

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Dianne Corso
Director

Date: November 18, 2003

Thru: Lee Powelson
Classification Manager

From: Keith Murry
Human Resource Specialist

Phone: 465-4074

Fax: 465-2576

Email: keith_murry@admin.state.ak.us

Subject: New Job Class – Airport Screening Officer

History:

Following the use of commercial passenger aircraft in terrorist acts on September 11, 2001, the US Congress passed legislation to increase security at airports. Part of the legislation required the presence of armed law enforcement officers (LEOs) at passenger screening points. The Transportation Security Agency (TSA), upon whom this mandate fell, was unable to meet this requirement with their own employees and entered into Reimbursable Agreements with individual airports who had LEOs able to perform the required work. TSA subsequently successfully petitioned Congress to eliminate this requirement; however, the agency has extended the Reimbursable Agreements funding for LEOs at screening points with airports that requested extensions.

The Department of Transportation and Public Facilities, Ted Stevens Anchorage International Airport (AIA) has entered into an agreement with TSA to extend the Reimbursable Agreement funding LEOs at screening areas for a one year period beginning October 1, 2003 and continuing through September 30, 2004. The Office of Labor Relations has advised the department the nonpermanent positions created to cover this function cannot be maintained past 120 days. To continue providing the contracted service, AIA has submitted a request to establish eight permanent positions in a new job class. In support of this request AIA provided eight identical Position Descriptions and a draft class specification.

Scope:

This review covers eight new positions at AIA. Fairbanks International Airport (FIA), as a Category Two airport, has different security requirements and does not provide an armed police presence at screening points; therefore, no positions in Fairbanks are included in this review.

Study Method:

AIA submitted PDs for the positions to be created with a draft class specification to their HR Office. Department of Transportation HR staff reviewed the materials and forwarded them to the Division of Personnel. This analyst reviewed the submitted materials; interviewed management at AIA and FIA; researched airport security requirements and police certification training and requirements; revised the draft class specification; and distributed the revised draft to AIA and Judy Porter, Senior Management Consultant for Transportation Management, for review and comment.

To ensure contractual provisions covering classification were met, this analyst reviewed the Collective Bargaining Agreement between the State of Alaska and the Public Safety Employees Association and discussed contract interpretation and requirements with the Office of Labor Relations.

Class Analysis:

In the state's classification system job classes are constructed as broadly as feasible. Positions are grouped into a job class when they are sufficiently similar in duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that:

- 1) The same title can be used to clearly identify each position.
- 2) The same minimum qualifications for initial appointment can be established for all positions.
- 3) The same rate of basic pay can be fairly applied to all positions.
- 4) Employees in a particular class are considered an appropriate group for purposes of layoff and recall.

The positions in this study are assigned security patrol and law enforcement duties in passenger and baggage screening areas of a state owned international airport. The positions perform the full range of assignments independently, using standard police methods and techniques, which is characteristic of a journey level job class. Journey level law enforcement work is found in several state job classes. The classes are distinguished from each other by the geographic scope of their patrol and enforcement responsibilities, the variety and level of criminal activity they investigate, and their working relationships with other law enforcement agencies in Alaska and other jurisdictions. In these areas the Airport Screening Officer (ASO) is most similar to the Airport Police & Fire Officer II.

The Airport Police & Fire Officer (AP&FO) series performs security patrol, law enforcement, and emergency response and fire fighting at state owned international airports. The ASO duties fall within the scope of work of the AP&FO series with one exception. The AP&FO series requires incumbents to attain state certification in both police work and in fire fighting. This dual certification requirement is the defining characteristic of the job class. As a result of the lack of comparable dual certified work in public and private sector employment, an extended training period is required for newly hired employees. Based on the required training period and record of recruitment difficulty in the AP&FO series, AIA management has determined it is not feasible to increase the number of AP&FO positions to enable assigning employees to the screening areas. By restricting the duties of the ASO positions to security patrol and law enforcement, the need for dual certification is eliminated and the pool of eligible candidates

broadened. As there are potential candidates already possessing the police certification, the need for extensive training is eliminated.

The positions performing security patrol and law enforcement in the passenger and baggage screening areas are not responsible for crash/fire/rescue duties and lack the dual certification requirement characteristic of the AP&FO series. Returning to the tests of similarity we find:

- 1) The scope and variety of work assigned the positions being created would not be clearly identified by using the AP&FO title.
- 2) The minimum qualifications for initial appointment are not the same as any level of the AP&FO series.
- 3) The difference in duties and responsibilities at the journey level indicates the same rate of basic pay is not fairly applied.
- 4) The lack of dual certification indicates combining the positions would not result in an appropriate pool for layoff and recall.

As indicated by the tests of similarity a separate job class for the positions being created is required. As the duties assigned the positions are identical they are reasonably grouped into a single level job class. The class title of Airport Screening Officer is indicative of the nature, scope, and variety of the duties assigned the positions. The duties and responsibilities of the positions grouped into the job class are defined and distinguished as follows:

Definition: Under the direction of the Airport Police & Fire Officer III shift supervisor, Airport Screening Officers perform security patrol and law enforcement duties at airport screening points and baggage screening areas to assist Transportation Security Administration screeners in maintaining security in a state owned international airport.

Distinguishing Characteristics: Airport Screening Officers are responsible for patrolling and maintaining security at screening points and baggage areas controlled by the Transportation Security Administration (TSA) in a state owned international airport. In accordance with standard police practices and state, federal, and airport policies and procedures, incumbents provide an armed police presence at security screening areas to deter criminal activity. Independent judgement and discretion is required to identify and appropriately respond to suspicious or illegal activities. Contacts are primarily with the public and federal employees to enforce security regulations, assist in resolving situations at screening points, take control of illegal items, and detain individuals when necessary.

Airport Screening Officers are distinguished from the Airport Police & Fire Officer series by the Airport Police & Fire Officers' responsibility for police and crash/fire/rescue activities throughout the airport complex. The Airport Screening Officers' responsibility is limited to passenger and baggage screening areas and incumbents do not respond to crash/fire/rescue situations.

In determining the appropriate job family and group for the new job class this analyst considered 77XX – Law Enforcement and 78XX – Fire Inspection, Protection, and Guards. The 78XX job family includes guards responsible for “providing security and safety services for buildings and airports.” Analysis of the scope of work characteristic of the guard classes included in this family reveals a substantive difference with law enforcement work characteristic of certificated police

classes. The AP&FO series is in the 78XX family due to their dual purpose and significant responsibility for fire inspection, prevention, and fighting. While the responsibility of the ASO is limited to specific areas of an airport the duties involve the protection of life and property, prevention of crime, and enforcement of statutes, ordinances, or laws including traffic and safety that defines the 77XX job family and the class is appropriately placed in this family.

The law enforcement duties and responsibilities of the ASO job class, along with the lack of a training level job class, support establishing as a minimum qualification possession of a current basic certificate as a police officer issued by the Alaska Police Standards Council. Positions performing law enforcement work requiring police certification are appropriately assigned to the Public Safety Officers Unit as described and defined in Article 15 of the Collective Bargaining Agreement between the State of Alaska and the Public Safety Employees Association.

Internal Alignment:

The state's system of personnel administration is governed by the merit principle and includes "integrated salary programs based on the nature of the work performed." The classification plan provides a grouping together of all positions on the basis of duties and responsibilities. Pay plans are based upon the state's classification plan, provide for fair and reasonable compensation for services rendered, and reflect the principle of "like pay for like work." In achieving this principle, internal consistency is the primary consideration when setting the salary range of a job class. Such internal consistency reflects the difficulty, responsibility, knowledge, skills and other characteristics of a job. To conduct internal comparisons in a pay plan, job classes of a similar nature, kind, and level are selected from the same job family and occupational group or related job families.

In determining the appropriate salary range for the ASO job class, comparisons were made within the PSEA pay plan covering salary ranges 73, 74, 75, and 76. There are currently no job classes assigned salary range 73.

The classes at salary range 74 include Airport Police & Fire Officer I, Regional Public Safety Officer Trainee, State Trooper Recruit (Academy), and State Trooper Recruit (Field). These are training level job classes at which employees receive academic and field training required to receive the basic certificate as a police officer from the Alaska Police Standards Council. Also at this salary range is the Court Services Officer which performs a limited scope and range of duties which do not require a basic certificate as a police officer.

The classes at salary range 75 include Airport Police & Fire Officer II and Regional Public Safety Officer. These are journey level classes requiring a basic certificate as a police officer. The duties are geographically restricted, either to an airport or to identified villages and surrounding rural area, and are restricted to the less complex misdemeanors, violations, and property crimes. Serious felony crimes are directed to State Troopers. The AP&FO II includes crash, fire, and rescue responsibilities requiring certification also as a fire fighter.

The classes at salary range 76 include Airport Police & Fire Officer III, Deputy Fire Marshall I, and State Trooper. The Airport Police & Fire Officer III is a lead level class in which positions act as shift supervisors or watch commanders over subordinate Airport Police & Fire Officers.

The Deputy Fire Marshall I is the journey level responsible for conducting life and fire safety surveys and investigations as part of the statewide program of life and fire safety. The State Trooper is the working level class performing the full range of law enforcement duties alone in a isolated area or under direction at a larger post or detachment.

The Airport Screening Officer is a journey level class with limited scope and level of duties. In evaluating police work one must consider both the routine day to day duties performed and the potential for, and likelihood of, having to perform those duties which define journey level police work up to and including the use of deadly force. Reasonable consideration must also be given to the heightened security awareness resulting from terrorist attacks and the country's being at war. Analysis of the scope, variety, and level of assigned duties and responsibilities; the potential for and probability of dealing with dangerous individuals or situations; and the scope and range of patrol responsibilities indicates the ASO is appropriately assigned a lower salary range than the Airport Police & Fire Officer II or the Regional Public Safety Officer. The ASO is not a training level class, however, the limited scope and level of duties and responsibilities compares favorably to the limited duties and responsibilities of the Court Services Officer. A salary range lower than that received by trainees is not justified.

Conclusions:

The duties and responsibilities assigned the positions performing security patrol and law enforcement at passenger and baggage screening areas of state owned international airports is appropriately grouped into a new job class titled Airport Screening Officer. The class is appropriately placed in the Law Enforcement job family and assigned class code P7741. The positions are appropriately placed in the Public Safety Officers Unit. The Airport Screening Officer is appropriately assigned salary range 74.

Airport Screening Officer, P7741-74, is created effective November 18, 2003.

Position Analysis:

Position Descriptions for eight new positions were submitted by AIA. The duties and responsibilities of the positions are identical. The positions perform security patrol and law enforcement duties at passenger and baggage screening areas which defines and distinguishes the Airport Screening Officer and are appropriately allocated to the new job class.

Attachments:

Final class specification
Allocation worksheet

cc: Morton V. Plumb, Jr, Director
Ted Stevens Anchorage International Airport
Department of Transportation & Public Facilities

Nancy Slagle, Director
Division of Administrative Services

Department of Transportation & Public Facilities

Joe D’Amico, Business Manager
Public Safety Employees Association

Judy Porter, Senior Management Consultant
Management Services – Transportation & Public Facilities

Brendan Rumph, Payroll Supervisor
Technical Services, Transportation Management-Shoreside

Employee Records