party broadband, and dial-up technologies. Includes responsibility for on-going analysis, maintenance, testing, integration, installation, configuration, operation, security, maintenance, and protection of the systems. Provides cost information and purchasing recommendations to management.	Yes	Yes	No