

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Dianne Corso
Director

Date: December 31, 2003

From: Lee Powelson
Classification Manager

Phone: 465-4424
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Subject: AMYA Manager (P3128)

History:

The Department of Military and Veterans' Affairs submitted a new position description for PCN 090297 and requested revision of the class specification for the Alaska Military Youth Academy (AMYA) Manager (P3128).

The job class was originally established in November 2001. At that time, the Alaska Military Youth Academy was made a permanent program within the Department of Military and Veterans' Affairs. A study of all positions at the AMYA resulted in the creation of several new job classes and class series unique to the academy. Since that time, the academy's programs have grown and the AMYA was elevated to Division status.

Scope:

This study covers a single position at the Alaska Military Youth Academy.

Study Method:

The department submitted updated position description for PCN 090297 reflecting the duties currently assigned and performed by the incumbent. The updated duties were evaluated against the previous position description and the existing class specification. The duties and responsibilities of the class were discussed with the incumbent and the department's Human Resource staff. The class specification was revised to reflect the current duties and to conform to current standards. To determine salary range assignment, the revised class specification was compared with other job classes having similar responsibilities.

Class Analysis:

The AMYA Manager is the single position responsible for the day-to-day management, administration, and supervision of the academy's staff, facilities and programs. This position reports to the Division Director and supervises nearly the entire staff.

This position shares responsibility with the Director for budget, policy, and program development. This position has primary responsibility for the implementation of policy related to the academy and its programs. The AMYA has evolved to include the Starbase program in addition to the residential program for "at-risk" youth.

A single position job class is appropriate to address the position's unique duties and responsibilities. The existing class title of AMYA Manager is descriptive of the nature of work performed. The definition and distinguishing characteristics of the class are:

Definition:

Under general administrative direction, the Alaska Military Youth Academy (AMYA) Manager is responsible for the day-to-day statewide management and administration of Academy facilities and programs, the division budget, and execution of special projects. The AMYA Manager is a single position job class with substantial supervisory responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates. This is a supervisory class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinate personnel.

Distinguishing Characteristics:

The AMYA Manager exercises full line authority over all AMYA operations and assists the AMYA Division Director in implementing administrative policies and oversight of administrative processes. The Alaska Military Youth Academy operates the Youth Challenge Program and the STARBASE Program in Alaska; both are National Guard youth programs located throughout the United States.

The AMYA Manager is distinguished from the AMYA Supervisor II by the AMYA Manager's designation as the primary assistant to the AMYA Division Director for operational and administrative functions with overall management and supervisory responsibility for the entire AMYA Division.

The AMYA Manager continues to be appropriately placed in the Education & Academic job family (31XX) of the Education, Information, Libraries and Museums job group. This family includes classes that advise on, administer, supervise, or perform academic services including instructional and financial program consultation, research, planning, and administration.

Minimum Qualifications:

The minimum qualifications were revised to reflect the management and supervisory experience in residential or social service programs for youth or young adults.

The new minimum qualifications are:

A bachelor's degree or the equivalent from an accredited college.

AND

Three years of professional experience managing residential programs for at-risk youth. This experience includes work such as a Youth Center Superintendent or Youth Corrections Operations Manager with the State of Alaska or the equivalent elsewhere.

OR

A bachelor's degree or the equivalent from an accredited college.

AND

Four years of professional supervisory experience in a facility or social services program working with youth or young adults. This experience includes work such as an AMYA Supervisor I or II, Juvenile Probation Officer III, or Unit Leader with the State of Alaska or the equivalent elsewhere.

Substitution:

Experience in counseling, case management, or administrative work in the behavioral or social science fields will substitute for the required bachelor's degree (one month of full-time work experience equals three semester or four quarter hours).

Internal Alignment:

To determine the appropriate salary range assignment for the AMYA Manager, the scope of duties, level of authority, complicating characteristics of hearings, and consequences of error were compared to other classes in which the incumbent has substantial responsibility for the management and supervision of a division. Comparable classes include the Deputy Directors of Alaska State Libraries (P3576), Child Support Enforcement (P4154), Employment Security (P4669), Fish & Game (P6171), Community & Business Development (P2201). Other comparable classes include Natural Resource Manager IV (P6657), State Leasing & Facilities Manager (P2910), Administrative Services Manager (P1933), Retirement & Benefits Manager (P11447), Labor Relations Manager (P1431), and School Finance Manager (P1243). The position requires the incumbent to develop budgets, policies, and procedures for the division; to manage and supervise the day-to-day operations of the division; and to serve as the primary deputy to the Division Director. Analysis of the class characteristics for internal alignment indicates the AMYA manager is most closely aligned with the Deputy Directors and other classes having similar managerial responsibilities and is appropriately assigned salary range 23.

Conclusions:

The AMYA Manager is appropriately a single-position job class. The revisions to the class specification are effective January 1, 2004. The assignment of salary range 23 is appropriate. The final class specification is attached. PCN 090297 remains allocated to this class.

Attachment

cc: Tim Jones, Director
Alaska Military Youth Academy
Department of Military & Veterans' Affairs

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