

STATE OF ALASKA

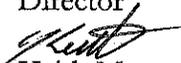
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Memorandum

To: Nicki Neal
Director

Thru: 
Keith Murry
Class Studies Supervisor

From: Erin Kelly 
Human Resource Specialist II

Date: January 27, 2012

Subject: Nursing Director Study

Preamble:

In November of 2011, a verbal study request was made to review the work of PCN 207329 as potentially performing work similar to that described in the Nursing Director job class specification. While this study request only included one position, two desk audits were performed to provide a foundation for comparison to the work that is currently being performed by the single position (PCN 065014) assigned to the Nursing Director job class.

Study Scope:

This study included one position in the Department of Corrections (PCN 207329).

Study Contacts:

The study contact for the Nursing Director Study was Laura Brooks, Mental Health Clinician IV from the Department of Corrections, Division of Inmate Health.

History of Job Class:

The Nursing Director job class has been limited to the single position in the Department of Health and Social Services that plans, organizes, and directs the nursing services program of the Alaska

Psychiatric Institute and has substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging, and adjudicating the grievances of subordinate psychiatric nursing personnel. While the title for the job class has changed over time and has included titles such as Chief Nurse Alaska Psychiatric Institute and Director of Nursing, A.P.I., the basic classification of work including the definition and distinguishing characteristics have remained the same.

All other changes to this job class have for the most part been limited to salary reviews in 1977, 1982, 1984, 1989, 2001, and 2006 either at the request of the Department of Health and Social Services or to keep in line with the work performed and the Market Based Pay Policy.

Class Analysis:

The State's classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to 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; and 4) employees in a particular class are considered an appropriate group for purposes of lay off and recall. Job classes should be constructed as broadly as feasible as long as the tests of similarity are met.

PCN 207329 is responsible for the development and monitoring of the comprehensive nursing services program for Inmate Health in the Department of Corrections. Duties include supervising nursing staff in fourteen correctional facilities; providing oversight and evaluation to clinical practice measurements and outcomes for nursing; participating in system-wide strategic planning policy making and administration; and providing recommendations for the nursing service budget. Prior to this study request the position was classified as Quality Assurance and Utilization Review Nurse that focused on the review, analysis, monitoring, and operation of the Inmate Healthcare program. Despite the fact that there is still a large focus on the operation and monitoring of the Inmate Healthcare program, further review was completed to examine the changes that have resulted from restructuring within the agency's Division and for newly assigned duties regarding program staff and administrative responsibilities.

Using a comparative approach, the body of work assigned to PCN 207329 was compared to that of the current Nursing Director (PCN 065014). It was determined that while PCN 207329 still possesses elements that are described within the Quality Assurance and Utilization Review Nurse job class, the primary function of the position is better defined by a job class that characterizes a larger scope of responsibility that includes more discretion, authority, variety, and complexity in relation to training and supervision of staff; for the development and implementation of rules, regulations, policies, and procedure for the entire patient care program; and for assisting with the overall nursing policy for a specific program or institute.

Since both PCN 207329 and PCN 065014 represent the professional management level in the field of nursing for either a large institute or program, which includes responsibility for the organization, planning, and direction of the entire nursing service in all areas, it was determined that the job class definition for the Nursing Director job class should be expanded to include another position performing the same scope and level of work.

Class Title:

A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

Based on the results of this study the job class title shall remain the same. It conveys the kind and level of work performed, is gender neutral and easily recognized and understood by potential applicants.

Minimum Qualifications:

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work performed.

The requirements of education and experience for the Nursing Director job class were historically influenced by the size of the institution, the nature of nursing services provided, the number of admissions per year, the length of stay, the intensity of problems of the in-patient and the crisis potential such problems present. During the review of this study request it was determined that the minimum qualifications already specified were still sufficient for the newly expanded definition of Nursing Director to recruit reasonably qualified candidates. The only changes made were to remove some of the specific psychiatric language that applied to the previous job class definition.

Class Outline:

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

Since study primarily resulted in an expansion in the definition of the job class to allow another department to utilize the job class to describe the same scope of work, the Class Code and AKPAY code will remain the same.

The job class remains assigned to Class Code PG0352 and AKPAY code P5126.

Fair Labor Standards Act

The position in this study is covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general. Since this study primarily deals with a single position, FLSA can be determined on an individual basis.

To meet the criteria for exemption as executive employees as set forth in the FLSA, the primary duty must be the management of a customarily recognized subdivision of the enterprise in which the employee is employed, duties must include the customary and regular direction of the work of two or more other employees, and must include the authority to hire or fire other employees or make suggestions and recommendations that are given particular weight in the hiring, firing, advancement, promotion or any other change of status of other employees. PCN 207329 is responsible for planning, directing, supervising, and assuming responsibility for the development and monitoring of all nursing programs and services for Inmate Health. Duties include regularly directing the work of staff within fourteen correctional facilities with the authority to hire or fire employees. Subsequently, PCN 207329 meets the executive criteria for exemption.

The position does not satisfy the terms of the Administrative Exemption as set forth in the FLSA. The incumbent of PCN 207329 is compensated at a rate higher than the minimum required and exercises discretion or independent judgment with respect to matters of significance when they advise on the development of a policies, distribute resources and determine workflow. However, the incumbent is not responsible for work directly related to the management or general business operations of the employer. Instead the position is responsible for those services that the employer indirectly provides. Therefore, PCN 207329 does not meet the Administrative Exemption.

For exemption as a professional employee, the primary duty must be the performance of work that requires knowledge of an advanced type in a field of science or learning that is customarily acquired by a prolonged course of specialized intellectual instruction, or that requires invention, imagination, originality or talent in a recognized field of artistic or creative endeavor. The duties and responsibilities performed by PCN 207329 require knowledge of an advanced type in a field of nursing that is customarily acquired by a prolonged course of specialized intellectual instruction. Therefore, the position is exempted from overtime as a professional employee.

Conclusions:

The Nursing Director job class definition, distinguishing characteristics, examples of duties, and minimum qualifications were updated and remains part of the PC03 job family.

Salary alignment was not explored in this study given the scope of the changes requested and made. Salary range assignment for the Nursing Director remains at Range 25.

The revised job class and allocation of PCN207329 are effective February 1, 2012.

PCN 207329 remains ineligible for overtime under the Executive and Professional exemptions in the regulations implementing the Fair Labor Standards Act. Correspondence on the allocation of the study position is being distributed through the OPD system.

Attachment:
Final class specification

cc: Bryan Brandenburg, Director
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