

# MEMORANDUM

**State of Alaska**  
**Department of Administration**  
**Division of Personnel**

**To:** Mila Cosgrove  
Director

**Date:** December 23, 2004

**Thru:** Lee Powelson  
Classification Manager

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**Subject:** Revised Job Class - State Equipment Fleet Manager

**Preamble:**

Following the Department of Transportation and Public Facilities reorganization of the State Equipment Fleet management structure a classification study of the Statewide Equipment Manager (P9749-23), the District Equipment Manager (P9732-20), and the District Equipment Superintendent (P9755-18) job classes was conducted. The first phase of the study was completed on November 12, 2004, with the creation of three job classes: Equipment Fleet District Manager, Equipment Fleet Parts Manager, and Equipment Fleet Maintenance Manager.

The revision of the Statewide Equipment Manager job class was moved to a second phase of the study.

**History:**

Statewide Equipment Manager (P9749-23) was established on 01/16/89. The class defined a single position responsible for directing the establishment or revision of policies and procedures of the State Equipment Fleet and the Highway Working Capital Fund. At the request of the department a petition was submitted to the Personnel Board to place the position in the Partially Exempt service. The Personnel Board met on 04/06/89 and approved the extension of the Partially Exempt service effective 04/16/89.

On 09/14/90 the Department of Transportation and Public Facilities requested the Department of Administration petition the Personnel Board to move the Statewide Equipment Manager position from the Partially Exempt service to the Classified service as the position's duties no longer included the policy level responsibilities which supported inclusion in the Partially Exempt service. Due to other considerations the Department of Administration did not submit a request to the Personnel Board and no changes were made to the job class.

**Scope:**

This review covers the single position in the Statewide Equipment Manager job class.

**Class Analysis:**

The State Equipment Fleet is responsible for procuring, maintaining, and disposing of vehicles and equipment owned and operated by the State of Alaska. The fleet's mission is to provide all state agencies with safe, economical vehicles needed to accomplish their mission. The fleet headquarters provides procurement, billing, and support services while maintenance shops and parts depots throughout the state provide maintenance and service.

The restructuring of the fleet management included replacing the three regions and subordinate districts with six districts. The district maintenance managers report to a single statewide maintenance manager. The parts and supply depots were removed from regional oversight and placed under a single parts manager. The regional administrative support has also been removed from regional control and consolidated under a single manager.

In the new management structure, the position under review supervises the Equipment Fleet Maintenance Manager, the Equipment Fleet Parts Manager, the manager of the fleet procurement section, the manager of the fleet administrative section, and the fleet's computer and operations specialists.

The changes in the management structure created specialization in the positions reporting to the position under review, but has not substantively changed the scope of control, variety of work, or level of responsibility of this position. The duties and responsibilities, scope and level of supervision exercised, degree of supervision received, and required knowledge, skills, and abilities indicate that dealing with the position individually for purposes of personnel administration continues to be appropriate.

To maintain consistency with the subordinate classes and reflect the scope and level of duties and responsibilities the class title is being changed to State Equipment Fleet Manager.

Implementing the State Equipment Fleet Management study in stages resulted in a need to assign different class codes to prevent data entry errors. The class code of the State Equipment Fleet Manager is changed to P9714 to keep the class with the subordinate classes in the job family.

The position in this class was placed in the Partially Exempt Service and is exempt from the recruitment requirements of the Personnel Rules. Agency management requested minimum qualifications be set that would provide a level and scope of knowledge and skills to provide a reasonable expectation of success in the position. The minimum qualifications have been written broadly enough to allow drawing from a variety of fields with the requisite knowledge and skills.

**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.

In analyzing the internal alignment of this class, comparisons were made to classes with similar duties in management of equipment maintenance and operations. The comparison classes include: Equipment Fleet Maintenance Manager (P9713-21), Equipment Fleet Parts Manager (P9712-20), Transportation Maintenance Manager I (P9746-19), Transportation Maintenance Manager II (P9747-20), Transportation Maintenance Manager III (P9748-22), Administrative Manager IV (P1910-21), Airport Operations Superintendent, FIA (P1967-19), Airport Operations Superintendent, AIA (P1966-20), Assistant Manager, Airfield Maintenance (P9721-20), Vessel Supervisor (P9674-20), Ship Services Manager/Port Steward (P1970-21), Manager, Airfield Maintenance (P1972-22), Marine Traffic Manager (P2148-23), Airport Manager-FIA (P1974-24), Marine Transportation Services Manager (P1971-24), and Airport Manager-AIA (P1975-25).

The scope and level of program management responsibilities, nature of program managed, level of authority for program operations, and types and levels of positions supervised indicated the class remains appropriately placed at salary range 23. Evaluation of the type, scope, and level of program management and comparison with other program chief classes corroborates the current salary range.

**Conclusions:**

The position managing the state equipment fleet remains properly placed in a single position job class. The class title is changed to State Equipment Fleet Manager. The class code is changed to P9714. The class remains at salary range 23.

The position in this class was placed in the Partially-Exempt Service by the Personnel Board. The Division of Personnel has recommended the position be moved to the Classified Service in the Supervisory Bargaining Unit. This recommendation is being reviewed with the agency. The department's review will be completed by February 16, 2005. A change in service will require action by the Personnel Board. If the board changes the service the class specification will be revised.

**Allocation:**

PCN 250470 is assigned management responsibility for the state equipment fleet. The position supervises subordinate managers and reports to the Statewide Maintenance & Operations Engineer. The scope and level of management duties define and distinguish the State Equipment Fleet Manager job class. The position remains in the Partially-Exempt Service pending further review and discussion with the Department of Transportation & Public Facilities. The position meets the Executive criteria for exemption under the Fair Labor Standards Act and is not eligible for overtime.

Attachments:

Final class specification

Position Description

cc: Frank Richards, State Maintenance & Operations Engineer  
Office of the Commissioner  
Department of Transportation & Public Facilities

Nancy Slagle, Director

Division of Administrative Services  
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Employee Records