

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Mila Cosgrove
Director

Date: December 16, 2004

Thru: Lee Powelson
Classification Manager

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Subject: New Class - Deputy Director, Office of Homeland Security

Preamble:

PCN 090372 was submitted on August 4, 2004 for inclusion in the Emergency Management Classification Study. While the study was being conducted the Department of Military and Veterans Affairs requested a proposal be submitted to the Personnel Board to include the position in the Partially Exempt Service as a Deputy Director for the Office of Homeland Security. The Personnel Board approved the position's placement in the Partially-Exempt Service in their meeting on August 23, 2004. A new job class has been created as a result of these actions.

History:

Administrative Order No. 203, issued January 13, 2003, established the Division of Homeland Security within the Department of Military and Veterans Affairs to maximize the security of the citizens of Alaska. PCN 090372 was established March 19, 2003 as a Division Director to manage the new division. Senate Bill 385, passed by the 23rd Legislature and signed by the Governor on July 27, 2004, revised AS 26.20 and 26.23 and combined the Divisions of Homeland Security and Emergency Management. This resulted in PCN 090372 being placed under PCN 090050, Division Director. On August 23, 2004, the Personnel Board approved the extension of the Partially Exempt Service to include a Deputy Director for the Office of Homeland Security in the Division of Homeland Security and Emergency Management.

Study Scope:

This study covers a single position in the Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management.

Study Method:

The duties assigned PCN 090372 were evaluated and a class specification for a single position job class in the Partially Exempt Service drafted. The specification was provided to the department for review and comment. Following review the class specification was revised, the class analyzed for internal alignment, and the decisions documented.

At the request of the Deputy Commissioner of the Department of Military and Veterans Affairs the implementation of the study was postponed pending further discussion of the salary range assigned the job class.

Class Analysis:

The department requested the position managing the Office of Homeland Security be placed in the Partially Exempt Service as a Deputy Director due to the position's principle responsibility for determining the methods in which policies are carried out and the fact that the position is not susceptible to the ordinary recruiting and assessment procedures. The request was submitted by the Commissioner of Administration to the Personnel Board. The Personnel Board met on August 23, 2004, and approved placing the position in the Partially Exempt Service. To provide an appropriate job class for the position, the Deputy Director, Office of Homeland Security, was created.

The Definition and Distinguishing Characteristics of the Deputy Director, Office of Homeland Security are:

Definition:

Deputy Director, Office of Homeland Security is a single position job class responsible for managing and administering the Office of Homeland Security in the Division of Homeland Security and Emergency Management. Under general administrative direction, the incumbent establishes policies and directs operations to coordinate the state's efforts to prevent terrorist attacks, reduce Alaska's vulnerability to terrorism, minimize the loss of life or damage to critical infrastructure, and recover from attacks if they occur.

The position in this job class is in the partially exempt service as approved by the Personnel Board on August 23, 2004.

Distinguishing Characteristics:

The Deputy Director, Office of Homeland Security manages the state's homeland security planning and preparation activities and coordinates security operations with federal, state, local, and international agencies. The incumbent oversees the monitoring and evaluation of security threats; the dissemination of information regarding the risk of terrorist acts to federal, state, and local authorities, and to the public; the planning, conduct, and evaluation of security response exercises; and the administration of security planning and preparedness grants.

Deputy Director classes are commonly placed in the group and family of the professional staff they manage. The classes covering positions performing work in homeland security are placed in the General Administrative job family. This family includes positions of an administrative,

supervisory, or management nature of general or miscellaneous character which are not specifically classifiable in another family. Assigning class code P1943 will keep the class with the subordinate classes in the family.

Internal Alignment:

The salary range of a job class is determined based on internal consistency within the state's pay plans, in accordance with merit principles, with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of "like pay for like work." In evaluating internal consistency the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same job group and family or related job families.

To determine the appropriate salary ranges for the Deputy Director, Office of Homeland Security, comparisons were made to the following classes: Airport Operations Superintendent, FIA (Rg 19), Airport Operations Superintendent, AIA (Rg 20), Administrator, Highway Safety Planning (Rg 21), Environmental Conservation Manager I (Rg 21), Environmental Coordinator (Rg 21), Fire Training Administrator (Rg 21), Local Government Specialist V (Rg 21), Research Analyst IV (Rg 21), Economist IV (Rg 21), Environmental Conservation Manager II (Rg 22), Forester IV (Rg 22), Manager, Airfield Maintenance (Rg 22), Planner IV (Rg 22), DOT&PF Statewide Environmental Coordinator (Rg 22), Environmental Conservation Manager III (Rg 23), the various Chief classes at ranges 19, 21, 22, 23, 24, and 25, and other Deputy Director classes at ranges 22, 23, 24, and 25.

In evaluating program management duties this analyst considered the programmatic and administrative responsibility and authority; the scope, purpose, size, and complexity of program managed; the purpose and nature of contacts with local, state, federal, and foreign government representatives; the program statutory requirements and authorities; the scope, level, and purpose of federal oversight of program; the organizational hierarchy; the scope and nature of regular and recurring decisions and commitments; and the likelihood and consequence of errors. Careful analysis of the general managerial duties and responsibilities, the specialized programmatic responsibilities, the nature of the program, and the span of control and comparison to classes with similar characteristics indicates the Deputy Director, Office of Homeland Security is appropriately assigned salary range 24.

Allocation:

PCN 090372 is in the Office of Homeland Security section of the division. The class controlling work is the management of all Homeland Security line functions. The duties include serving as senior advisor on all homeland security issues; developing the division's homeland security strategic plan, vision, and goals; ensuring division and state compliance with applicable laws and regulations; managing security planning, training, and exercises; and supervising an Emergency Program Manager I. PCN 090372 is appropriately allocated to the Deputy Director, Office of Homeland Security job class. The position meets the Administrative criteria for exemption under the Fair Labor Standards Act and is not eligible for overtime.

Conclusion:

The Deputy Director, Office of Homeland Security (P1943), is established at salary range 24 effective December 16, 2004. PCN 090372 is allocated to Deputy Director, Office of Homeland Security effective December 16, 2004.

Attachments:

Final class specification

Position Description

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Division of Homeland Security & Emergency Management
Department of Military & Veterans Affairs

John Cramer, Director
Division of Administrative Services
Department of Military & Veterans Affairs

Management Services – Public Protection

Employee Services – General Recruitment

Technical Services – Public Protection