

State of Alaska

Executive Branch

2010

Affirmative Action Plan



Sean Parnell
Governor

I. Preface

As an employer, the State of Alaska does not condone, permit, or tolerate discrimination against its employees or applicants for State employment on the basis of race, color, national origin, religion, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, or status as a veteran or veteran with a disability. Discrimination in employment is a violation of State and federal law and contrary to the State's policy on equal employment opportunity and affirmative action.

The State of Alaska 2010 Affirmative Action Plan for the Executive Branch is mandated by Alaska Statute 39.28. The Plan is a management tool designed to promote equal employment opportunity and to rectify the effects of any provable discrimination in State government employment. It is intended that this Plan supersede any and all prior State of Alaska Executive Branch Affirmative Action Plans.

Use in this Plan of technical terms such as *availability*, *adverse impact*, *underutilization*, *problem area*, *placement goal*, *discrimination* and *underrepresentation* does not necessarily signify that the State agrees these terms are properly applied to any particular factual situation, or that the State agrees that it is liable under applicable laws. Instead, these terms are employed to assure the Plan's effectiveness and consistency with the law and State policy.

Placement goals are not used to supersede the merit principle as codified in the State Personnel Act, Alaska Statute 39.25.010. Placement goals established in this Plan are not rigid and inflexible quotas, which must be met. Nor are they to be considered as either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden by this Plan. Placement goals do not create set-asides for specific groups. This Affirmative Action Plan and policy does not require the State to hire a person who lacks qualifications to perform the job successfully. And all placement goals will be implemented in accordance with the Constitution of the State of Alaska, the U.S. Constitution, and with State and federal nondiscrimination and employment-related laws, regulations, and administrative orders.

This Plan is not intended to alter any collective bargaining agreements. If a section of the Plan is found to be in conflict with State or federal law or with a collective bargaining agreement, only the affected section of the Plan will be

severed. The remainder of the Plan will remain in effect until amended or replaced by a subsequent plan.

This Plan was prepared by the Department of Administration, Division of Personnel & Labor Relations. The State welcomes comments and suggestions for improvement. Interested parties should submit feedback in writing to the following:

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III. Introduction

A. Purpose of the Affirmative Action Plan

The Executive Branch Affirmative Action Plan is one part of the State's equal employment opportunity efforts. It is a document that guides us on the path of equal employment opportunity and begins with a commitment to equal employment opportunity. It outlines the responsibility for equal employment opportunity to the people who can make it happen. Any remedies adopted under this Plan will be implemented in accordance with the Constitution of the State of Alaska, the U.S. Constitution, and with State and federal nondiscrimination and employment-related laws, regulations, and administrative orders.

A central part of the State's AA Plan is the analysis of the State's workforce compared to the labor market. The utilization analysis identifies areas where there are substantial disparities in the workforce we have and the workforce we could have. It allows the State to focus resources in those areas where our incumbency levels are significantly less than availability. It highlights areas where there could be barriers to employment for protected groups. The remedy to correct any disparities is twofold. The first is commitment to the laws against discrimination in any aspect of employment, including hiring, dismissing, pay, job assignments, promotions, layoffs, training, benefits, or any other term or condition of employment. But equally, and perhaps even more important are affirmative, voluntary efforts to assure that positions in the public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial or ethnic characteristics, presence of a disability, or any protected status.

B. Historical Overview

Historical overview of Alaska's Civil Rights, Equal Employment Opportunity (EEO) and Affirmative Action (AA) events, policies, and laws for the State of Alaska:

1913 – Alaska Territorial Legislature passes a law granting women voting rights.

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- 1945 – The Territory of Alaska establishes the Anti-Discrimination Act, the first comprehensive civil rights legislation in the nation and made segregation illegal in the territory.
- 1959 – Alaska becomes the 49th State. The Constitution of the State of Alaska affirms that all persons are equal and entitled to equal rights, opportunities, and protection under the law and deems that no person is to be denied the enjoyment of any civil or political right because of race, color, creed, sex, or national origin.
- 1963 – The Alaska Human Rights Act, Alaska Statute 18.80, is established and creates the Alaska State Commission for Human Rights.
- 1967 – Governor Walter J. Hickel issues Governor’s Code of Fair Practices by State Agencies.
- 1972 – Administrative Order 18 issued by Governor William Egan concerning State contractors’ EEO and affirmative action obligations.
- 1980 – Administrative Order 59 issued by Governor Jay S. Hammond concerning the State’s EEO and affirmative action programs.
- 1983 – Administrative Order 75 issued by Governor Bill Sheffield. The order consists of two parts: the State’s EEO policy and procedures for implementing the order.
- 1983 – Administrative Order 76 issued by Governor Bill Sheffield concerning State contractors’ EEO and affirmative action obligations.
- 1984 – Administrative Order 81 issued by Governor Bill Sheffield concerning policy and guidelines prohibiting sexual harassment in employment in the executive branch of State government.
- 1985 – The State EEO Act is enacted under AS 44.19.441- 44.19.449 and the Office of Equal Employment Opportunity is established in the Office of the Governor.
- 1986 – Administrative Order 86 issued by Governor Bill Sheffield concerning affirmative action in State contracts.

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- 1988 – The Alaska Legislature established February 16 as "The Annual Elizabeth Peratrovich Day" in recognition of civil rights leader Elizabeth Peratrovich on the anniversary of the signing of the Anti-Discrimination Act in 1945.
- 1992 – Governor Walter J. Hickel issued Administrative Order 129, establishing the State's Americans with Disabilities (ADA) Compliance Program and affirming the policy that State prohibits discrimination against people with physical or mental disabilities.
- 2002 – Administrative Order 195 issued by Governor Tony Knowles concerning the State's commitment to diversity in its State government workforce.
- 2003 – Executive Order 104 by Governor Frank Murkowski transferring the function of the administration of the equal employment opportunity program from the Office of the Governor to the Department of Administration.
- 2010 – The 2010 Executive Branch Affirmative Action Plan is adopted.

C. Scope of Authority

Alaska Statute specifically empowers the Director of Personnel & Labor Relations to "prepare and submit the affirmative action plan for employment in the executive branch of state government to the governor."¹ The Director of Personnel is also charged with ensuring agencies comply with the Plan.² The 2010 Executive Branch Affirmative Action Plan covers agencies within the executive branch of government. The Plan does not cover the Alaska State Legislature and the Alaska Court System. The Plan does not cover the Alaska State Defense Force or the Alaska National Guard. Nor does this Plan cover such entities as the University of Alaska and Alaska Railroad Corporation, both of which have their own dedicated Affirmative Action Plans.

¹ AS 39.28.020(a)(4)

² AS 39.28.020(a)(6)

The Alaska Department of Transportation and Public Facilities (DOT&PF) is subject to this Plan and Alaska Statute 39.28.010 et seq. A workforce and utilization analysis for DOT&PF is omitted in this year's Executive Branch AA Plan because DOT&PF has a current AA plan established in compliance with the Federal Highway Administration. State agencies and departments that receive federal financial assistance to operate programs are also required to comply with the specific federal laws and regulations that govern equal opportunity to access those programs or activities.

This Plan, which focuses on the State *as an employer*, is subject to the Constitution of the State of Alaska, the U.S. Constitution, and to nondiscrimination and employment-related laws, regulations, and administrative orders including:

1. State of Alaska Constitution, Laws, Regulations, and Administrative Orders

1. Constitution of the State of Alaska, Article I Section 3, Civil Rights
2. Constitution of the State of Alaska, Article XII Section 6, Merit System
3. AS 18.80.220, Unlawful Employment Practices
4. AS 39.20.500, Pregnancy, Childbirth and Family Leave for Public Employees
5. AS 39.20.500 – 39.20.550, Alaska Family and Medical Leave Act
6. AS 39.25.150(21), Provisional hire of persons with severe disabilities
7. AS 39.25.159, Employment preference for veterans
8. AS 39.28.010 – 39.28.200, Equal Employment Opportunity Program
9. 2 AAC 07.175, Affirmative Action
10. 6 AAC 65.010-990, Compliance with the ADA
11. Administrative Order 75, Equal Opportunity Employer
12. Administrative Order 81, Policy on Discriminatory Harassment
13. Administrative Order 129, Americans with Disabilities Act Compliance Program
14. Administrative Order 195, Diversity Program

2. United States Constitution, Federal Laws and Regulations

1. United States Constitution, Amendment XIV
2. Equal Pay Act of 1963, as amended
3. Title VII of the Civil Rights Act of 1964, as amended
4. Age Discrimination in Employment Act of 1967, as amended
5. Equal Employment Opportunity Act of 1972
6. Rehabilitation Act of 1973, as amended
7. Vietnam Era Veterans' Readjustment Assistance Act of 1974
8. Pregnancy Discrimination Act of 1978
9. Immigration Reform and Control Act of 1986, as amended
10. Older Workers Benefit Protection Act of 1990
11. Americans with Disabilities Act of 1990, as amended
12. Civil Rights Act of 1991
13. Family and Medical Leave Act of 1993
14. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335)
15. ADA Amendments Act of 2008
16. Title II of the Genetic Information Nondiscrimination Act of 2008
17. Lilly Ledbetter Fair Pay Act of 2009

D. Plan Distribution

This Plan is a publication of the State of Alaska, Department of Administration, Division of Personnel & Labor Relations. Copies of this Plan are available on line at the State of Alaska, Division of Personnel & Labor Relations web page. Copies are distributed to State agencies and to the Alaska State Publications Depository Libraries per AS 14.56.120.

IV. Designation of Responsibilities

A. Commissioners and Executive Heads

Under AS 39.28.050(a), each commissioner or executive head of an agency shall adopt an affirmative action program to implement the plan within the agency.

Each commissioner or executive head shall:

- Designate in writing an official of the department at the level of director or above who is to be designated the Department EEO Representative.
- Implement EEO policies and an affirmative action plan that sets forth goals, identify any problem areas, and outline remedies.
- Ensure that the intent and spirit of EEO is carried out by all managers, supervisors, and employees.
- Ensure that managers and supervisors are trained in their EEO obligations and are held accountable for their EEO performance and that their performance is reflected in evaluations.
- Evaluate department affirmative action efforts with top and middle management.

B. Director of the Division of Personnel & Labor Relations and EEO Program Manager

Under AS 39.28.020, the Director of the Division of Personnel & Labor Relations shall administer the State's EEO Program.

The powers and duties of the Director include:

- Assist State officials to carry out their EEO responsibilities, including promoting the recruitment, employment, training, and retention of members of protected classes, and recommending solutions to any problems identified;

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- Give final approval or disapproval of all affirmative action plans submitted by each department;
 - Provide training to managers and supervisors in their EEO and AA responsibilities and offer orientation to new employees to inform them of their rights and responsibilities;
 - Monitor records of personnel actions, develop auditing and reporting systems to acquire statistical information, and prepare federal and State reports concerning the composition of the workforce;
 - Prepare and submit the affirmative action plan for employment in the executive branch of State government to the governor;
 - Prepare guidelines for the affirmative action programs of agencies and review, audit, and make recommendations concerning the programs;
 - Ensure that agencies comply with the affirmative action plan and with the agency affirmative action program;
 - Implement standards by which performance evaluations of supervisors reflect compliance with affirmative action plans and objectives, including the granting or denial of merit increases;
 - Accept, investigate, and resolve complaints of discrimination from employees, previous employees, or applicants for employment;
 - Serve as primary liaison between the executive branch and State and federal agencies, minority and women's organizations, and community groups concerned with equal employment opportunity;
 - Prepare and submit an annual report to the governor and the legislature by February 15 on the progress and problem areas in the equal employment opportunity program and the implementation of the affirmative action plan;
 - Recommend legislative or administrative action to the governor, through the commissioner of administration, relating to equal employment opportunity and affirmative action matters;
 - Forbid an agency to hire or promote employees based on a discriminatory employment practice;
 - Require an agency to reverse a personnel action including a hiring decision if the Director finds that the action was based on a discriminatory employment practice;

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- Require an agency to change its selection procedures if the Director finds that the procedures violate State or federal laws prohibiting employment discrimination; and
 - When there is reason to believe that an employee may have violated EEO policy or the law, require an investigation and impose discipline if the investigation reveals facts warranting it.

C. Department EEO Representatives

Department EEO Representatives are at the level of director or higher and are specifically selected by the agency's commissioner or executive head. The Department EEO Representative supervises the State's EEO and AA plan and program within that department.

The duties of the Department EEO Representative include:

- Keep the department commissioner and management informed of the department's EEO and AA activities and the latest developments in the field of EEO/AA;
- Serve on the Executive Branch EEO AA Advisory Committee;
- Assist in the identification of problem areas and causes; assist in formulating effective solutions; and assess department progress;
- Monitor the department's specific EEO and AA goals;
- Communicate to all department directors and managers the commitment of the department to the State's EEO and AA program and policies;
- Serve as a liaison between the agency and the Division of Personnel & Labor Relations Director and EEO Program Manager.

D. Executive Branch EEO AA Advisory Committee

The committee's members are comprised of the Director of the Division of Personnel & Labor Relations, the EEO Program

Manager, and each Department EEO Representative. The EEO Program Manager will act as the committee's secretary.

The committee's responsibilities include:

- Report on affirmative action in their respective departments;
- Promote EEO in the executive branch; and
- Meet at least semi annually to stay informed on EEO issues, discuss problems, and make recommendations to the Director of Personnel & Labor Relations.

E. Directors and Managers

Directors and managers have a clear responsibility to provide equal employment opportunity and take affirmative action for employees they manage and programs they administer.

This responsibility includes:

- Keep apprised of major developments in the equal employment opportunity area;
- Conduct regular discussions with subordinate managers and supervisors to ensure State statutes and EEO AA policies are being followed;
- Ensure that managers and supervisors complete regular EEO and AA training;
- Promote the recruitment, employment, training, and retention of qualified persons, without regard to their sex, racial or ethnic characteristics, veteran's status, presence of a disability, or any protected status;
- Require managers and supervisors to be proactive in preventing racial, ethnic, religious, sexual or other prohibited harassment of employees;
- Inform managers and supervisors that their work performance is being evaluated, in part, on the basis of their EEO efforts;

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- Ensure all required EEO-related posters are displayed and accessible to employees;
 - Assist the Department EEO Representative and EEO Program Manager in identifying problem areas and formulating solutions; and
 - Assist all employees in realizing their full potential in the department.

F. Supervisors and Hiring Managers

All State supervisors and hiring managers are instrumental to the success of the EEO Program. They are responsible for assuring EEO and AA policy is carried out. Everyone who makes decisions with respect to recruitment, evaluation, selection, promotion, training, discipline, and dismissal of employees is responsible for adhering to State and federal law and policy for ensuring that no person is discriminated against in employment.

This responsibility includes:

- Be knowledgeable of State EEO law and policy and share that knowledge with employees under their supervision;
- Ensure that their personnel decisions (i.e. hiring, promotions, training) are made according to State policy. This includes maintaining documentation of departmental recruiting efforts and the rationale for the selection of each candidate hired for a position with the department and appropriate documentation of the reasons for employment of candidates selected in preference to others;
- Act to prevent any prohibited actions and intervene when appropriate;
- Act as the first level in resolving complaints involving EEO matters and respond to requests for reasonable accommodations;

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- Assist all employees to realize their full potential in the department;
 - Make sure that information on upcoming promotion and training opportunities are available to all employees.

G. Employees

The success of the State's EEO Program depends on the support of every employee. As public servants, all State employees are charged with treating both employees and the people the State serves with respect. All State employees are responsible for:

- Supporting and contributing to a work climate that demonstrates respect for all State employees and the people the State serves;
- Submitting suggestions for strengthening the State's EEO and AA programs.

V. SOA Policies and Guidelines Prohibiting Illegal Discrimination

The State is committed to promoting a workforce that is representative of all Alaskans. The State fully supports Equal Employment Opportunity (EEO) and Affirmative Action (AA). The State does not condone, permit, or tolerate discrimination against its employees or applicants for State employment on the basis of race, color, national origin, religion, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, or status as a veteran or veteran with a disability. This means that employment decisions are made in accordance with EEO principles. Employment decisions include: recruitment, hiring, promotion, transfers, wages and benefits, work assignments, leave, training, discipline, layoff, demotions, and dismissals. Employees who violate these policies will be subject to disciplinary action.

While some departments have specialized codes of conduct and procedures specific to their body of work, the policies noted below apply to *all* executive branch employees.³ It is important to note that while these policies that relate to illegal discrimination are briefly expounded on below, the State – as an employer – has a higher expectation of employee behavior in the workplace. This means that all employees are expected to treat each other and the public they serve *respectfully*. This higher standard means, for example, that teasing someone because of their accent may not rise to the level of being illegal, but it is still inappropriate in the workplace. The State promotes a positive workplace, where people are treated well and given the opportunity to do their best work.

For complete details of each policy summarized below, please refer to the specific law, regulation, Administrative Order, or policy that covers each topic. (See Section III (C) for specific citations.)

³ Some departments have codes of conduct or policies that only apply to employees within that department. Examples are the Department of Public Safety's code of conduct and the Department of Transportation & Public Facilities' specific hiring procedures.

A. Policy Prohibiting Sex Discrimination

State policy prohibits treating an applicant or employee unfavorably because of that person's sex or because of his or her connection with an organization or group that is generally associated with people of a certain sex.

The State prohibits harassing a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. This type of behavior constitutes illegal sexual harassment when 1) submission to the conduct is made a term or condition of employment; 2) submission or rejection of the conduct is used as the basis for an employment decision; or 3) the conduct has the effect of unreasonably interfering with an employee's work performance or creating an intimidating or hostile work environment.

State policy prohibits offensive remarks about a person's sex including abusive language, unwelcome jokes, derogatory comments, and other objectionable verbal or physical conduct.

1. Bona fide occupational qualification

There is a rare occasion in State service where the job requires a man or a woman. For example, the Alaska Military Youth Academy may need a female squad leader whose primary duties include overseeing female youth cadets in their dormitory. In this example, the EEO Program Manager will do a detailed review of the position and may find that the incumbent's sex (in this case female) is a bona fide occupational qualification to that specific job in State service. Any of these circumstances must be approved *first* by the EEO Program Manager, under the authority of the Director of the Division of Personnel & Labor Relations.

B. Policy Prohibiting Race and Color Discrimination

The State prohibits treating an applicant or employee unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture or certain facial features). Color discrimination involves treating someone unfavorably because of skin color or complexion. This prohibition includes treating someone unfavorably

because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

State policy, law and federal law also prohibit harassment of a person because of that person's race or color. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.

C. Policy Prohibiting National Origin Discrimination

State policy prohibits national origin discrimination, which involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group. It is prohibited to harass a person because of his or her national origin. Harassment can include, for example, offensive or derogatory remarks about a person's country of origin, accent, or ethnicity.

1. English-Only Policies

The State values employees who are fluent in more than one language most notably when it allows more efficient service to the public. In certain circumstances, work units may have "English-only policies." These policies must be specifically approved by the Director of the Division of Personnel & Labor Relations or the EEO Program Manager with designated authority from the Director. These policies will be approved when it is job-related and necessary to the work unit's effective operation as determined by the Director or designate (EEO Program Manager). Examples of such restricted language policies are in law enforcement or health care settings, where it is necessary to ensure safe or efficient operations.

D. Policy Prohibiting Religious Discrimination

State policy prohibits treating an applicant or employee unfavorably because of his or her sincerely held religious beliefs. It is also prohibited to treat someone unfavorably because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group. State policy prohibits harassing an individual about their religious beliefs or practices. Harassment can include, for example, offensive remarks about a person's religion or religious garb.

1. Religious Accommodations

It is the State's policy to make reasonable accommodations for an applicant's or an employee's religious beliefs or practices, unless doing so would cause significant difficulty or expense. Examples of religious accommodation are granting leave or allowing voluntary shift substitutions or swaps so that the employee may observe a religious holiday. If an employee needs an accommodation for religious reasons, he or she should notify the State (i.e. the supervisor or the EEO Program Manager). If the State reasonably needs more information, the manager or State representative and the employee should engage in an interactive process to discuss the request. If it would not pose an undue hardship, the State will grant the accommodation. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work.

E. Policy Prohibiting Discrimination Based on Pregnancy, Marital Status, Changes in Marital Status, or Parenthood

State policy prohibits treating an applicant or employee unfavorably because of pregnancy, marital status, changes in marital status, or parenthood. This includes treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The State prohibits harassing anyone because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, marital

status, changes in marital status, or parenthood. Harassment can include, for example, offensive remarks about these protected classes.

F. Policy Prohibiting Discrimination Based on Military Status

State policy prohibits treating applicants or employees who are veterans unfavorably because of their veteran's status, military status, or military obligations. Veterans with service-related disabilities may also be protected under the Americans with Disabilities Act if the service-connected disability meets the ADA's definition of disability. The State asks veterans and members of the Alaska National Guard to voluntarily self-identify on applications for employment. Disclosure is voluntary. If an applicant does not disclose his or her military status, no adverse action is taken. The information is used solely for affirmative action purposes and alerts hiring managers to apply applicable hiring preferences.

1. Veteran and National Guard Hiring Preference

Veterans' preference is awarded whenever the eligible applicant is being considered for a vacancy where the scope of recruitment is opened to "Alaska Residents Only" or "All Applicants." Military preference provides additional consideration for eligible veterans. It does not guarantee the veteran or National Guard member a job.

a) Veterans and National Guard members

Veterans discharged under honorable conditions and National Guard members are entitled to 5 percent of the points available from the assessment device if a numerical rating is used.⁴ In an assessment not using a numerical rating, veterans and National Guard members must be afforded consideration in the hiring process. Applicants claiming this status will be identified within an applicant pool with a "5" in Workplace Alaska.

⁴ "Assessment device" means an entrance examination using a numerical rating that applies to all positions in a job class.

b) Veterans with service-connected disabilities or former prisoners of war

Veterans with service-connected disabilities who are discharged under honorable conditions or former prisoners of war are entitled to 10 percent of the points available from an assessment device if a numerical rating is used. In an assessment not using a numerical rating, veterans with disabilities and former prisoners of war must be offered an opportunity to interview for the position. Applicants asserting this status will be identified within an applicant pool with a "10" in Workplace Alaska. Applicants are asked to voluntarily disclose their veteran status. Disclosure is not required. The information is used solely for affirmative action purposes and is confidential.

G. Policy Prohibiting Discrimination Based on Age

State policy prohibits treating someone less favorably because of their age unless there is a bona fide occupational qualification that is age related. For example, the Alaska Administrative Code requires individuals to be 21 years of age or older in order to be a State Trooper; therefore a 19-year-old applicant would not be hired. State policy prohibits harassing a person because of his or her age. Harassment can include, for example, derogatory remarks about a person's age.

H. Policy Prohibiting Discrimination of Persons with Disabilities

State policy prohibits treating an individual with a disability unfavorably on the basis of the disability. State policy also prohibits treating an applicant or employee less favorably because she or he has a history of a disability (such as cancer that is controlled or in remission) or because she or he is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he or she does not have such an impairment). This policy also prohibits discrimination based on an applicant's or employee's relationship with a person with a disability.

State policy prohibits harassing an applicant or employee because he or she has a disability, had a disability in the past, or is believed to have a physical or

mental impairment that is not transitory and minor. Harassment can include, for example, offensive remarks about a person's disability.

The term “disability” means, with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

The State does not ask applicants (pre-job offer) if they have a disability. The State does not ask applicants (pre-job offer) questions that are likely to elicit information about a disability but may ask all applicants whether they can perform the job, with or without a reasonable accommodation. After giving a job offer to an applicant, the State may seek job-related medical information in certain circumstances.

1. Disability Accommodations

The State will provide reasonable accommodations to qualified individuals (employees or job applicants) with a disability, unless doing so would cause significant difficulty or expense (i.e. undue hardship). A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. Reasonable accommodations might include, for example, making the workplace accessible for wheelchair users, providing special equipment or services, or modifying work space. The State may require an employee to provide medical documentation that is sufficient to substantiate that she or he has an ADA disability and needs the reasonable accommodation. The State may ask medical questions related to the job or require a medical exam if the State as an employer needs medical documentation to support an employee's request for an accommodation or to determine if an employee is able to perform a job successfully or safely.

Employees or applicants should direct their accommodation request to their supervisor or the hiring manager, human resources (Division of Personnel & Labor Relations), or Department or Division ADA Coordinator. Requests may also be initiated with the State ADA Coordinator or EEO Program Manager. “ADA Reasonable Accommodation Request” forms are found on line on both the State ADA Coordinator’s web page as well as the Division of Personnel & Labor Relations web page under the HR Forms link.

2. State's ADA Compliance Program

In 1992, Governor Walter Hickel established the State's Americans with Disabilities Act Compliance Program through Administrative Order (AO) 129. This was in response to the then newly enacted federal law – the Americans with Disabilities Act of 1990, which went into full effect in 1992. AO 129 was issued to ensure the State complies with Title I and Title II of the ADA of 1990. Title I deals exclusively with employment practices and applies to the State as an employer. Title II focuses on public services and public transportation provided by the State. Title II was created to ensure that State programs, services, and facilities are readily accessible to and usable by qualified individuals with disabilities. Title II addresses the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services so that individuals can fully receive or participate in programs or activities provided by the State.

AO 129 and 6 AAC 65.030 established ADA coordinators. Each commissioner is responsible for ensuring the agency complies with Title I and Title II of the ADA and designates an official within each Department to serve as the Department's ADA Coordinator. The State ADA Coordinator gives guidance and direction to Department and Division ADA Coordinators.

The Division of Personnel & Labor Relations provides technical guidance and assistance to departments on how to comply with the *employment provisions* of the ADA. The EEO Program, based in the Division of Personnel & Labor Relations, is the primary contact for all *formal* complaints filed against the State under *Title I*, the employment provision, of the ADA of 1990. The State ADA Coordinator, based in the Division of Vocational Rehabilitation, is the primary contact for all formal complaints against the State under *Title II (Public Services)* of the ADA of 1990.

ADA Coordinators:

State ADA Coordinator: Jason Burke

Department ADA Coordinators

Office of the Governor: Mary Stewart Etheridge

Administration: Camille Brill

Commerce, Community & Economic Development: Ed Carrillo

Corrections: Tim Lyden

Education & Early Development: Anna Kim

Environmental Conservation: Deborah Pock
Fish & Game: Jeff Hoover
Health & Social Services: Alison Elgee
Labor & Workforce Development: Tom Nelson
Law: Sheila Bugbee
Military & Veterans Affairs: Susan Colligan
Natural Resources: Samantha Carroll
Public Safety: Cheri Cadiente
Revenue: Jerry Burnett
Transportation & Public Facilities: Jon Dunham

I. Policy Prohibiting Discrimination Based on Genetic Information

The State does not use genetic information in any employment decisions. The law prohibits discrimination against employees or applicants because of genetic information in any aspect of employment, including hiring, dismissing, pay, job assignments, promotions, layoffs, training, benefits, or any other term or condition of employment. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e. an individual's family medical history).

The State's policy stems directly from the Genetic Information Nondiscrimination Act (GINA), which President George Bush signed into law in 2008. The law went into effect in November 2009 and grew from concerns by physicians that patients were avoiding genetic testing because of fear of discrimination by insurance companies or employers.

The State prohibits harassing an applicant or employee regarding their genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee.

The State also complies with GINA's restrictions on acquiring genetic information. Although there are some exceptions, the State will generally not request or require genetic information from employees or applicants. Lawful exceptions to this policy include: an employee providing information as part of a wellness program or an employee requesting family medical leave to care for a relative with a serious health condition will still be requested to provide family

medical information. This information will be confidentially maintained in a separate medical file.

J. Policy Prohibiting Retaliation

The State does not tolerate retaliation against a person because they filed a charge of discrimination, asserted their rights under anti-discrimination laws, complained about discrimination, or because they provided information related to such complaints. If an employee is found to have engaged in retaliatory behavior, he or she will be subject to disciplinary action including suspension or dismissal.

VI. Affirmative Action Workforce Analyses

The State uses information from the U.S. Census Bureau to conduct a survey of the labor market to identify the population, skills, and availability of the area labor force. Using information gathered from the labor market, we analyze our workforce to determine whether its composition is representative of the available labor force with the relevant qualifications. In each job group where significant underutilization exists, hiring (or promotional) placement goals are set.

A. Job Group Analysis

In order to determine whether our workforce is representative of the available labor force, job classes are first combined into groups. State job classes were placed into Affirmative Action Job Groups by the Division of Personnel & Labor Relations' Classification Section in collaboration with the EEO Program. There are over 1,000 job class titles in the State's Classification system. These jobs were combined based on similar content, wage rates, and opportunities to form 72 AA Job Groups. Each AA Job Group was assigned a code and a title. (AA Job Groups' titles and codes are listed in the "AAP Title" and "AAP Code" columns in the tables found in Section VII.) The AA Job Groups are created for affirmative action purposes and structured so that comparisons may be made between the State's workforce and Alaskan civilian labor force data collected by the U.S. Census Bureau.

The AA Job Groups are based on two coding systems: the Standard Occupational Classification (SOC) system and the Census State & Local Job Codes. The SOC is a system created by the federal government for classifying all occupations in the economy (including private, public, and military occupations) and was developed for use by all federal statistical agencies that collect occupational data. The system aggregates occupations into 23 major groups and 96 minor groups, which define broad occupational areas.

The State of Alaska 2010 AA Plan sorts the State's job classes into 72 Job Groups by aggregating the classes with the same SOC minor group and Census State & Local Job Code. Each Job Group is assigned a title and a code. AA

Job Groups are created only for the classes that currently have incumbents. Should employees be hired in Job Classes not aggregated to these 72 categories, new AA Job Group(s) will be created by the methodology noted above.

For a full list of the 72 AA Job Groups, their assigned AAP Code and AAP title, and a definition of each, please see Appendix B.

B. Workforce Analysis

Data for the State's workforce was drawn from June 30, 2009.⁵ The workforce is broken down into department and full-time, part-time, and seasonal positions. Employees are further divided into the 72 AA Job Groups and the percentages of members of protected classes are calculated.

C. Availability Analysis

Availability is defined as the percentage of members of a protected class in the relevant recruitment area with the skills necessary for entry into a specific group of jobs. The purpose of the availability analysis is to estimate the percentage of persons by race or ethnicity and sex available for employment in each AA Job Group. U.S. Census data is used to determine the available labor force.

D. Utilization Analysis

The utilization analysis compares the composition of each department's workforce with the proportion of members of a protected class in the State's Civilian Labor Force. Utilization analyses were done for each department for full-time, part-time, or seasonal positions.

Census data was converted to the same race/ethnicity and sex groupings used by the State. A crosswalk developed by the U.S. Census Bureau was used. This method did not allow conversion of the Census "2+ races" group to be used in the comparison. The percentages in this group were low and there was no way to convert the State of Alaska data without extraordinary resources.

⁵ Data source is AKPAY, and the date is consistent with the State's biennial EEO-4 report to the U.S. EEOC and annual Workforce Profile report.

1. **Regions**

The analysis uses six defined State geographical areas so that regional workforce to labor force comparisons can be made. Selection of regional data versus statewide data was made by considering whether prospective employees would be willing to relocate for the type of work defined in each AA Job Group. These regions coincide with U.S. Census areas. The six regions (in order of population) are: Statewide; Anchorage/Mat-Su; Southwest; Fairbanks; Southeast; and Rural Remainder.

2. **Placement Goals**

Placement Goals were set when significant underutilization was found in any of the following five categories: women (regardless of race or ethnicity); Alaska Native or American Indian/Native American; Asian or Pacific Islander; African American/Black; and Hispanic.⁶ Goals are set in race and ethnicity groups regardless of sex. Placement Goals were determined by comparing the sex and race/ethnicity of State's workforce with the available labor force. When State of Alaska employee groups by sex and race/ethnicity were less than 80% of the available labor force, a Placement Goal was set by using the Availability Percent from the Census population.

Placement Goals are benchmarks and are used to assess the selection process and effectiveness of recruitment efforts. Placement Goals will be assessed and reevaluated at least annually to determine progress in closing the gap between the State's workforce and the available labor force. Placement Goals are indicated in Workplace Alaska by an eyeglasses icon.

A "YES" in a category column (found in the tables in Section VII) indicates a hiring Placement Goal for that group.

⁶ For race and ethnicity definitions, please see Appendix A.

Abbreviations used in the Placement Goals tables:

“AK Native or Am Id” – Alaska Native or American Indian/Native American

“Asian or PI” – Asian or Pacific Islander

“Black” – Black and African American

VII. Department Affirmative Action Plans

A. Office of the Governor

1. Agency Purpose

The Governor is the Chief Executive of the State. The Office of the Governor has the overall responsibility for coordinating the activities of State agencies to ensure that all programs are consistent with the Governor's policy and objectives.

2. Department EEO Representative

Linda Perez, Administrative Director

3. Department Placement Goals

The utilization analysis sets one placement goal for the Office of Governor in full time positions (see below) and none in part-time positions. (There are no seasonal positions in the Office of Governor.)

a) Full-time position goals

Office of the Governor			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Southeast	02-13-1	Business Operations Professionals		Yes			

B. Department of Administration

1. Agency Purpose

The Department of Administration centralizes services to provide more efficient, cost-effective support to State agencies and Alaskans. Services to State agencies include: Personnel & Labor Relations, Finance (payroll, accounting, and disbursements), General Services (purchasing, supply, mail, managing public buildings, and leases), Risk Management, Enterprise Technology Services (telecommunications and computer services), and Retirement & Benefits (public employers, public employees, and retirees). The department

also provides services to the public through the: Division of Motor Vehicles, Office of Public Advocacy, Public Defender Agency, Alaska Public Offices Commission, Alaska Oil and Gas Conservation Commission, Alaska Public Broadcasting Commission, Office of Administrative Hearings, and Violent Crimes Compensation Board.

2. Department EEO Representative

Cheryl Lowenstein, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 16 placement goals in full-time positions and none in seasonal and part-time positions.

a) Full-time position goals

Department of Administration			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Statewide	01-11-1	Executives and Managers		Yes			
Statewide	01-11-3	Administration Specialties Managers				Yes	Yes
Southeast	02-13-1	Business Operations Professionals		Yes			
Southeast	02-13-2	Financial Professionals		Yes			
Statewide	02-15-1	Computer Specialists		Yes			
Statewide	02-17-2	Engineers	Yes				
Statewide	04-33-9	Other Sworn Protective Service Workers		Yes		Yes	
Anchorage/Mat-Su	06-23-2	Legal Support Workers		Yes			
Southeast	06-43-4	Information Technicians and Record Clerks		Yes			
Southwest	06-43-4	Information Technicians and Record Clerks		Yes			
Anchorage/Mat-Su	06-43-6	Secretaries and Administrative Assistants		Yes			
Southeast	06-43-9	Other Office and Administrative Support Workers	Yes	Yes			
Southeast	07-47-4	Other Construction and Related Workers		Yes			

4. Department Specific Action-Oriented EEO Activities

- The State's Equal Employment Opportunity Program is designated by EO 104 to be in the DOA's Division of Personnel & Labor Relations.
- DOA's DOP&LR also produces reports and provides training directly related to EEO.

C. Department of Commerce, Community and Economic Development

1. Agency Purpose

The Department of Commerce, Community and Economic Development provides consumer protection through the regulation of banking, securities and corporations, insurance, professional occupations, and business licensing. The department assists local governments by providing technical and financial program assistance to communities as well as administering hundreds of community grants and grant programs that provide direct assistance. The department also consists of several independent agencies, authorities, and corporations including the Alaska Seafood Marketing Institute, Regulatory Commission of Alaska, Alaska Industrial Development and Export Authority, Alaska Energy Authority, Aerospace Development Corporation, Alaska Community Services Commission, and Alaska Railroad Corporation.

2. Department EEO Representative

Jo Ellen Hanrahan, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 10 placement goals in full-time positions and none in seasonal and part-time positions.

a) Full-time position goals

Department of Community and Economic Development			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	02-13-1	Business Operations Professionals				Yes	Yes
Anchorage/ Mat-Su	02-13-2	Financial Professionals				Yes	
Southeast	02-13-1	Business Operations Professionals		Yes			
Southeast	06-43-4	Information Technicians and Record Clerks		Yes			
Southwest	02-13-1	Business Operations Professionals	Yes				
Southwest	07-47-4	Other Construction and Related Workers		Yes			
Statewide	02-17-2	Engineers	Yes				
Statewide	02-19-3	Social Science Specialists		Yes			
Statewide	04-33-9	Other Sworn Protective Service Workers		Yes			

D. Department of Corrections

1. Agency Purpose

The Department of Corrections is responsible for public safety through the incarceration and supervision of offenders. The department operates 12 correctional facilities and jails that provide secure incarceration and appropriate rehabilitation programs for felons and misdemeanants; operates community residential centers; and provides supervision and case management of probationers and parolees in the community. Also included in the department is the Alaska Board of Parole, a quasi-judicial board that makes all parole-related decisions.

2. Department EEO Representative

Leslie Houston, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 21 placement goals in full-time positions. (There are no permanent seasonal or part-time positions in the Department of Corrections.)

a) Full-time position goals

Department of Corrections			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/Mat-Su	02-21-1	Community and Counseling Specialists		Yes			
Anchorage/Mat-Su	02-29-1	Health Professionals			Yes		
Anchorage/Mat-Su	06-43-9	Other Office and Administrative Support Workers		Yes			Yes
Anchorage/Mat-Su	08-35-2	Cooks and Food Preparation Workers		Yes			Yes
Southeast	02-21-1	Community and Counseling Specialists		Yes			
Southeast	08-35-2	Cooks and Food Preparation Workers	Yes	Yes			
Southwest	02-21-1	Community and Counseling Specialists	Yes	Yes			
Southwest	02-25-3	Other Instructors		Yes			
Southwest	03-29-2	Health Technologists and Technicians		Yes			
Southwest	06-43-9	Other Office and Administrative Support Workers		Yes	Yes		
Southwest	07-47-4	Other Construction and Related Workers		Yes			
Southwest	08-35-2	Cooks and Food Preparation Workers	Yes	Yes			
Statewide	01-11-9	Other Specialties Managers	Yes				
Statewide	02-15-1	Computer Specialists	Yes				
Statewide	04-33-3	Law Enforcement Workers		Yes			

E. Department of Education & Early Development

1. Agency Purpose

The Department of Education and Early Development is responsible for Alaska's system of public education. The State Board of Education and Early Development is the executive board of the department. The board develops educational policy, promulgates regulations governing education, appoints the commissioner of Education and Early Development with the Governor's approval, and is the channel of communication between State government and the public for educational matters. Education policies are determined by the board and administered by the commissioner through department divisions. Programs administered include: public school funding, teacher certification, and student assessment. The department also operates Mt. Edgecumbe High School, the State's boarding secondary school program. The department administers the State libraries, archives, records and museum services, provides grants to the arts community, and provides financial aid to post-secondary students through the Alaska Commission on Postsecondary Education.

2. Department EEO Representative

Anna Kim, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets nine placement goals in its full-time positions, none in part-time positions, and one goal in seasonal positions.

a) Full-time position goals

Department of Education and Early Development			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Southeast	02-13-1	Business Operations Professionals		Yes			

Southeast	02-13-2	Financial Professionals		Yes			
Southeast	02-25-9	Other Education, Training, and Library Specialists		Yes			
Southeast	06-43-6	Secretaries and Administrative Assistants		Yes			
Southeast	06-43-9	Other Office and Administrative Support Workers		Yes	Yes	Yes	
Statewide	01-11-1	Executives and Managers		Yes			
Statewide	02-15-1	Computer Specialists		Yes			

b) Seasonal position goals

Department of Education and Early Development			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
SEASONAL			SEASONAL				
Southeast	08-39-9	Other Personal Care and Service Workers	Yes				

F. Department of Environmental Conservation

1. Agency Purpose

The Department of Environmental Conservation is the State's regulatory agency responsible for protection of the environment and protection of citizens from unsafe sanitary practices. To accomplish these results, the department establishes protective standards; cleans and controls pollution in air, land and water; controls sanitary practices related to food, drinking water and solid waste; and enforces these controls. Services to communities include financial and technical assistance for upgrading water, sewage and solid waste, assistance meeting health-based standards for air quality, and positioning of oil spill response equipment. Through partnerships with Alaska citizens, businesses, and communities, the department works to safely manage and reduce pollution and hazards to the environment and human health.

2. Department EEO Representative

Michael E. Maher, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets three placement goals in full-time positions and none in part-time and seasonal positions.

a) Full-time position goals

Department of Environmental Conservation			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/Mat-Su	02-29-1	Health Professionals	Yes				
Statewide	01-11-9	Other Specialties Managers		Yes			
Statewide	02-15-1	Computer Specialists		Yes			

G. Department of Fish & Game

1. Agency Purpose

The Department of Fish and Game's mission is to protect, maintain, and improve the fish, game, and aquatic plant resources of the State, and manage their use and development for the maximum benefit of the people of the State, consistent with the sustained yield principle mandated in the Alaska Constitution. The commissioner and the department conduct management and research functions necessary to support this mission. The Boards of Fisheries and Game are responsible for adopting regulations to conserve and develop the State's fish and wildlife resources. The Commercial Fisheries Entry Commission is a quasi-judicial agency that promotes resource conservation and sustained yield management by regulating entry into Alaska's commercial fisheries. The department also includes the Exxon Valdez Oil Spill Trustee Council, which oversees restoration of the injured ecosystem through the use of the \$900 million civil settlement.

2. Department EEO Representative

Tom Lawson, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 12 placement goals in full time positions, 12 in seasonal positions, and none in part-time positions.

a) Full-time position goals

Department of Fish and Game			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Fairbanks	02-25-9	Other Education, Training, and Library Specialists	Yes				
Southeast	03-19-4	Life, Physical, and Social Sciences Technicians		Yes			
Southwest	03-19-4	Life, Physical, and Social Sciences Technicians		Yes			
Statewide	01-11-1	Executives and Managers	Yes				
Statewide	01-11-3	Administration Specialties Managers		Yes			
Statewide	01-11-9	Other Specialties Managers	Yes	Yes			
Statewide	02-15-1	Computer Specialists	Yes	Yes			
Statewide	02-19-1	Life Science Specialists		Yes			Yes
Statewide	08-45-2	Agricultural and Aquacultural Workers		Yes			

b) Seasonal position goals

Department of Fish and Game			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
Statewide	02-19-1	Life Science Specialists					Yes
Anchorage/ Mat-Su	03-19-4	Life, Physical, and Social Sciences Technicians	Yes	Yes		Yes	Yes

Fairbanks	03-19-4	Life, Physical, and Social Sciences Technicians	Yes				
Rural Remainder	03-19-4	Life, Physical, and Social Sciences Technicians		Yes			
Southeast	03-19-4	Life, Physical, and Social Sciences Technicians		Yes	Yes		
Southwest	03-19-4	Life, Physical, and Social Sciences Technicians		Yes			Yes
Rural Remainder	06-43-9	Other Office and Administrative Support Workers		Yes			

4. Department Specific Action-Oriented EEO Activities

- The Alaska Department of Fish & Game is a sponsor of the Alaska Native Science & Engineering Program (ANSEP™), which works with students from the time they are in middle school, all the way through graduate school. The program's aim is to increase the numbers of Alaska Natives in the fields of science, technology, engineering, and mathematics.
- As part of its workforce development efforts, the department has reinvigorated its Internship Program and partnered with the Alaska Marine Science and Fisheries Career Coalition (AMSFCC), a network of schools, management agencies, tribal, non-profit and fishing associations working together to support Alaskans, particularly rural Alaskans and Alaska Natives, who seek careers in fisheries and marine science.

H. Department of Health & Social Services

1. Agency Purpose

The Department of Health and Social Services' mission is to promote and protect the health and well-being of Alaskans. The overriding theme for the department's future direction is "helping individuals and families create safe and healthy communities" by strategically focusing on substance abuse, health and wellness, health care reform, long-term care and vulnerable Alaskans. The department's primary functions include: operation of the Alaska Veterans and Pioneers Homes, support services for seniors and disabled Alaskans; child protection and family preservation services; operation of youth detention facilities and assisting offenders and their families in developing skills to

prevent crime; and providing basic support and promoting self sufficiency for vulnerable individuals who are unable to provide for themselves. The department is committed to prevention of illness, health promotion and protection; overseeing community-based mental health and substance abuse services across the continuum of care (prevention, early intervention, treatment and recovery programs), including operation of the Alaska Psychiatric Institute; and provision of Medicaid services for low income Alaskans and Alaskans with disabilities.

2. Department EEO Representative

Alison Elgee, Assistant Commissioner

3. Department Placement Goals

The utilization analysis sets 37 placement goals in full-time positions, none in seasonal positions, and three in part-time positions.

a) Full-time position goals

Department of Health and Social Services			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	02-29-1	Health Professionals				Yes	
Anchorage/ Mat-Su	03-29-9	Other Healthcare Practitioners and Technical Workers		Yes			
Anchorage/ Mat-Su	06-43-3	Financial Clerks		Yes			
Anchorage/ Mat-Su	07-47-4	Other Construction and Related Workers		Yes			
Anchorage/ Mat-Su	08-31-1	Nursing, Psychiatric, and Home Health Aides		Yes			
Anchorage/ Mat-Su	08-31-9	Other Healthcare Support Occupations	Yes				
Anchorage/ Mat-Su	08-35-2	Cooks and Food Preparation Workers					Yes
Anchorage/ Mat-Su	08-37-2	Building Cleaning Workers		Yes			Yes
Fairbanks	02-21-1	Community and Counseling Specialists		Yes			Yes

Fairbanks	06-43-9	Other Office and Administrative Support Workers		Yes			
Fairbanks	08-31-1	Nursing, Psychiatric, and Home Health Aides		Yes			
Fairbanks	08-37-2	Building Cleaning Workers		Yes	Yes		
Rural Remainder	02-21-1	Community and Counseling Specialists		Yes			
Rural Remainder	06-43-9	Other Office and Administrative Support Workers		Yes			
Southeast	02-13-1	Business Operations Professionals		Yes			
Southeast	02-13-2	Financial Professionals		Yes			
Southeast	02-21-1	Community and Counseling Specialists		Yes			
Southeast	06-43-6	Secretaries and Administrative Assistants		Yes			
Southeast	08-31-1	Nursing, Psychiatric, and Home Health Aides		Yes			
Southeast	08-35-2	Cooks and Food Preparation Workers		Yes			
Southeast	08-37-2	Building Cleaning Workers		Yes			
Southwest	02-21-1	Community and Counseling Specialists		Yes	Yes		
Southwest	06-43-9	Other Office and Administrative Support Workers			Yes		
Statewide	01-11-1	Executives and Managers		Yes			
Statewide	01-11-9	Other Specialties Managers		Yes	Yes		Yes
Statewide	02-15-1	Computer Specialists	Yes	Yes			
Statewide	04-33-1	Protective Service Supervisors/Managers		Yes			
Statewide	04-33-3	Law Enforcement Workers		Yes			
Statewide	04-33-9	Other Sworn Protective Service Workers		Yes		Yes	

b) Part-time position goals

Department of Health and Social Services			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
PART TIME			PART TIME				
Anchorage/ Mat-Su	08-31-1	Nursing, Psychiatric, and Home Health Aides				Yes	
Southeast	08-31-1	Nursing, Psychiatric, and Home Health Aides		Yes			

Anchorage/ Mat-Su	08-35-2	Cooks and Food Preparation Workers		Yes			
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4. Department Specific Action-Oriented EEO Activities

- The Governor’s Council on Disabilities and Special Education sits within the Department of Health & Social Services. One of the Council’s initiatives is spearheading the effort to make the State of Alaska a model employer of people with disabilities.
- The Department has numerous work groups, such as the Workforce Development Coordination Group, which focus on employee recruitment and retention efforts particularly in specialized or rural areas.

I. Department of Labor & Workforce Development

1. Agency Purpose

The Department of Labor and Workforce Development is responsible for advancing opportunities for employment and ensuring that employers provide safe and legal working conditions. The department offers employment services, unemployment insurance, adult basic education, job training, workers’ compensation adjudication and rehabilitation services, the Fishermen’s and Second Injury Funds, and vocational rehabilitation for people with disabilities. In addition, the department enforces laws and regulations ensuring occupational safety and health, performs mechanical inspections, and administers state wage and hour laws; serves as the labor relations agency for public employment in the State; and collects, analyzes, and releases labor market and population statistics. Also included in the department are the Alaska Workforce Investment Board, the Workers’ Compensation Appeals Commission and the Alaska Vocational Technical Center.

2. Department EEO Representative

Guy Bell, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 16 placement goals in full-time positions, two in seasonal positions, and none in part-time positions.

a) Full-time position goals

Department of Labor and Workforce Development			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	01-47-4	Construction and Building Inspectors	Yes				
Anchorage/ Mat-Su	02-21-1	Community and Counseling Specialists		Yes			
Fairbanks	01-47-4	Construction and Building Inspectors					Yes
Fairbanks	02-13-1	Business Operations Professionals		Yes			
Southeast	02-13-1	Business Operations Professionals		Yes			
Southeast	02-13-2	Financial Professionals		Yes			
Southeast	02-15-2	Mathematical Specialists		Yes			
Southeast	06-43-9	Other Office and Administrative Support Workers	Yes				
Southwest	02-13-1	Business Operations Professionals		Yes			
Southwest	02-21-1	Community and Counseling Specialists	Yes	Yes			
Statewide	01-11-1	Executives and Managers		Yes			
Statewide	01-11-3	Administration Specialties Managers		Yes			
Statewide	02-19-3	Social Science Specialists	Yes				
Statewide	02-25-1	Postsecondary Teachers		Yes			
Statewide	04-33-9	Other Sworn Protective Service Workers		Yes			

b) Seasonal position goals

Department of Labor and Workforce Development			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
Southwest	08-35-2	Cooks and Food Preparation Workers		Yes			

Southwest	08-37-2	Building Cleaning Workers		Yes				
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4. Department Specific Action-Oriented EEO Activities

- The State ADA Coordinator is based in the Department's Division of Vocational Rehabilitation. As authorized by Administrative Order 129, the State ADA Coordinator helps to ensure public access to State programs, services, buildings, and facilities and nondiscrimination in State employment on the basis of disability.
- The Alaska Workforce Investment Board, based in the Department of Labor & Workforce Development, implements the nondiscrimination and equal opportunity provisions required by Section 188 of the federal Workforce Investment Act of 1998. The State's designated WIA Equal Opportunity Officer is Louise Dean, who coordinates WIA EO compliance through the Alaska Job Center Alaska Network with local job center Equal Opportunity Coordinators, Unemployment Insurance Call Centers, and partner agencies. The Equal Opportunity Officers are responsible for receiving and processing complaints against offices, staff or vendors of Alaska's Workforce Investment System that allege discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the WIA, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

J. Department of Law

1. Agency Purpose

The Department of Law is responsible for the prosecution and conviction of criminal offenders in Alaska to ensure safe communities. The department assists law enforcement agencies with criminal investigations; files misdemeanor and felony charges; serves as legal advisor to grand juries; and represents the State in all phases of criminal trial and appellate proceedings. It also works in partnership with executive, legislative, and judicial agencies by providing legal advice and representing the State in all actions in which it is a party. Such actions include protecting Alaska's children and youth by handling child abuse, neglect, and delinquency cases expeditiously; resolving questions of state versus federal control of natural resources; ensuring that the

State receives its correct share of oil and gas taxes and royalties; collecting money owed to the State by businesses and individuals for child support, fines, and other unpaid obligations; and defending the State against claims for personal injury and other damages.

2. Department EEO Representative

David Blaisdell, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets three placement goals in full-time positions and none in part-time positions. There are no seasonal positions in the department.

a) Full-time position goals

Department of Law			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	06-23-2	Legal Support Workers		Yes			
Fairbanks	06-43-6	Secretaries and Administrative Assistants		Yes			
Statewide	02-23-1	Attorneys, Hearing Officers, and Judges		Yes			

K. Department of Military & Veterans Affairs

1. Agency Purpose

The Department of Military and Veterans Affairs is responsible for the Alaska Army and Air National Guard, the Division of Homeland Security and Emergency Management, the Office of Veterans Affairs, and the Alaska State Defense Force and Alaska Naval Militia. The commissioner serves as the Adjutant General of the State of Alaska and exercises day-to-day command over the Alaska National Guard comprised of approximately 4,242 Army and Air guard men and women. The strategic mission includes the responsibility

for protecting lives and property from terrorism and all other hazards, and to provide rapid recovery from all disasters through the Division of Homeland Security and Emergency Management. The department is also responsible for managing the Alaska Military Youth Academy, which is an accredited special purpose school offering the ChalleNGe and STARBASE programs to both high school- and elementary school-aged students. Lastly, the department serves as an advocate on issues affecting Alaska's veteran population.

2. Department EEO Representative

Susan Colligan, Director of Administrative Services

3. Department Placement Goals

The utilization analysis is done for the department's civilian work force. There are eight placement goals in full-time positions and none in seasonal positions. There are no part-time civilian positions in this department.

a) Full-time position goals

Department of Military and Veterans Affairs			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	02-13-1	Business Operations Professionals	Yes	Yes			
Anchorage/ Mat-Su	02-25-9	Other Education, Training, and Library Specialists	Yes	Yes			
Anchorage/ Mat-Su	06-43-5	Material Recording, Dispatching, and Distributing Workers	Yes				
Anchorage/ Mat-Su	07-47-4	Other Construction and Related Workers		Yes			
Anchorage/ Mat-Su	08-35-2	Cooks and Food Preparation Workers		Yes			
Statewide	04-33-2	Fire Fighting and Prevention Workers		Yes			

4. Department Specific Action-Oriented EEO Activities

In addition to the department's civilian work force, Military & Veterans Affairs oversees the men and women of Alaska's National Guard. The department has focused on-going recruitment efforts for the Guard especially in the villages of

rural Alaska. The Guard gives opportunities to individuals who can then go on to other job classes, such as the Alaska State Troopers in the Department of Public Safety.

L. Department of Natural Resources

1. Agency Purpose

The Department of Natural Resources manages all State-owned land, water and natural resources, except fish and game. These resources include approximately 95.4 million acres of uplands; 60 million acres of tidelands, shore lands, and submerged lands; and 40,000 miles of coastline. Strategic missions include: develop, conserve, and enhance the natural resources of the State of Alaska; raise public awareness that Alaska's natural resources are the basic asset of our economy; and stimulate and encourage resource-based, value-added economic activity while conserving Alaska's wild and scenic value. The department plays an instrumental role in the Alaska Gasline Inducement Act (AGIA) process, a law designed to advance construction of a natural gas pipeline from the North Slope to a market where the gas will be sold. The department is also responsible for determining the potential of geologic hazards to people and facilities in Alaska due to volcanic and seismic activity, and for maintenance and accessibility of the State's land records.

2. Department EEO Representative

Leta Simons, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets 15 placement goals in full-time positions, 17 in seasonal positions, and none in part-time positions.

a) Full-time position goals

Department of Natural Resources			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	02-17-1	Architects, Surveyors, and Cartographers		Yes			

Anchorage/ Mat-Su	03-19-4	Life, Physical, and Social Sciences Technicians		Yes		Yes	
Anchorage/ Mat-Su	06-43-3	Financial Clerks		Yes			
Anchorage/ Mat-Su	06-43-4	Information Technicians and Record Clerks				Yes	
Anchorage/ Mat-Su	06-43-6	Secretaries and Administrative Assistants		Yes			
Southeast	06-43-3	Financial Clerks	Yes				
Statewide	01-11-1	Executives and Managers		Yes			
Statewide	01-11-9	Other Specialties Managers		Yes	Yes	Yes	
Statewide	02-15-1	Computer Specialists		Yes			
Statewide	02-19-3	Social Science Specialists		Yes			
Statewide	05-33-9	Non-sworn Protective Service Workers	Yes	Yes			

a) Seasonal position goals

Department of Natural Resources			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
SEASONAL			SEASONAL				
Statewide	02-19-1	Life Science Specialists	Yes				
Anchorage/ Mat-Su	03-19-4	Life, Physical, and Social Sciences Technicians	Yes	Yes		Yes	Yes
Fairbanks	03-19-4	Life, Physical, and Social Sciences Technicians	Yes				
Rural Remainder	03-19-4	Life, Physical, and Social Sciences Technicians	Yes	Yes			Yes
Southwest	03-19-4	Life, Physical, and Social Sciences Technicians	Yes	Yes			
Fairbanks	06-43-5	Material Recording, Dispatching, and Distributing Workers		Yes			
Rural Remainder	06-43-5	Material Recording, Dispatching, and Distributing Workers	Yes	Yes			
Southwest	06-43-5	Material Recording, Dispatching, and Distributing Workers		Yes			
Anchorage/ Mat-Su	07-47-4	Other Construction and Related Workers		Yes			

Rural Remainder	07-47-4	Other Construction and Related Workers		Yes			
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M. Department of Public Safety

1. Agency Purpose

The Department of Public Safety is responsible for the enforcement of State laws including criminal and fish and wildlife protection laws, fire prevention, search and rescue, highway safety and alcoholic beverage laws; providing forensic crime laboratory services to law enforcement statewide; certifying police proficiency; providing basic police academy and specialized training to municipal and State law enforcement agencies; oversight of the Village Public Safety Officer Program; and assisting victims of domestic violence and sexual assault.

2. Department EEO Representative

Robert C. Gorder, Deputy Commissioner

3. Department Placement Goals

The utilization analysis sets 16 placement goals in full-time positions and one in seasonal positions. There are no permanent part-time positions in the department.

a) Full-time position goals

Department of Public Safety			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	03-19-4	Life, Physical, and Social Sciences Technicians		Yes		Yes	
Anchorage/ Mat-Su	06-43-6	Secretaries and Administrative Assistants		Yes			
Anchorage/ Mat-Su	06-43-9	Other Office and Administrative Support Workers					Yes

Rural Remainder	06-43-5	Material Recording, Dispatching, and Distributing Workers		Yes			
Rural Remainder	06-43-9	Other Office and Administrative Support Workers		Yes			
Southeast	06-43-9	Other Office and Administrative Support Workers		Yes			
Southwest	06-43-5	Material Recording, Dispatching, and Distributing Workers		Yes			
Southwest	06-43-9	Other Office and Administrative Support Workers		Yes			
Statewide	02-15-1	Computer Specialists		Yes			
Statewide	04-33-1	Protective Service Supervisors/Managers	Yes	Yes			
Statewide	04-33-3	Law Enforcement Workers	Yes	Yes		Yes	
Statewide	05-33-9	Non-sworn Protective Service Workers	Yes				

b) Seasonal position goals

Department of Public Safety			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
SEASONAL			SEASONAL				
Statewide	05-33-9	Non-sworn Protective Service Workers	Yes				

4. Department Specific Action-Oriented EEO Activities

- Work Rules Group
- Native Trooper Working Group
- Mentoring Program
- The Recruitment Unit actively encourages women and minorities applicants.
- Rural Recruitment Unit – VPSO booth at AFN to actively encourage Alaska Native applicants.

N. Department of Revenue

1. Agency Purpose

The Department of Revenue administers and enforces tax and charitable gaming laws; collects, invests, and manages State funds and public employee pension trust funds; administers the Permanent Fund Dividend, Shared Taxes and Child Support Services programs; administers licensing programs mandated by statute; issues State general obligation, revenue and lease debt, and authorizes certain agency debt. Other State entities associated with the department for administrative purposes are: Alaska Permanent Fund Corporation, Alaska Housing Finance Corporation, Alaska Housing Capital Corporation, Alaska Municipal Bond Bank Authority, Alaska Mental Health Trust Authority, Alaska Retirement Management Board, Alaska Natural Gas Development Authority, Northern Tobacco Securitization Corporation, and the State Bond Committee.

2. Department EEO Representative

Ginger Blaisdell, Director of Administrative Services

3. Department Placement Goals

The utilization analysis sets eight placement goals in full-time positions and one in seasonal positions.

a) Full-time position goals

Department of Revenue			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
FULL TIME			FULL TIME				
Anchorage/ Mat-Su	02-13-2	Financial Professionals		Yes			
Anchorage/ Mat-Su	06-43-9	Other Office and Administrative Support Workers		Yes			
Southeast	02-13-2	Financial Professionals		Yes			
Southeast	06-43-4	Information Technicians and Record Clerks					Yes
Statewide	01-11-1	Executives and Managers		Yes			

Statewide	01-11-3	Administration Specialties Managers		Yes			
Statewide	02-15-1	Computer Specialists	Yes				
Statewide	04-33-9	Other Sworn Protective Service Workers		Yes			

b) Seasonal position goals

Department of Revenue			Placement Goals				
Geography	AAP Code	AAP Title	Female	AK Native or Am Ind	Asian or PI	Black	Hispanic
SEASONAL			SEASONAL				
Southeast	06-43-9	Other Office and Administrative Support Workers	Yes				

O. Department of Transportation and Public Facilities

1. Agency Purpose

The Department of Transportation and Public Facilities is responsible for the planning, research, design, construction, maintenance, operation, and protection of all State transportation systems and many public facilities. This includes approximately 260 State-owned airports and seaplane bases, 5,600 miles of State roads, 700 buildings ranging from maintenance shops to State office complexes, and 29 ports and harbors. In addition, the department owns and operates the Alaska Marine Highway System, serving 32 Alaskan communities with connections to Bellingham, WA and Prince Rupert, BC. The department also owns and operates the State Equipment Fleet, which provides full maintenance support and replacement activities of 8,200 light- and heavy-duty vehicles and attachments for State departments, agencies, and offices.

2. Department EEO Representative

Frank Richards, P.E., Deputy Commissioner of Highways & Public Facilities

3. Department Placement Goals

The department's utilization analysis and placement goals can be found in its separate AA Plan, which is available on the department's web page. DOT&PF's AAP and EEO program are established in compliance with the Federal Highway Administration regulations.

4. Department Specific Action-Oriented EEO Activities

The department's specific action-oriented programs can be found in its separate AA Plan and departmental EEO AA policies, which are available on the department's web page.

VIII. Statewide Action-Oriented EEO Activities

A. Internal Actions

1. Recruitment

- a) Diverse applicant pools are encouraged.
- b) Employment application forms are reviewed to ensure lawful questions and requests for information.
- c) Applicants are asked to voluntarily self-identify their race/ethnicity, sex, and veteran's status for the sole purpose of EEO and AA.
- d) All screening devices and interview questions are reviewed to ensure lawful questions that address abilities, aptitudes, specialized background knowledge, and/or skills required for the job.
- e) Recruitment and hiring procedures (applying and interviewing for a job) are offered in wheelchair accessible locations and with accessible formats. Applicants with disabilities are provided reasonable accommodations, auxiliary aides or services, or alternative communication formats. Applicants may communicate with the State in person, in writing, or by telephone including TTY/TDD or Relay Alaska to request reasonable accommodations.
- f) Positions are advertised without regard to any protected status unless there is a bona fide occupational qualification that has been specifically approved by the Director of Personnel & Labor Relations or his/her designee, the EEO Program Manager.

2. Hiring

- a) The Affirmative Action Hiring Policy is delineated in Personnel Memorandum 11-01:

M E M O R A N D U M

State of Alaska
Department of Administration
Division of Personnel & Labor Relations

To: Workplace Alaska Hiring Managers
Administrative Services Directors
Department EEO Representatives
All Division of Personnel & Labor Relations Staff

Date: September 1, 2010

From: Nicki Neal
Director

Phone: 465-4429
Email: nicki.neal@alaska.gov

Subject: Personnel Memorandum 11-01
Affirmative Action Hiring Policy (supersedes Personnel Memoranda 90-2 and 00-3)

Authority: AS 39.25, AS 39.28, 2 AAC 07.170, 2 AAC 07.175

This memorandum establishes procedures that give consideration to affirmative action hiring goals under Alaska Statute 39.28, 2 AAC 07.175, and the Executive Branch Affirmative Action Plan. All employees and applicants for employment shall be afforded equal employment opportunity (EEO). The State's Affirmative Action Hiring Policy is one tool to achieve that end. Affirmative action (AA) hiring goals are a result of an analysis of the State's workforce. Where members of protected classes in the State's Executive Branch workforce are significantly underrepresented as compared to the available labor force, placement goals are established.

Hiring Manager Protocol

This policy takes effect only when there is an approved Affirmative Action Plan by the Director of Personnel & Labor Relations. When an approved plan indicates there is a placement goal in an

Affirmative Action Job Group, Workplace Alaska (WPA) will flag the applicant with the “eyeglasses” icon.⁷

The eyeglasses icon alerts the hiring manager⁸ that they must “look” at the flagged candidate(s) and review the associated Applicant Package(s). In cases where there is an EEO/AA placement goal, the hiring manager must include the following steps as part of their hiring responsibilities:

1. Review the Applicant Package (Applicant Profile and Job Qualification Summary) submitted by each flagged applicant and determine if the requirements for qualification are met.⁹
 - a. For those flagged candidates who do not meet the position’s minimum qualifications, note in the hiring documentation the specific reason for not meeting the position’s minimum requirements.
 - b. For those flagged candidates who do meet the position’s minimum qualifications, carefully review the information submitted by the applicant to ascertain if they should proceed in the hiring process.
 - i. If the flagged candidate does not meet the pre-determined interview screening criteria or is not selected to move forward in the hiring process, note in the hiring documentation the specific reason why the candidate did not proceed.
2. In the event there is a numerical scoring or ranking system in place for the hiring, score each candidate without regard to sex, race, ethnicity, or any protected status. Any scoring elevations for certain individuals as provided by law or regulation such as AS 39.25.159 (veteran preference) or 2 AAC 07.106(d) (Alaska resident preference) must be applied.

⁷ Please note the WPA eyeglasses icon is a generic marker used to alert the hiring manager that the flagged applicant is subject to an EEO/AA placement goal, a Collective Bargaining Agreement preference, and/or a military preference.

⁸ In order to become a WPA hiring manager, employees must successfully complete the Division of Personnel & Labor Relations’ course “Workplace Alaska for Hiring Managers.” The course includes other relevant EEO requirements and details all hiring manager responsibilities.

⁹ Candidates meet the qualification requirements when they meet or exceed the position’s minimum qualifications. Candidates selected for hire must also be eligible for employment as provided in the Personnel Rules (see 2 AAC 07.112).

-
3. Upon completion of the recruitment and selection process, hiring managers must accurately document the disposition of each applicant, including all flagged candidates. All applicants must have an appropriate disposition regardless of the outcome of the recruitment process (i.e. hire made, no hire made, etc.) in Workplace Alaska.¹⁰
 4. Document the legitimate business reason as to why the successful candidate was offered the position.

Other EEO/AA Related Hiring Manager Responsibilities

In addition to other responsibilities, which are detailed in WPA Hiring Manager training, the hiring manager must:

- ensure the job description and stated physical requirements are accurate prior to posting the position.
- ensure all interview questions are job related.
- apply any approved department-specific EEO AA policies.
- ensure that hiring panels, if used, are comprised of State employees¹¹ and when feasible, are diverse in terms of such factors as race, ethnicity, age, and sex.
- be prepared to provide all applicants with the legitimate business reason for which he or she was not selected.

Merit Principle

An agency is not required to appoint an unqualified candidate from an underutilized protected group. The appointing authority, on the basis of all relevant factors, which may include the goal for the State government's workforce to be composed of qualified persons of each race, ethnicity, and sex representative to their number in the relevant job markets, is expected to hire on the basis of ability. Under these procedures, no applicant is to be hired solely on the basis of race, ethnicity, or sex. Ultimately, affirmative action and the merit system are two sides of the same coin. Both demand that employment and promotion decisions be made on the basis of ability.

¹⁰ See AAM 100.130

¹¹ Unless specifically approved by the Director of the Division of Personnel & Labor Relations (see AAM 100.105).

3. New appointments

- a) “New employee orientation” includes information on EEO policies and new employees sign an acknowledgment form.

4. Training

- a) Training is available to all employees.
- b) Training specific to EEO is offered to all employees.
- c) Training specific to EEO is offered to all supervisors.
- d) EEO training is offered through customized courses and is included in the core curriculum of the following classes offered by Division of Personnel & Labor Relations: Academy for Supervisors; Introduction to Supervision; A Respectful Workplace; Service Excellence; Valuing Diversity; The Three-Dimensional Interview; The Disciplinary Process; and Workplace Alaska for Hiring Managers.

5. Personnel management and practices

- a) Personnel decisions in any aspect of employment -- including hiring, disciplining, dismissing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment -- are administered in accordance with EEO policies of nondiscrimination.
- b) All posters relating to equal employment opportunity are posted and periodically inspected.
- c) Performance Appraisals: supervisors and managers are assessed and evaluated on their effectiveness and knowledge of EEO AA policies.
- d) Position descriptions list “essential functions” of each job in task-completion terms, as opposed to physical or

mental-characteristic terms, and list "marginal functions" of each job.

- e) The State's Collective Bargaining Agreements contain nondiscrimination provisions.
- f) Exit interviews and surveys include EEO-related questions.

B. External Actions

1. Outreach

- a) The State participates in job fairs and actively encourages qualified applicants from untapped workforces such as underutilized groups, veterans, and people with disabilities.
- b) Recruitment sources are advised that the State is an equal employment opportunity employer.

2. Public notices

- a) Equal Employment Opportunity statements are included in State publications and in job advertisements. Examples of acceptable long and short formats:

Long Forms

The State of Alaska is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, or veteran status.

The State of Alaska is an equal opportunity service provider and employer.

Reasonable accommodations will be made available to individuals with disabilities upon request. Please contact the hiring manager in advance.

Short Forms (for cases of space limitation)

The State of Alaska is an AA/EOE.

The State of Alaska is an AA/EO employer & service provider.

Equal Opportunity / Affirmative Action Employer

ADA Accommodations Will Be Provided Upon Request.

Reasonable accommodations available upon request

- b) **Recruitment Bulletins**, which are posted on line at Workplace Alaska, contain the following notice:

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at the address above.

The State of Alaska is an equal opportunity employer.

IX. Employment Discrimination Complaints

A. Internal State of Alaska Complaint Procedure

The State encourages employees to take steps in the early stages of objectionable conduct to prevent its continuation. In some cases, an employee who is offended by a supervisor's or coworker's conduct may feel he or she can raise it directly with the individual who engaged in the objectionable conduct. In other situations, where the employee believes that the employer's intervention is required to prevent further harassment, the employee should notify his or her supervisor, the supervisor's manager, the human resources contact and/or the State's EEO Program staff.

The State will protect the confidentiality of the person making the complaint and of harassment allegations to the extent possible. The State cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses.

If anyone believes that they or any applicant or employee is being subject to discriminatory treatment, they are encouraged to report it. It should be reported to the supervisor, the supervisor's manager, the human resources contact and/or the State's EEO Program staff. Supervisors or managers who receive a complaint regarding possible discrimination should immediately follow up on the concern, notify their manager, and contact the Division of Personnel & Labor Relations for assistance.

The EEO Program accepts discrimination complaints based on race, color, sex, religion, national origin, pregnancy, parenthood, marital status, changes in marital status, age, disability or retaliation because of protected activity.

The EEO Program may be reached at (907)375-7700 and fax (907)375-7719. The office is located at 619 E. Ship Creek Avenue, Suite 309, Anchorage, Alaska 99501.

EEO Program staff contacts:

Camille Brill, EEO Program Manager, 375-7705; camille.brill@alaska.gov

Erin Collins, EEO HR Specialist, 375-7703, erin.collins@alaska.gov

Patricia Dill, HR Technician, 375-7700, pat.dill@alaska.gov

B. External Complaint Agencies

Formal complaints may also be filed with state or federal enforcement agencies:

The Alaska State Commission for Human Rights (ASCHR) enforces the Alaska Human Rights Law, Alaska Statute 18.80. There are specific time limits within which a complaint must be filed. ASCHR accepts complaints within 180 days of the alleged discrimination. ASCHR can be reached by telephone in the Anchorage area at (907)274-4692 or TTY/TDD (907)276-3177; or in state at (800)478-4692 or in state TTY/TDD (800) 478-3177. ASCHR's office is located at 800 A Street, Suite 204, Anchorage, AK 99501-3669.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws. There are specific time limits within which a complaint must be filed. Time limits depend on the applicable federal anti-discrimination law. In general, complaints must be filed with the EEOC within 300 days from the day the alleged discrimination took place. Contact the EEOC directly for additional information. The regional district office that serves Alaska is located at 350 The Embarcadero, Suite 500, San Francisco, CA 94105-1260. The nearest field office is at 909 First Avenue, Suite 400, Seattle, WA 98104-1061. The EEOC can be reached by telephone at 1-800-669-4000 or TTY 1-800-669-6820 and by email at info@eeoc.gov.

X. Appendices

A. Appendix A: Definitions

1. Race and ethnic category definitions

Note: The five race and ethnicity categories in this Report stem from federal government standards and are used by federal agencies including the U.S. Equal Employment Opportunity Commission. The EEOC requires State and Local governments to complete employee surveys (EEO-4) using these five categories. They are designed for collecting data on the race and ethnicity of broad population groups in this country. They are based on social and political considerations. Furthermore, the race categories include both racial and national-origin groups.

Alaska Native or American Indian/Native American: All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The terms “Alaska Native” and “American Indian/Native American” represent many separate groups of people with distinct ethnic and cultures throughout Alaska and the lower 48. Alaska Native peoples include Iñupiaq, Yup’ik/Cup’ik, Alutiiq, Aleut, Eyak, Athabaskan (comprising eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.

African American and Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Asian or Pacific Islander: “Asian” refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. “Pacific Islander” refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.

Hispanic and Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White and Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

B. Appendix B: Affirmative Action Job Groups

The State of Alaska Affirmative Action (AA) Job Groups are created for affirmative action purposes and structured so that comparisons may be made between the State's workforce and Alaskan civilian labor force data collected by the U.S. Census Bureau. There are 72 Job Groups in the 2010 Executive Branch Affirmative Action Plan.

The Job Groups are based on two coding systems: the Standard Occupational Classification (SOC) system and the Census State & Local Job Codes. The SOC is a system created by the federal government for classifying all occupations in the economy (including private, public, and military occupations) and was developed for use by all federal statistical agencies that collect occupational data. The system aggregates occupations into 23 major groups and 96 minor groups, which define broad occupational areas.

The State of Alaska AA Plan sorts the State's job classes into 72 Job Groups by aggregating the classes with the same SOC minor group and Census State & Local Job Code. Each resulting Job Group is assigned a title and a code. AA Job Groups are created only for the classes that currently have incumbents. Should employees be hired in Job Classes not aggregated to these 72 categories, new AA Job Group(s) will be created by the methodology noted above.

1. AA Job Groups and their definitions

01-11-1 Executives and Managers

This group of job classes is based on the SOC minor group that comprises executives (including chief executives), general managers, operations managers, and other business managers that do not fit into a SOC-defined specialty occupation.

01-11-2 Public Relations and Marketing Managers

This group of job classes is based on the SOC minor group that comprises managers of advertising, sales, and public relations activities.

01-11-3 Administrative Specialties Managers

This group of job classes is based on the SOC minor group that comprises managers of activities in an administrative specialty area

including general administration, industrial production, purchasing, transport and storage, finance, or human resources.

01-11-9 Other Specialties Managers

This group of job classes is based on the SOC minor group that comprises managers in non-administrative specialty areas including agriculture, construction, education, engineering, food service, medicine, natural sciences, social services, and specialties not described in another SOC minor grouping.

01-41-1 Sales Managers

This group of job classes is based on the SOC minor group that comprises first-line supervisors and managers of sales workers, retail and non-retail.

01-45-2 Agricultural Inspectors

This group of job classes is based on the SOC minor group that comprises position(s) that inspect agricultural commodities, equipment, and facilities to ensure compliance with regulations and laws governing health, quality, and safety.

01-47-4 Construction and Building Inspectors

This group of job classes is based on the SOC minor group that comprises inspectors using engineering skills to determine structural soundness and compliance with specifications, codes, and regulations.

01-53-5 Water Transportation Managers

This group of job classes is based on the SOC minor group that comprises ship and boat captains and operators.

02-13-1 Business Operations Professionals

This group of job classes is based on the SOC minor group that comprises buyers, purchasing agents, claims adjusters and investigators, compliance officers (with exceptions), emergency management specialists, human resource specialists, logisticians, management analysts, meeting planners, and other business operations specialists that do not fit into another category.

02-13-2 Financial Professionals

This group of job classes is based on the SOC minor group that comprises accountants, auditors, appraisers of real estate, budget

analysts, credit analysts, financial analysts, financial advisors, loan officers, tax examiners, and other financial specialists that do not fit into another category.

02-15-1 Computer Specialists

This group of job classes is based on the SOC minor group that comprises computer programmers, software engineers, systems analysts, computer support specialists, database administrators, network administrators, data communications analysts, and other computer specialists.

02-15-2 Mathematical Specialists

This group of job classes is based on the SOC minor group that comprises mathematicians, statisticians, operations research analysts, actuaries, mathematical technicians, and other mathematical scientists.

02-17-1 Architects, Surveyors, and Cartographers

This group of job classes is based on the SOC minor group that comprises architects (except naval), landscape architects, surveyors, cartographers, and photogrammetrists.

02-17-2 Engineers

This group of job classes is based on the SOC minor group that comprises naval architects and engineers in any specialty field, including aerospace, agricultural, biomedical, chemical, civil, computer hardware, electrical, environmental, industrial, marine, materials, mechanical, mining and geological, nuclear, and petroleum.

02-19-1 Life Science Specialists

This group of job classes is based on the SOC minor group that comprises agricultural and food scientists, biological scientists, conservation scientists, foresters, medical scientists, and other life scientists.

02-19-2 Physical Science Specialists

This group of job classes is based on the SOC minor group that comprises astronomers, physicists, atmospheric and space scientists, chemists, materials scientists, environmental scientists, geoscientists, hydrologists, and other physical scientists.

02-19-3 Social Science Specialists

This group of job classes is based on the SOC minor group that comprises economists, market and survey researchers, psychologists, sociologists, urban and regional planners, anthropologists, archeologists, geographers, historians, political scientists, and other social scientists and related workers.

02-21-1 Community and Counseling Specialists

This group of job classes is based on the SOC minor group that comprises substance abuse and behavioral disorder counselors, educational and vocational counselors, mental health counselors, rehabilitation counselors, social workers, health educators, probation officers, social service assistants, and other community and social service specialists not described in another SOC minor grouping. This group includes professionals who provide services to assist in rehabilitation of law offenders in custody or on probation or parole and who make recommendations for actions involving formulation of rehabilitation plans and treatment of offenders, including conditional release and education and employment stipulations.

02-23-1 Attorneys, Hearing Officers, and Judges

This group of job classes is based on the SOC minor group that includes lawyers, judges, adjudicators, ombudsmen, and hearing officers.

02-25-1 Postsecondary Teachers

This group of job classes is based on the SOC minor group that comprises teachers in higher education establishments of every specialty, including vocational or occupational subjects less than the baccalaureate level and graduate teaching assistants.

02-25-2 Primary, Secondary, and Special School Teachers

This group of job classes is based on the SOC minor group that comprises teachers in preschool and kindergarten, elementary, middle school, and secondary school establishments, including vocational and special education teachers.

02-25-3 Other Instructors

This group of job classes is based on the SOC minor group that comprises instructors in adult literacy, remedial education, GED, self-enrichment, career preparation or enhancement, and other areas not included in elementary, middle school, secondary school, or postsecondary education.

02-25-4 Librarians, Curators, and Archivists

This group of job classes is based on the SOC minor group that comprises archivists, curators, museum technicians, librarians, and library technicians.

02-25-9 Other Education, Training, and Library Specialists

This group of job classes is based on the SOC minor group that comprises audio-visual collections specialists, farm and home management advisors, instructional coordinators, teacher assistants, and other education, training, and library workers.

02-27-3 Media and Communications Specialists

This group of job classes is based on the SOC minor group that comprises public relations specialists, writers, editors, interpreters and translators, and other media and communications workers.

02-29-1 Health Professionals

This group of job classes is based on the SOC minor group that comprises dentists, orthodontists, dietitians, nutritionists, optometrists, pharmacists, physicians, surgeons, physician assistants, registered nurses, audiologists, occupational therapists, physical therapists, recreational therapists, speech-language pathologists, veterinarians, and other health diagnosing and treating practitioners.

02-53-2 Aircraft Pilots

This group of job classes is based on the SOC minor group that comprises pilots, copilots, and flight engineers of multi-engine, small fixed-wing, or rotary-winged aircraft.

03-17-3 Drafters, Engineering, and Mapping Technicians

This group of job classes is based on the SOC minor group that comprises architectural and civil drafters, electrical and electronics drafters, mechanical drafters, civil engineering technicians, electro-mechanical technicians, industrial engineering technicians, surveying technicians, mapping technicians, and other drafting or engineering technicians.

03-19-4 Life, Physical, and Social Technicians

This group of job classes is based on the SOC minor group that comprises forensic scientists, agricultural and food science technicians, biological technicians, chemical technicians, geological and petroleum

technicians, nuclear technicians, social science research technicians, environmental science and protection technicians, forest and conservation technicians, and other life, physical, and social science technicians.

03-27-4 Media and Communication Equipment Technicians

This group of job classes is based on the SOC minor group that comprises audio and video equipment technicians, broadcast technicians, radio operators, sound engineering technicians, photographers, camera operators, film and video editors, and other media and communication equipment workers that do not fit into another category.

03-29-2 Health Technologists and Technicians

This group of job classes is based on the SOC minor group that comprises laboratory technologists and technicians, dental hygienists, diagnostic related technologists and technicians, emergency medical technicians, paramedics, pharmacy technicians, veterinary technologists and technicians, licensed practical and licensed vocational nurses, medical records and health information technicians, dispensing opticians, and other health technologists and technicians.

03-29-9 Other Healthcare Practitioners and Technical Workers

This group of job classes is based on the SOC minor group that comprises occupational health and safety specialists and technicians, athletic trainers, and healthcare practitioners and technical workers that do not fit into another category.

03-53-2 Air Transportation Workers

This group of job classes is based on the SOC minor group that comprises air traffic controllers and airfield operations specialists.

03-55-3 Radar and Sonar Technicians

This group of job classes is based on the SOC minor group that comprises workers using radio or sound waves to identify, track, and analyze objects or natural phenomena, including airborne, shipboard, and terrestrial positions.

04-33-1 Protective Service Supervisors/Managers

This group of job classes is based on the SOC minor group that comprises supervisors or managers of correctional officers, police and

detectives, fire fighting and prevention workers, and other protective service workers.

04-33-2 Fire Fighting and Prevention Workers

This group of job classes is based on the SOC minor group that comprises fire fighters, fire inspectors and investigators, and forest fire inspectors and prevention specialists.

04-33-3 Law Enforcement Workers

This group of job classes is based on the SOC minor group that comprises law enforcement patrol officers, detectives, criminal investigators, transit police, fish and game wardens, bailiffs, correctional officers and jailers, and parking enforcement workers that are in the “Protective Service: Sworn” State and Local Job Category as determined by the U.S. Census Bureau.

04-33-9 Other Sworn Protective Service Workers

This group of job classes is based on the SOC minor group that comprises security guards, gaming surveillance officers, and investigators that are in the “Protective Service: Sworn” State and Local Job Category as determined by the U.S. Census Bureau.

05-33-9 Non-sworn Protective Service Workers

This group of job classes is based on the SOC minor group that comprises animal control workers, crossing guards, lifeguards, ski patrol, and similar protective service workers that are in the “Protective Service: Non-sworn” State and Local Job Category as determined by the U.S. Census Bureau.

06-23-2 Legal Support Workers

This group of job classes is based on the SOC minor group that comprises paralegals, legal assistants, court reporters, law clerks, title examiners, and other legal support workers.

06-41-2 Retail Sales Workers

This group of job classes is based on the SOC minor group that comprises cashiers, counter and rental clerks, and parts salespeople.

06-41-3 Travel Agents

This group of job classes is based on the SOC minor group that comprises workers that plan and sell transportation and accommodations for agency customers.

06-41-9 Real Estate Transaction Workers

This group of job classes is based on the SOC minor group that comprises workers that oversee real estate transactions, sell or rent real estate, discuss conditions of sale, and draw up real estate contracts.

06-43-1 Office and Administrative Support Supervisors/Managers

This group of job classes is based on the SOC minor group that comprises supervisors and managers of clerical and administrative support workers.

06-43-3 Financial Clerks

This group of job classes is based on the SOC minor group that comprises bookkeeping, accounting, and auditing clerks, billing and posting clerks and machine operators, payroll and timekeeping clerks, procurement clerks, and tellers.

06-43-4 Information Technicians and Record Clerks

This group of job classes is based on the SOC minor group that comprises customer service representatives, correspondence clerks, court, municipal and license clerks, eligibility interviewers for government programs, file clerks, loan interviewers and clerks, human resource assistants (except payroll), library assistants, order clerks, receptionists and information clerks, and other information and record clerks that do not fit into another category.

06-43-5 Material Recording, Dispatching, and Distributing Workers

This group of job classes is based on the SOC minor group that comprises cargo and freight agents, couriers and messengers, dispatchers (including police, fire, and ambulance), shipping and receiving clerks, and stock clerks and order fillers.

06-43-6 Secretaries and Administrative Assistants

This group of job classes is based on the SOC minor group that comprises executive secretaries, administrative assistants, legal secretaries, medical secretaries, and other secretarial workers.

06-43-9 Other Office and Administrative Support Workers

This group of job classes is based on the SOC minor group that comprises data entry keyers, word processors and typists, insurance claims and policy processing clerks, mail clerks, mail machine operators, general office clerks, office machine operators (except computer), proofreaders and copy markers, statistical assistants, and other office and administrative support workers that do not fit into another category.

07-47-2 Construction Trades Workers

This group of job classes is based on the SOC minor group that comprises boilermakers, masons, carpenters, carpet and tile installers and finishers, construction laborers, paving, surfacing, and tamping equipment operators, drywall installers, electricians, glaziers, plumbers, roofers, and other construction equipment operators.

07-47-4 Other Construction and Related Workers

This group of job classes is based on the SOC minor group that comprises elevator installers and repairers, fence erectors, hazardous material removal workers, highway maintenance workers, rail-track laying and maintenance equipment operators, septic tank servicers, segmental pavers, and construction and related workers that do not fit into another category.

07-47-5 Extraction Workers

This group of job classes is based on the SOC minor group that comprises oil and gas derrick operators, oil and gas rotary drill operators, service unit operators, earth drillers (except oil and gas), ordnance handling experts, blasters, mining machine operators, rock splitters, roustabouts, and extraction helpers.

07-49-1 Mechanics, Installers, and Repairers Supervisors/Managers

This group of job classes is based on the SOC minor group that comprises supervisors and managers of mechanics, installers, and repairers (excluding team or work leaders).

07-49-2 Electrical Equipment Mechanics, Installers, and Repairers

This group of job classes is based on the SOC minor group that comprises radio mechanics, telecommunications equipment installers and repairers, avionics technicians, powerhouse, substation, and relay electrical and electronics repairers, electric motor and power tool repairers, and other electrical and electronic installers and repairers.

07-49-3 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers

This group of job classes is based on the SOC minor group that comprises aircraft mechanics and service technicians, automotive technicians and repairers, bus and truck mechanics, diesel engine specialists, mobile heavy equipment mechanics, and small engine mechanics.

07-49-9 Other Installation, Maintenance, and Repair Tradespeople

This group of job classes is based on the SOC minor group that comprises mechanical door repairers, control and valve installers and repairers, heating, air conditioning, and refrigeration mechanics and installers, electrical power-line installers and repairers, precision instrument and equipment repairers, locksmiths, and commercial divers.

08-31-1 Nursing, Psychiatric, and Home Health Aides

This group of job classes is based on the SOC minor group that comprises home health aides, nursing aides, orderlies and attendants, and psychiatric aides.

08-31-9 Other Healthcare Support Occupations

This group of job classes is based on the SOC minor group that comprises dental assistants, medical assistants, medical equipment preparers, medical transcriptionists, pharmacy aides, veterinary assistants, and all other healthcare support workers such as autopsy assistants that do not fit into another category.

08-35-1 Food Preparation and Serving Supervisors

This group of job classes is based on the SOC minor group that comprises chefs, head cooks, and other first-line supervisors and managers of workers engaged in preparing and serving food.

08-35-2 Cooks and Food Preparation Workers

This group of job classes is based on the SOC minor group that comprises cooks in institution, cafeteria, private household restaurant, and all other settings, and other food preparation workers.

08-35-3 Food and Beverage Serving Workers

This group of job classes is based on the SOC minor group that comprises bartenders, cafeteria counter attendants, waiters and waitresses, and non-restaurant food servers.

08-37-1 Building and Grounds Cleaning and Maintenance Supervisors/Managers

This group of job classes is based on the SOC minor group that comprises supervisors and managers of housekeeping, janitorial, landscaping, lawn service, and grounds keeping workers.

08-37-2 Building Cleaning Workers

This group of job classes is based on the SOC minor group that comprises janitors and cleaners, maids, housekeepers, and other building cleaning workers.

08-37-3 Grounds Maintenance Workers

This group of job classes is based on the SOC minor group that comprises landscaping and grounds keeping workers, pesticide handlers and sprayers, tree trimmers and pruners, and other grounds maintenance workers.

08-39-4 Funeral Service Workers

This group of job classes is based on the SOC minor group that comprises embalmers and funeral attendants.

08-39-6 Transportation Attendants

This group of job classes is based on the SOC minor group that comprises porters, concierges, tour guides and escorts, and other transportation attendants.

08-39-9 Other Personal Care and Service Workers

This group of job classes is based on the SOC minor group that comprises fitness trainers, recreation workers, aerobics instructors, residential advisors, and other personal care and service workers.

08-45-2 Agricultural and Aquacultural Workers

This group of job classes is based on the SOC minor group that comprises animal breeders, agricultural products graders and sorters, agricultural equipment operators, and other farm, ranch, and aquacultural workers and laborers.

08-51-1 Production and Operating Supervisors/Managers

This group of job classes is based on the SOC minor group that comprises first-line supervisors and managers of production and

operating workers such as inspectors, precision workers, machine setters and operators, assemblers, and plan and system operators.

08-51-9 Production Inspectors and Machine Operators

This group of job classes is based on the SOC minor group that comprises chemical processing machine setters and operators, packaging and filling machine operators, photographic process workers and processing machine operators, painting workers, semiconductor processors, and other production workers.

08-53-5 Water Transportation Workers

This group of job classes is based on the SOC minor group that comprises sailors, marine oilers, and ship engineers.

08-53-6 Other Transportation Workers

This group of job classes is based on the SOC minor group that comprises bridge and lock tenders, transportation inspectors, and traffic technicians.

2. Job Class Assignment to AA Job Groups

AAP Code AAP Job Group Name

	AKPAY	Class Title	Range/Position Count/Employee Count		
01-11-1		Executives and Managers			
	K0005	Director, Tax Division	27	1	1
	K0051	Division Operations Manager	24	30	28
	K0054	Deputy Director	25	5	4
	K0055	Executive Director, Natural Resource Conservation & Dev Board	18	1	0
	K0056	Executive Director, Citizens Advisory Comm on Federal Areas	22	1	1
	P1012	Executive Director, AK Public Offices Commission	24	1	1
	P1013	Assistant Director, Alaska Public Offices Commission	21	1	1
	P1016	Executive Director, DHSS Boards	22	1	1
	P1267	Deputy Director, Tax Division	27	1	1
	P1270	PFD Manager	22	1	1
	P1350	State Travel Manager	20	1	1
	P1846	Director, Information Technology	27	1	1
	P1901	Division Director - PX	27	80	72
	P1919	Veterans Affairs Administrator	21	1	1
	P1944	Administrator, Highway Safety Planning Agency	21	1	1
	P1951	Deputy Commissioner	28	23	21
	P1980	Assistant Commissioner	27	7	5
	P1998	Executive Director, AK Commission on Aging	23	1	1
	P2420	Program Manager, Occupational Safety & Health	22	2	2
	P3576	Deputy Director of Libraries, Archives, and Museums	24	1	0
	P4667	Assistant Director, Employment Security	22	4	4
	P4669	Deputy Director, Employment Security	23	1	0
	P4674	Wage-Hour Investigator III	21	1	1
	P4698	Reemployment Benefits Administrator	22	1	1
	P5381	Executive Director, Gov's Cncl on Disabilities & Spec Ed	22	1	1
	P7755	Chief, Criminal Records & Identification Bureau	22	1	1
	P9711	Equipment Fleet District Manager	20	5	5
	P9714	State Equipment Fleet Manager	23	1	1

T0101	DEPARTMENT HEAD - AVTEC	00	7	4
X0001	GOVERNOR	00	1	1
X0002	LIEUTENANT GOVERNOR	00	1	1
X0003	COMMISSIONER	30	14	14
X0004	COMMISSIONER, RCA	27	5	5
X0005	COMMISSIONER, CFEC	27	3	3
X0066	DIRECTOR	24	1	1
X0066	DIRECTOR	25	1	1
X0078	CHIEF OF STAFF	29	1	1
X0080	SPECIAL STAFF ASSISTANT	24	1	1
X0098	CHIEF OF STAFF FOR LT. GOV.	24	1	1
X0107	DIRECTOR OF OMB	28	1	1
X0142	EXEC DIR TRUSTEE COUNCIL	28	1	0
X0213	EXECUTIVE DIRECTOR	25	1	1
X0220	EXECUTIVE DIRECTOR	27	1	1
X0232	PROGRAM MANAGER	25	1	1
X0232	PROGRAM MANAGER	24	1	1
X0232	PROGRAM MANAGER	17	1	1
X0232	PROGRAM MANAGER	16	1	1
X0232	PROGRAM MANAGER	21	1	1
X0285	COMMUNICATIONS MANAGER	21	1	1
X0288	EXECUTIVE DIRECTOR	26	1	1
X0289	EXECUTIVE DIRECTOR	28	2	2
X0321	COMMISSIONER, OIL AND GAS COMM	27	3	3
X0349	DEPUTY DIRECTOR CREDIT	25	1	1
X0351	DEPUTY DIRECTOR FINANCE	25	1	1
X0452	DIRECTOR OF API	25	1	1
X0467	EXECUTIVE DIRECTOR, PFC	30	1	1
X0559	DIRECTOR OF COMMUNICATIONS-PFC	24	1	1
X0816	DIR STATE AND FED RELATIONS	28	1	1
X0878	DEP DIR/PROJECT DEV/OPERATIONS	27	1	1
X1008	DEP. ST. PIPELINE COORD. ENGIN	24	1	1
X1156	DEPUTY CHIEF OF STAFF	27	1	1
X1180	EXECUTIVE DIRECTOR ASCSC	21	1	1
X1192	DIRECTOR	22	2	1
X1236	DIRECTOR/ISS	25	1	1
X1237	RETAIL PROGRAM DIRECTOR	24	1	1
X1314	DIR OF INFORMATION TECHNOLOGY	24	1	1
X1315	DIRECTOR OF FINANCE	30	1	1
X1357	FISHERIES POLICY ADVISOR	24	1	1

X1381	DIR TSIA TERMNL REDEV & CONST	27	1	1
X1383	CEO AK NAT GAS DEV AUTH	28	1	1
X1385	EXE DIR KNIK ARM BDG TOLL AUTH	27	1	1
X1426	COMMUNICATIONS DIRECTOR	22	1	1
X1426	COMMUNICATIONS DIRECTOR	24	1	1
X1436	DIR CONTRACT & MATERIALS MGMT	24	1	1
X1437	DIRECTOR FINANCE & ACCOUNTING	24	1	1
X1449	CHIEF COMMUNICATIONS OFFICER	23	1	1
X1461	DEP EXECUTIVE DIRECTOR KABATA	25	1	0
X1462	DEP EXEC DIR PROJ DEVEL KABATA	25	1	1
X1470	EXEC DIR NORTH SLOPE SCIENCE	26	1	0
X1486	CHIEF EXECUTIVE OFFICER	27	1	1
X1487	CHIEF OPERATING OFFICER	26	1	1
X1510	CHAIR, WKRS' COMP APPEALS COMM	27	1	1
X1564	KABATA ADMIN DIRECTOR	23	1	0
X1568	DIVISION DIRECTOR	27	1	1
X1571	DEPUTY DIRECTOR-RURAL ENERGY	27	1	1
X1576	CHIEF OPERATING OFFICER	28	1	1
X1581	TRANSITION MANAGER	23	1	0
X1613	DIR HEALTH, SAFETY & TRAINING	23	1	1
X1625	RURAL ADVISOR	24	1	1
X1636	PRES & CHIEF OPERATING OFFICER	28	1	1
X1641	IPP PROJECT MANAGER	26	2	1
X1657	EXEC OFFICE OPERATIONS MGR	24	1	1
X1943	LARGE MINE PROJECT MANAGER	24	1	1
X1952	EXECUTIVE DIRECTOR	23	2	2
X1999	EXECUTIVE DIRECTOR CDVSA	24	1	0
X2003	EXEC DIR AK MH LANDS TRUST OFF	28	1	1
X2004	DEP DIR AK MH LANDS TRUST OFF	24	1	1
Summary for 'AAP Code' = 01-11-1 (102 detail records)			276	247
01-11-2 Public Relations and Marketing Managers				
X0085	DEPUTY PRESS SECRETARY	23	2	2
X1208	OUTREACH ADMINISTRATOR	20	1	1
X1642	DIR OF EXTERNAL COMMUNICATIONS	25	1	1
X1925	MARKETING SPECIALIST	18	2	2
X1926	ASST MARKETING DIRECTOR	18	1	1
Summary for 01-11-2 (3 detail records)			7	7
01-11-3 Administration Specialties Managers				
K0019	Administrative Officer I	17	83	79

K0020	Administrative Officer II	19	45	42
K0021	Administrative Operations Manager I	22	17	16
K0022	Administrative Operations Manager II	23	8	8
K0046	Grants and Procurement Manager	23	1	1
P1265	Chief, Revenue Operations	26	1	1
P1347	Chief Procurement Officer	27	1	1
P1349	Chief Contracts Officer	23	1	1
P1414	Human Resource Manager I	22	6	6
P1415	Human Resource Manager II	23	1	1
P1431	Labor Relations Manager	23	1	1
P1447	Retirement & Benefits Manager	23	2	2
P1641	Data Processing Manager I	22	26	23
P1642	Data Processing Manager II	23	18	16
P1643	Data Processing Manager III	24	19	18
P1644	Data Processing Manager IV	25	2	2
P1933	Administrative Services Manager II (Superseded)	23	1	0
P1958	Administrator, Violent Crimes Compensation Board	20	1	1
P1960	AMHS Security Officer	19	1	1
P1962	International Airports Controller	24	1	1
P1969	Passenger Services Inspector	17	2	2
P1970	Ship Services Manager/Port Steward	21	1	1
P1971	Marine Transportation Services Manager	24	3	3
P1972	Manager, Airfield Maintenance	22	1	0
P1974	Airport Manager, Fairbanks (FIA)	24	1	1
P1975	Airport Manager, Anchorage (AIA)	25	1	1
P2120	Loan/Collection Manager	22	2	2
P2153	Ferry Terminal Operations Manager	18	1	1
P2210	Chief, Revenue Economic Research	26	1	0
P2307	Deputy Director, Insurance	24	1	1
P4633	Supervisor, Unemployment Insurance Tax	23	1	1
P4634	Supervisor, Audit Operations	19	1	1
P7665	Correctional Industries Production Manager I	16	6	4
P7666	Correctional Industries Production Manager II	18	4	4
P9712	Equipment Fleet Parts Manager	20	1	1
P9721	Assistant Manager, Airfield Maintenance	20	1	1
P9747	Maintenance and Operations Specialist	21	7	4
P9748	Maintenance and Operations Manager	23	2	2
X0018	BUSINESS SVCS ADMINISTRATOR	22	1	1
X0023	ASST ADMINISTRATIVE DIR	23	1	1
X0041	ADMINISTRATIVE OFFICER	22	2	2

X0044	ADMINISTRATIVE OFFICER	20	4	4
X0339	PETROLEUM LAND MANAGER	26	4	4
X0531	PETROLEUM MANAGER	26	1	1
X0532	PETROLEUM INVESTMENTS MANAGER	26	1	1
X0533	PETROLEUM MARKET ANALYST	26	1	1
X0560	CONTROLLER	22	1	1
X0560	CONTROLLER	24	3	3
X0659	ADMINISTRATIVE OFFICER	18	3	3
X0824	ELECTION SUPERVISOR	21	4	4
X1104	DATA PROCESSING PROJECT LEADER	23	1	1
X1172	DATA SYSTEMS MANAGER	22	1	1
X1227	OPERATIONS MANAGER	22	1	1
X1227	OPERATIONS MANAGER	24	1	1
X1266	ADMINISTRATIVE MANAGER	15	1	1
X1266	ADMINISTRATIVE MANAGER	18	1	1
X1266	ADMINISTRATIVE MANAGER	19	1	1
X1266	ADMINISTRATIVE MANAGER	20	3	3
X1313	SR INFORMATION TECHNOLOGY SPEC	21	1	1
X1327	VP AND CHIEF FINANCIAL OFFICER	24	1	1
X1351	WAREHOUSE MANAGER	15	1	1
X1358	DEVELOPMENT MANAGER	24	1	1
X1393	SYSTEMS SUPPORT MANAGER	21	2	1
X1395	CONSULTANT MANAGER	23	1	0
X1417	SECURITY MANAGER, FSO	23	1	1
X1427	SYSTEM REFORM ADMINISTRATOR	24	1	1
X1439	ASSISTANT PROJECT MANAGER	20	1	0
X1439	ASSISTANT PROJECT MANAGER	22	1	1
X1471	ADVISORY SECTION MANAGER	25	1	1
X1550	FACILITY EXPANSION ADMIN MGR	17	1	0
X1553	FINANCIAL MANAGER	19	1	0
X1566	ADMINISTRATIVE DIRECTOR	27	1	1
X1574	PETROLEUM FACIL INTEG/COMP MGR	26	1	1
X1586	BUSINESS MANAGER	23	1	1
X1620	IT PROJECT MANAGER	26	1	1
X1622	ABSENTEE & PETITION MANAGER	21	1	1
X1647	PCE PROGRAM ADMINISTRATOR	17	1	1
X1650	TRUST PROGRAM OFFICER	22	3	3
X2005	TRUST RESOURCE MANAGER	17	3	2
X2005	TRUST RESOURCE MANAGER	18	1	1
X2005	TRUST RESOURCE MANAGER	20	2	2

X2005	TRUST RESOURCE MANAGER	21	1	1
X2005	TRUST RESOURCE MANAGER	22	4	3
X2005	TRUST RESOURCE MANAGER	23	2	2
Summary for 'AAP Code' = 01-11-3 (87 detail records)			344	315

01-11-9 Other Specialties Managers

K0001	Airport Leasing Program Manager	22	2	2
K0047	Chief Engineering Geologist	24	1	1
K0057	Health Facilities Survey Manager	22	1	1
K0059	Chief, Disability Determination Services	22	1	1
K0071	Program Coordinator I	18	48	41
K0072	Program Coordinator II	20	31	29
P1797	Chief, Health Research and Vital Statistics	22	1	1
P1917	Special Assistant to the Commissioner I	21	6	5
P1918	Special Assistant to the Commissioner II	23	19	16
P1928	Hospital Administrator	24	1	1
P1941	Emergency Program Manager I	20	3	3
P1942	Emergency Program Manager II	22	2	2
P1982	Assistant Administrator, Anchorage Pioneers' Home	21	1	1
P1985	Pioneers' Home Administrator I	23	4	4
P1986	Pioneers' Home Administrator II	24	2	2
P2211	State Demographer	22	1	1
P2229	Chief, Labor Research & Analysis	24	1	1
P2252	Facilities Manager I	20	9	8
P2253	Facilities Manager II	21	2	2
P2258	Information Technology Planner	22	1	1
P2327	Executive Administrator, Real Estate Commission	19	1	1
P2328	Executive Administrator, Board of Reg Arch, Eng & LS	18	1	1
P2329	Executive Administrator, State Medical Board	18	1	1
P2391	Risk Manager	22	1	1
P2476	Chief, Weights, Measures & Permits	22	2	2
P2910	State Leasing & Facilities Manager	23	1	1
P3110	Executive Secretary, Prof Teaching Practices Commission	24	1	1
P3126	Alaska Military Youth Academy Supervisor I	17	2	2
P3127	Alaska Military Youth Academy Supervisor II	19	4	4
P3128	Alaska Military Youth Academy Manager	23	1	1
P3171	Education Administrator II	22	6	5
P3172	Deputy Director, Div of Teaching & Learning Support	24	1	1
P3327	Assistant Chief, Vocational Rehabilitation Services	22	1	0
P3328	Chief, Vocational Rehabilitation Services	23	1	1

P3342	Vocational Rehabilitation Manager	21	6	5
P3510	Executive Director, AK State Council on the Arts	22	1	1
P4124	Chief, Public Assistance Field Operations	22	1	1
P4125	Public Assistance Programs Officer	21	7	4
P4130	Children's Services Manager	21	4	4
P4135	Social Services Program Coordinator	20	28	25
P4136	Social Services Program Officer	21	10	10
P4138	Social Services Program Administrator	23	2	2
P4153	Child Support Manager	21	2	2
P4162	Public Assistance Field Services Manager I	19	1	1
P4163	Public Assistance Field Services Manager II	21	4	4
P4180	Medical Assistance Administrator I	16	11	10
P4181	Medical Assistance Administrator II	18	10	8
P4182	Medical Assistance Administrator III	20	19	14
P4183	Medical Assistance Administrator IV	21	10	9
P4355	Executive Director, AK Board of Parole	23	1	1
P4627	Unemployment Insurance Support Services Manager	21	1	1
P4655	Employment Service Manager I	16	9	8
P4656	Employment Service Manager II	17	3	3
P4657	Employment Service Manager III	19	4	2
P4658	Employment Service Manager IV	20	6	6
P5114	Assistant Nursing Director	23	1	1
P5126	Nursing Director	25	1	1
P5130	Executive Administrator, Board of Nursing	23	1	1
P5146	Chief, Public Health Nursing	27	1	1
P5148	Assistant Chief, Public Health Nursing	26	1	1
P5226	Public Health Medical Specialist	28	5	0
P5367	Regional Alcoholism Program Coordinator	21	1	1
P5369	Community Mental Health Svcs Program Administrator	23	1	1
P5413	Chief, Emergency Medical Services	22	1	1
P5625	Chief, Environmental Health Laboratories	23	1	1
P5648	Chief, Public Health Laboratories	23	1	1
P5925	Certification & Licensing Administrator	23	1	1
P5941	Health Program Manager I	17	23	17
P5942	Health Program Manager II	19	77	53
P5943	Health Program Manager III	21	24	22
P5944	Health Program Manager IV	23	8	7
P5980	Health & Social Services Planner I	17	1	1
P5981	Health & Social Services Planner II	19	10	8
P5982	Health & Social Services Planner III	21	2	2

P6152	Extended Jurisdiction Program Manager	22	1	1
P6153	Executive Director I, Boards of Fish & Game	21	1	1
P6154	Executive Director II, Boards of Fish & Game	23	1	1
P6164	Fish & Game Regional Supervisor	22	16	16
P6170	Assistant Director, Department of Fish & Game	22	7	6
P6198	Subsistence Program Manager	22	3	3
P6654	Natural Resource Manager I	18	26	23
P6655	Natural Resource Manager II	20	21	17
P6656	Natural Resource Manager III	22	10	10
P6707	Park Superintendent	20	5	5
P6766	Chief, Office of History & Archaeology	21	1	1
P7526	State Recorder	22	1	1
P8456	Building Management Assistant	14	1	1
P8458	Building Management Specialist	19	12	12
P8460	Building Maintenance Superintendent	20	2	1
P8461	Building Maintenance Manager	22	5	4
P8531	Environmental Program Manager I	21	34	31
P8532	Environmental Program Manager II	22	12	11
P8533	Environmental Program Manager III	23	10	8
P8551	Environmental Impact Analysis Manager I	21	9	7
P8552	Environmental Impact Analysis Manager II	22	1	1
P0211	SPECIAL ASSISTANT	23	1	1
X0904	ASST.DIR.INSTRUCTION & HOUSING	23	4	3
X0992	FOODSERVICE DIRECTOR	24	1	1
X1192	DIRECTOR	22	2	2
X1203	CDQ MANAGER	23	1	0
X1263	ASSOCIATE DIRECTOR	24	3	3
X1309	PIPELINE LIASON OFFICER	24	1	0
X1312	INFORMATION TECHNOLOGY SPEC	20	2	2
X1469	AWIB MANAGER	20	1	0
X1476	COMMISSION SECTION MGR	23	1	1
X1514	EXPANSION PLANNING FAC MGR	21	1	1
X1608	ADMINISTRATOR OF INVESTIGATION	26	1	0
X1627	CHIEF ENGR & DIR BUSINESS DEV	27	1	1
X1632	ELECTION OFFICIAL	00	126	126
X1938	TRADE SPECIALIST III	22	1	1

Summary for 'AAP Code' = 01-11-9 (110 detail records)

790 692

01-41-1 Sales Managers

M0013	STOREKEEPER	00	10	7
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Summary for 01-41-1 (1 detail record)			10	7
01-45-2	Agricultural Inspectors			
P6445	Agricultural Inspector	16	2	2
Summary for 01-45-2 (1 detail record)			2	2
01-47-4	Construction and Building Inspectors			
P7866	Building Plans Examiner	19	4	4
P9950	Boiler & Pressure Vessel Inspector I	19	5	4
P9951	Boiler & Pressure Vessel Inspector II	20	1	1
P9961	Occupational Safety & Compliance Officer	49	18	14
P9962	Safety Inspection & Compliance, Electrical Inspector	49	4	4
P9964	Safety Inspection & Compliance, Elevator Inspector	49	3	3
P9966	Safety Inspection & Compliance, Plumbing Inspector	49	3	3
X1573	PETROLEUM FACIL INTEGRITY SPEC	26	1	1
Summary for 01-47-4 (8 detail records)			39	34
01-53-5	Water Transportation Managers			
M0036	MASTER	00	20	17
M0037	PILOT	00	4	1
M0038	CHF MATE	00	22	18
M0039	SECOND MATE	00	19	13
M0040	THIRD MATE	00	71	35
P8693	Assistant Port Captain	21	1	1
P8694	Port Captain	23	3	3
P9656	Boat Officer II	15	4	3
P9657	Boat Officer III	17	9	9
P9658	Boat Officer IV	19	6	6
X1407	FVF MASTER	00	7	6
X1408	FVF CHIEF MATE	00	4	4
X1409	FVF SECOND MATE	00	9	7
X1428	MASTER, LITUYA CLASS	00	1	1
Summary for 01-53-5 (14 detail records)			180	124
02-13-1	Business Operations Professionals			
K0045	Grants Administration Manager	21	1	1
K0070	Project Assistant	16	31	21
P1331	Procurement Specialist I	14	33	29
P1332	Procurement Specialist II	16	24	21
P1333	Procurement Specialist III	18	23	21
P1334	Procurement Specialist IV	20	10	8

P1335	Procurement Specialist V	21	7	7
P1344	Contracting Officer II	16	3	3
P1345	Contracting Officer III	19	14	12
P1346	Contracting Officer IV	22	1	1
P1410	Human Resource Specialist I	16	30	26
P1411	Human Resource Specialist II	18	23	16
P1412	Human Resource Specialist III	20	9	9
P1419	Equal Employment Officer II	16	4	4
P1420	Equal Employment Officer III	18	3	2
P1422	Labor Relations Analyst II	20	3	3
P1423	Labor Relations Analyst III	21	3	2
P1424	Labor Relations Analyst IV	22	1	0
P1432	Human Resource Technical Services Supervisor I	17	7	6
P1442	Retirement & Benefits Specialist I	16	7	7
P1449	Retirement & Benefits Specialist II	18	13	13
P1450	Retirement & Benefits Specialist III	20	3	2
P1471	Training Specialist I	16	6	5
P1472	Training Specialist II	18	17	15
P1473	Training Specialist III	20	3	2
P1790	Equipment Operations Analyst	18	3	2
P1871	Local Government Specialist I	13	1	0
P1872	Local Government Specialist II	15	2	2
P1873	Local Government Specialist III	17	14	11
P1874	Local Government Specialist IV	19	5	5
P1875	Local Government Specialist V	21	3	3
P1904	Motor Vehicle Registrar	21	1	1
P1920	Cultural Resources Manager and Native Liaison	19	1	1
P1937	Emergency Management Specialist I	14	2	2
P1938	Emergency Management Specialist II	16	22	18
P1939	Emergency Management Specialist III	18	11	11
P1947	Safety Officer	18	4	3
P1956	Chief Time Accounting Officer	18	1	1
P1959	Marine Pilot Coordinator	20	1	1
P2140	Vessel Scheduling Coordinator	17	1	1
P2148	Marine Traffic Manager	23	1	1
P2221	Criminal Justice Planner	21	8	6
P2266	Community Development Specialist I	13	6	3
P2267	Community Development Specialist II	16	22	22
P2268	Community Development Specialist III	18	6	6
P2269	Grants Administrator I	14	22	18

P2270	Grants Administrator II	17	38	37
P2271	Grants Administrator III	19	14	12
P2350	Insurance Analyst I	13	3	3
P2354	Insurance Analyst IV	20	1	0
P2358	Insurance Analyst II	16	3	3
P2359	Insurance Analyst III	18	5	4
P2361	Communications Common Carrier Specialist II	20	1	1
P2362	Communications Common Carrier Specialist III	22	3	3
P2363	Communications Common Carrier Specialist IV	23	1	1
P2365	Consumer Protection & Information Officer (APUC) I	14	2	2
P2366	Consumer Protection & Information Officer (APUC) II	20	1	1
P2460	Commercial Vehicle Enforcement Officer I	12	9	1
P2461	Commercial Vehicle Enforcement Officer II	14	21	21
P2462	Commercial Vehicle Enforcement Officer III	16	4	3
P2480	Weights & Measures Inspector Trainee	12	2	0
P2481	Weights & Measures Inspector I	14	4	4
P2482	Weights & Measures Inspector II	16	5	5
P2484	Measurement Standards Supervisor	18	1	1
P3661	Fine Arts Administrator II	18	2	2
P4207	Human Rights Field Representative III	18	5	5
P4208	Human Rights Field Representative IV	20	2	2
P4229	Project Assistant (superseded)	16	4	4
P4230	Associate Coordinator (superseded)	18	4	3
P4240	Disability Adjudicator I	18	5	3
P4241	Disability Adjudicator II	20	2	2
P4242	Disability Adjudicator Associate I	13	9	5
P4243	Disability Adjudicator Associate II	16	2	2
P4275	Community Care Licensing Specialist I	16	47	44
P4276	Community Care Licensing Specialist II	18	12	12
P4277	Community Care Licensing Specialist III	20	3	3
P4648	Employment Security Specialist IA	13	6	6
P4649	Employment Security Specialist IB	14	184	152
P4650	Employment Security Specialist II	15	35	24
P4651	Employment Security Specialist III	16	13	12
P4652	Employment Security Specialist IV	17	4	4
P4659	Employment Security Analyst I	15	3	2
P4660	Employment Security Analyst II	17	20	16
P4661	Employment Security Analyst III	18	17	17
P4670	Wage-Hour Technician	12	3	2
P4672	Wage-Hour Investigator I	16	11	10

P4673	Wage-Hour Investigator II	18	2	2
P4677	Project Coordinator (superseded)	18	6	6
P4678	Program Coordinator (superseded)	20	25	23
P4694	Workers' Compensation Technician	12	8	7
P4695	Workers' Compensation Officer I	16	3	3
P4696	Workers' Compensation Officer II	18	5	4
P7761	Driver Licensing Manager	21	1	1
X0062	SPECIAL STAFF ASSISTANT	16	1	0
X0074	ELECTION COORDINATOR	17	1	1
X0086	LEGISLATIVE LIAISON	24	1	1
X0104	NOTARY COMM ADMINISTRATOR	16	1	1
X0144	PAYROLL/PERSONNEL OFFICER	23	1	1
X0156	PROJECT ANALYST	21	1	0
X0170	PROGRAM COORDINATOR	21	1	0
X0193	PROGRAM COORDINATOR	17	2	2
X0195	PROGRAM COORDINATOR	22	1	0
X0198	PROJECT ANALYST	22	9	8
X0217	PROCUREMENT MANAGER	20	1	1
X0218	PROCUREMENT AGENT	18	1	1
X0228	PROCUREMENT MANAGER	18	1	1
X0228	PROCUREMENT MANAGER	24	1	1
X0250	PROGRAM SERVICES AIDE	05	10	0
X0250	PROGRAM SERVICES AIDE	01	7	0
X0280	PROGRAM COORDINATOR	17	2	2
X0303	POLICY ANALYST	20	1	1
X0342	PROJECT MANAGER	24	3	3
X0342	PROJECT MANAGER	25	2	2
X0376	PROJECT ASSISTANT	16	2	2
X0383	PROGRAM COORDINATOR	20	1	1
X0492	PROJECT MANAGER	23	4	2
X0492	PROJECT MANAGER	25	2	2
X0494	PROJECT MANAGER	24	1	0
X0494	PROJECT MANAGER	22	7	4
X0526	PIPE LINE COORDINATOR	26	1	1
X0534	PROJECT MANAGER	21	1	0
X0538	PROJECT COORDINATOR	21	2	1
X0563	QUALITY ASSURANCE COORDINATOR	23	1	1
X0582	COORDINATOR	21	2	1
X0826	DEPUTY DIRECTOR	24	1	1
X0826	DEPUTY DIRECTOR	26	1	0

X0846	PROJECT ASSISTANT	14	1	1
X0848	PROJECT ASSISTANT	12	1	0
X0852	PROJECT ASSISTANT	23	1	1
X0854	PROJECT COORDINATOR	20	5	3
X0856	PROJECT COORDINATOR	24	3	1
X0866	PROJECT COORDINATOR	18	3	0
X0867	PROJECT COORDINATOR	19	1	1
X0868	PROJECT COORDINATOR	23	2	2
X0877	PROGRAM COORDINATOR	18	1	1
X0940	ADMINISTRATIVE COORDINATOR	19	1	1
X0942	SPECIAL STAFF ASSISTANT	23	1	0
X0974	POLICY AND PROGRAM SPECIALIST	19	1	1
X0976	POLICY AND PROGRAM SPECIALIST	21	1	1
X1102	LICENSING PROJECT LEADER	21	1	1
X1111	PROJECT DIRECTOR	23	1	0
X1114	PROJECT MANAGER II	22	1	1
X1130	SPECIAL ASSISTANT	19	1	1
X1136	PROJECT ASSISTANT	15	1	1
X1138	PROJECT DEVELOPMENT MANAGER	25	1	1
X1150	PROJECT MANAGER	24	1	0
X1157	SPECIAL ASSISTANT	17	1	1
X1163	PROJECT DIRECTOR	23	1	1
X1163	PROJECT DIRECTOR	26	1	1
X1190	DIR OF BOARDS & COMMISSIONS	24	1	1
X1202	PROJECT COORDINATOR	23	1	0
X1223	PROJECT MANAGER	25	3	3
X1223	PROJECT MANAGER	27	1	0
X1248	PROGRAM ASSISTANT	14	3	3
X1260	PROJECT COORDINATOR	22	1	0
X1317	GAS PIPELINE COORDINATOR	26	1	0
X1319	Business Development Spec II	20	1	1
X1372	ASSOCIATE COORDINATOR	18	3	2
X1387	DEPUTY LEGISLATIVE LIAISON	23	1	1
X1402	HAVA PROJECT COORDINATOR	17	1	1
X1403	ANILCA COORDINATOR	21	1	1
X1406	LARGE PROJECT COORDINATOR	22	1	0
X1406	LARGE PROJECT COORDINATOR	23	4	3
X1422	FISHERIES COORDINATOR	24	1	1
X1438	MATERIALS MGMT SPECIALIST	17	1	1
X1441	PROGRAM ANALYST I	24	1	1

X1448	PROJECT DEVELOPMENT SPECIALIST	20	1	1
X1460	CONTRACT/GRANTS ADMINISTRATOR	15	1	1
X1466	SUPPORT MANAGER	24	1	1
X1480	ALMR PROJECT ASSISTANT	16	1	0
X1481	ALMR PROJECT COORDINATOR	24	1	0
X1493	SPECIAL ASST DENALI COMMISSION	24	1	1
X1494	MANAGEMENT ANALYST	22	1	1
X1496	USER ISSUES COORDINATOR	21	1	0
X1504	ELECTIONS PROGRAM MANAGER	21	1	1
X1512	ASST LTC OMB/VOL COORD	18	1	1
X1545	OEP COORDINATOR	16	1	1
X1554	PACIFIC SALMON TREATY SPEC	22	1	1
X1570	COORDINATOR-RURAL COM OUTREACH	24	1	1
X1594	CONTRACT/PROGRAM MANAGER	21	1	1
X1595	INTERNATIONAL PROG COORDINATOR	18	2	2
X1596	USDA FOOD AID PROG COORDINATOR	21	1	1
X1599	LIAISON OFFICER	22	1	0
X1600	PROJECT MGR FED AID CONTRACT	25	1	0
X1601	PROJECT MGR P3 CONTRACT	25	1	0
X1605	ESA RESPONSE COORDINATOR	23	1	0
X1615	BUSINESS ANALYST	22	1	1
X1617	APPRENTICESHIP OUTREACH COORD	23	1	1
X1619	INTER-GOVERNMENTAL COORDINATOR	26	1	1
X1621	DEPUTY PROJECT DIRECTOR	23	1	1
X1623	ELECTIONS SYSTEMS MANAGER	22	1	1
X1631	ELECTIONS LANG ASST PROG COORD	17	1	1
X1643	PROCEDURES & TRAINING SPEC	16	1	1
X1643	PROCEDURES & TRAINING SPEC	18	1	1
X1645	GRANTS ADMINISTRATOR	22	1	1
X1652	GRANTS ADMINISTRATOR MANAGER	21	1	1
X1653	ASSISTANT GRANTS ADMINISTRATOR	20	1	1
X1654	GRANTS ACCOUNTABILITY MANAGER	19	1	1
X1659	DPS HOMELAND SECURITY PROJ COR	18	1	1
X1667	OPERATIONS SAFETY SPECIALIST	21	1	1
X1672	DPS OFF OF PROF STNDRDS COOR	23	1	1
X1673	AGIA COORDINATOR	30	1	1
X1674	ELECTION OUTREACH/PROJECT COORD	17	1	1
X1681	PREV MAINT OPER & MAINT SCHED	24	1	1
X1688	SPECIAL PROJECTS ASSISTANT	17	1	1
X1691	ASSISTANT PROJECT MGR - WIND	22	1	0

X1692	ASSISTANT PROJECT MGR - HYDRO	22	1	0
X1693	ASST PROJ MGR/END USE ENER EFF	20	1	0
X1694	ASST PROJ MGR/GEO/OCE/RIV ENER	20	1	0
X1917	SPECIAL ASSISTANT TO COMMISSIONER I	21	1	1
X1961	PROCUREMENT OFFICER	23	1	1
X1971	SPECIAL PROJECTS COORDINATOR	23	2	2
X8361	SCIENCE COORDINATOR	24	1	1
Summary for 'AAP Code' = 02-13-1 (208 detail records)			1160	956

02-13-2 Financial Professionals

K0006	Public Advocate Utility Analyst I	22	4	3
K0007	Public Advocate Utility Analyst II	24	1	1
M0001	CHF PURSER	00	23	14
M0002	SENIOR ASST PURSER	00	17	10
M0003	JUNIOR ASST PURSER	00	20	7
P1205	Accountant II	16	16	16
P1206	Accountant III	18	55	50
P1207	Accountant IV	20	48	37
P1208	Accountant V	22	16	13
P1212	Accounting Technician III	16	87	79
P1230	State Comptroller	27	1	1
P1235	Accounting Technician IV	18	14	13
P1238	State Accountant	23	1	1
P1241	School Finance Specialist II	18	4	4
P1243	School Finance Manager	23	1	1
P1244	Payroll Specialist I	16	2	2
P1245	Payroll Specialist II	18	3	3
P1246	Payroll Specialist III	20	1	1
P1249	Payroll Manager	22	1	1
P1259	Tax Auditor II	18	3	3
P1260	Tax Auditor III	20	6	6
P1261	Tax Auditor IV	22	2	2
P1263	Revenue Audit Supervisor I	24	3	2
P1264	Revenue Audit Supervisor II	25	4	3
P1266	State Petroleum Property Assessor	26	1	1
P1273	Oil and Gas Revenue Auditor I	18	3	2
P1274	Oil and Gas Revenue Auditor II	20	3	2
P1275	Oil and Gas Revenue Auditor III	22	9	8
P1276	Oil and Gas Revenue Auditor IV	24	7	4
P1277	Oil and Gas Revenue Specialist	25	2	2

P1282	Corporate Income Tax Auditor I	18	3	1
P1283	Corporate Income Tax Auditor II	20	1	1
P1284	Corporate Income Tax Auditor III	22	2	1
P1285	Corporate Income Tax Auditor IV	24	3	2
P1286	Income and Excise Tax Specialist	25	1	1
P1290	Internal Auditor I	16	2	2
P1291	Internal Auditor II	19	3	1
P1292	Internal Auditor III	21	19	17
P1293	Internal Auditor IV	23	8	6
P1294	Internal Auditor V	25	2	2
P1461	Budget Analyst I	13	2	1
P1462	Budget Analyst II	16	3	3
P1463	Budget Analyst III	19	14	11
P1464	Budget Analyst IV	21	14	12
P1465	Budget Manager	22	4	4
P2113	Loan/Collection Officer I	16	9	7
P2114	Loan/Collection Officer II	18	3	3
P2115	Loan/Collection Officer III	20	2	1
P2300	Insurance Financial Examiner I	19	3	2
P2301	Insurance Financial Examiner II	21	3	3
P2302	Insurance Financial Examiner III	23	1	1
P2310	Financial Institution Examiner I	17	2	2
P2311	Financial Institution Examiner II	19	1	1
P2312	Financial Institution Examiner III	21	3	2
P2313	Financial Institution Examiner IV	22	1	1
P2316	Securities Examiner I	21	3	3
P2317	Securities Examiner II	22	2	2
P2334	Utility Financial Analyst I	17	1	1
P2335	Utility Financial Analyst II	19	1	1
P2336	Utility Financial Analyst III	21	2	1
P2337	Utility Financial Analyst IV	23	1	1
P2384	Utility Tariff Analyst I	14	2	2
P2385	Utility Tariff Analyst II	17	1	1
P2386	Utility Tariff Analyst III	20	1	1
P2390	Claims Administrator	19	2	1
P2621	Appraiser I	16	1	1
P2622	Appraiser II	18	2	2
P2623	Appraiser III	21	1	1
P2655	State Assessor	23	1	1
P2656	Assistant State Assessor	21	1	1

P2708	Right-of-way Review Appraiser I	21	2	2
P4625	Unemployment Insurance Quality Control Supervisor	19	1	1
P4626	Unemployment Insurance Quality Control Auditor	15	7	7
P4635	Field Auditor II	17	3	3
P4636	Field Auditor I	16	9	8
X0102	CHIEF ANALYST	23	1	1
X0214	ACCOUNTANT	20	3	3
X0215	ACCOUNTANT	18	4	4
X0225	ACCOUNTANT	19	1	1
X0338	COMMERCIAL ANALYST	26	8	6
X0426	CHIEF INVESTMENT OFFICER	30	1	1
X0428	CHIEF FINANCIAL OFFICER	24	1	1
X0428	CHIEF FINANCIAL OFFICER	25	1	1
X0505	FINANCE OFFICER	20	1	1
X0554	INVESTMENT OFFICER	25	8	7
X0557	INVESTMENT ASSOCIATE	16	1	1
X0557	INVESTMENT ASSOCIATE	20	3	3
X0657	ACCOUNTANT II	16	1	1
X0662	ACCOUNTING TECHNICIAN	16	1	1
X0662	ACCOUNTING TECHNICIAN	17	2	2
X0662	ACCOUNTING TECHNICIAN	19	1	1
X0701	ACCOUNTANT	16	5	5
X0701	ACCOUNTANT	18	1	1
X0831	INTERNAL AUDITOR IV	22	1	1
X0832	INTERNAL AUDITOR IV	23	1	1
X0836	PROGRAM BUDGET ANALYST V	22	5	5
X0837	PROGRAM BUDGET ANALYST V	24	1	1
X0879	STATE INVESTMENT OFFICER I	18	1	1
X0880	STATE INVESTMENT OFFICER II	22	10	10
X0881	STATE INVESTMENT OFFICER III	24	4	4
X0882	STATE INVESTMENT OFFICER IV	30	1	1
X1026	ACTUARY	25	2	2
X1182	ASSISTANT INVESTMENT OFFICER	16	1	1
X1182	ASSISTANT INVESTMENT OFFICER	20	3	3
X1186	ACCOUNTANT	22	1	1
X1186	ACCOUNTANT	24	1	1
X1299	BUDGET MANAGER	21	1	1
X1446	CREDIT ADMINISTRATOR	16	1	1
X1485	BUDGET COORDINATOR	19	1	1
X1562	KABATA CHIEF FINANCIAL OFFICER	24	1	1

X1567	CHIEF BUDGET ANALYST	27	1	1
X1610	SENIOR PROGRAM OFFICER	24	1	1
X1630	OIL & GAS REVENUE AUDIT MASTER	26	2	1
X1639	AUDIT MASTER	27	4	3
X1646	LONG TERM CARE SPECIALIST	14	1	0
X1649	LONG TERM CARE SPECIALIST	16	1	1
X1664	ACCOUNTANT V	24	1	1
X2001	BUSINESS LEAD/ANALYST II	16	2	2
X2002	BUSINESS LEAD/ANALYST III	18	2	2
Summary for 'AAP Code' = 02-13-2 (121 detail records)			606	510

02-15-1 Computer Specialists

K0003	Internet Specialist I	16	7	6
K0004	Internet Specialist II	19	6	6
P1614	Data Processing Production Manager	19	1	1
P1621	Analyst/Programmer I	14	6	4
P1622	Analyst/Programmer II	16	28	23
P1623	Analyst/Programmer III	18	59	46
P1624	Analyst/Programmer IV	20	137	114
P1625	Analyst/Programmer V	22	57	52
P1631	Microcomputer/Network Technician I	14	20	14
P1632	Microcomputer/Network Technician II	16	66	59
P1633	Microcomputer/Network Specialist I	18	65	59
P1634	Microcomputer/Network Specialist II	20	36	33
P1651	Systems Programmer I	20	8	5
P1652	Systems Programmer II	22	25	23
P1653	Systems Programmer III	23	18	17
P1654	Systems Programmer IV	25	1	1
P1661	Data Communications Specialist I	19	4	2
P1662	Data Communications Specialist II	21	4	4
P1670	Data Security Specialist	20	1	1
P1827	Database Specialist II	21	5	4
P1828	Database Specialist III	22	8	5
P2255	Telecommunications Planner I	21	2	2
X0148	LAN ADMINISTRATOR	22	1	1
X0318	LAN ADMINISTRATOR	23	1	1
X0707	PROGRAMMER/ANALYST	18	1	1
X0711	PROGRAMMER/ANALYST	22	6	6
X1175	DATA SYSTEMS SPECIALIST	22	1	1
X1199	NETWORK SPECIALIST II	19	1	1

X1220	ANALYST PROGRAMMER III/IV	20	1	1
X1221	PROJECT PROGRAM/ANALYST	22	1	1
X1224	NETWORK SYSTEMS SPECIALIST	21	1	1
X1281	ANALYST/PROGRAMMER II	16	1	1
X1282	Analyst/Programmer III (Exempt)	18	1	1
X1283	Analyst Programmer IV	20	3	3
X1284	ANALYST/PROGRAMMER V	22	1	1
X1582	TESTING SYSTEMS ANALYST	24	1	1
X1583	INTERFACES, SYSTEM ANALYST	24	1	0
X1584	CONVERSION, SYSTEM ANALYST	24	1	1
X1640	ELECTION DATABASE/SYSTEM ADMIN	21	1	1
X1661	INFORMATION SYSTEMS TECHNICIAN	21	1	1
X1662	INFO SYSTEM SECURITY MANAGER	21	1	1
X1670	INTERNET SPECIALIST (ACPE)	20	1	1
X1695	DATABASE SPECIALIST	22	1	0
X1929	DATA SYSTEMS SPECIALIST	18	2	2
X1972	NETWORK SYSTEMS SPECIALIST	20	1	1
Summary for 02-15-1 (46 detail records)			595	510
02-15-2 Mathematical Specialists				
P1721	Demographer	19	2	0
P1792	Research Analyst I	13	13	6
P1793	Research Analyst II	16	27	23
P1794	Research Analyst III	18	39	33
P1795	Research Analyst IV	21	12	11
P1890	Operations Research Analyst I	21	3	2
X0120	RESEARCH ANALYST II	16	1	0
X0121	Research Analyst III (Exempt)	18	2	2
X1105	RESEARCH&PLANNING PROJ. LEADER	23	1	1
Summary for 02-15-2 (9 detail records)			100	78
02-17-1 Architects, Surveyors, and Cartographers				
K0061	Land Survey Specialist II	20	1	1
K0062	Land Survey Manager I	23	2	2
K0063	Land Survey Manager II	24	1	1
P8414	Cartographer I	13	1	1
P8415	Cartographer II	15	10	9
P8416	Cartographer III	16	5	4
P8417	Cartographer IV	17	5	5
P8434	Architectural Assistant III	19	1	1
P8644	Landscape Specialist	16	1	0

P8833	Land Survey Specialist I	18	3	2
P8835	Land Surveyor I	21	11	9
P8836	Land Surveyor II	22	6	6
X1558	DIGITAL MAPPING PROJECT MGR	20	1	1
Summary for 02-17-1 (12 detail records)			48	42

02-17-2 Engineers

P8346	Electronic Maintenance Supervisor	20	1	1
P8654	Environmental Engineering Assistant I	17	3	2
P8655	Environmental Engineering Assistant II	19	5	5
P8656	Environmental Engineering Associate I	21	18	17
P8657	Environmental Engineer I	22	12	12
P8658	Environmental Engineer II	23	14	11
P8659	Environmental Engineering Associate II	23	4	4
P8660	Village Safe Water Engineering Assistant	17	2	1
P8661	Village Safe Water Engineering Associate	21	2	2
P8662	Village Safe Water Engineer I	22	4	4
P8663	Village Safe Water Engineer II	23	5	4
P8664	Village Safe Water Engineer III	24	1	1
P8673	Communications Engineering Associate I	20	2	2
P8674	Communications Engineering Associate II	23	3	3
P8675	Communications Engineer I	23	2	2
P8676	Communications Engineer II	24	1	1
P8684	Vessel Construction Manager II	22	6	4
P8685	Vessel Construction Manager III	24	2	2
P8705	Utility Engineering Analyst III	20	1	1
P8706	Utility Engineering Analyst IV	22	1	1
P8707	Utility Engineering Analyst V	24	1	1
P8910	Engineering Assistant I	17	28	20
P8911	Engineering Assistant II	19	134	102
P8912	Engineering Assistant III	21	141	117
P8913	Engineer/Architect I	22	50	32
P8914	Engineer/Architect II	23	34	26
P8915	Engineer/Architect III	25	46	39
P8916	Engineer/Architect IV	26	25	22
P8918	Engineer/Architect V	27	6	6
P8920	Technical Engineer I/Architect I	24	28	19
P8921	Technical Engineer II/ Architect II	25	15	15
P8925	Engineering Associate	21	46	41
X0334	SENIOR PETROLEUM ENGINEER	26	3	3

X1110	TECHNICAL ENGINEER II	25	2	2
X1244	PETROLEUM ENGINEER	26	1	1
X1292	KLC FACILITY ENGINEER	25	1	1
X1443	COMMUNICATIONS ENGINEER	23	1	1
X1531	ENVIRON FIELD COMPLIANCE ENG	21	1	0
X1552	SENIOR RESERVOIR ENGINEER	26	2	2
X1563	KABATA CHIEF ENGINEER	24	1	1
X1572	PETROLEUM FACIL INTEGRITY ENG	26	1	0
X1579	PROJ ENG COORDIN JUNEAU ACCESS	23	1	0
X1655	AEROSPACE ENGINEER V	27	1	1
X1675	AEROSPACE ENGINEER	21	1	0
X1676	ENGINEER II	21	1	0
X1685	ENGINEER/AUTOCAD OPERATOR	18	1	1
X1689	ENGINEER IV	21	1	1
Summary for 02-17-2 (47 detail records)			662	534
02-19-1 Life Science Specialists				
K0002	EH Biological Analysis Manager	21	1	1
K0016	Forester V	22	3	3
P5610	Microbiologist I	14	3	2
P5611	Microbiologist II	16	2	2
P5612	Microbiologist III	18	2	2
P5641	Public Health Microbiologist I	17	13	12
P5642	Public Health Microbiologist II	19	7	6
P5643	Public Health Microbiologist III	21	2	2
P6121	Fish Pathologist II	18	1	1
P6135	Biometrician I	17	2	2
P6136	Biometrician II	19	6	3
P6137	Biometrician III	20	22	18
P6138	Biometrician IV	21	2	1
P6141	Wildlife Biologist I	14	10	10
P6142	Wildlife Biologist II	16	28	26
P6143	Wildlife Biologist III	18	51	48
P6144	Wildlife Biologist IV	20	10	8
P6145	Wildlife Scientist I	22	1	1
P6146	Wildlife Scientist II	24	1	1
P6156	Fisheries Scientist I	22	9	9
P6157	Fisheries Scientist II	24	3	3
P6160	Fishery Biologist I	14	106	77
P6161	Fishery Biologist II	16	130	103

P6162	Fishery Biologist III	18	105	98
P6163	Fishery Biologist IV	20	32	27
P6165	Habitat Biologist I	14	4	3
P6166	Habitat Biologist II	16	12	9
P6167	Habitat Biologist III	18	28	23
P6168	Habitat Biologist IV	20	11	9
P6172	Wildlife Physiologist I	17	1	1
P6173	Wildlife Physiologist II	19	2	2
P6174	Wildlife Physiologist III	21	1	1
P6183	Fisheries Geneticist I	17	1	1
P6184	Fisheries Geneticist II	19	3	1
P6185	Fisheries Geneticist III	21	1	1
P6450	Agronomist I	16	2	2
P6451	Agronomist II	18	4	4
P6452	Agronomist III	20	1	1
P6621	Forester I	14	3	3
P6622	Forester II	16	28	23
P6623	Forester III	18	15	11
P6624	Forester IV	20	9	8
P6641	Natural Resource Specialist I	14	31	28
P6642	Natural Resource Specialist II	16	74	63
P6643	Natural Resource Specialist III	18	47	37
P6644	Natural Resource Specialist IV	21	6	3
P6645	Natural Resource Specialist V	23	5	3
X0679	FORENSIC PSYCHIATRIST	28	2	2
X1333	FISHERIES ANALYST	20	1	1
X1498	CHINOOK SALMON ADVISOR	22	1	1
X1548	SUBSISTENCE & FED ISSUES COOR	23	1	1
Summary for 02-19-1 (51 detail records)			846	708

02-19-2 Physical Science Specialists

K0014	Geological Scientist I	22	2	2
K0042	Regional Engineering Geologist	22	3	3
P8326	Hydrologist I	16	1	1
P8327	Hydrologist II	18	5	4
P8328	Hydrologist III	20	1	0
P8333	Chemist III	18	2	2
P8334	Chemist IV	20	6	4
P8335	Chemist V	22	1	1
P8340	Geologist I	15	2	2

P8341	Geologist II	17	8	8
P8342	Geologist III	19	12	9
P8343	Geologist IV	21	11	8
P8344	Geologist V	22	6	6
P8386	Engineering Geologist I	16	1	1
P8387	Engineering Geologist II	18	7	4
P8388	Engineering Geologist III	20	1	0
P8521	Environmental Program Specialist I	14	15	11
P8522	Environmental Program Specialist II	16	51	39
P8523	Environmental Program Specialist III	18	109	94
P8524	Environmental Program Specialist IV	20	27	22
P8541	Environmental Impact Analyst I	15	7	5
P8542	Environmental Impact Analyst II	17	13	8
P8543	Environmental Impact Analyst III	19	17	12
X0292	PETROLEUM GEOLOGIST ASST	16	1	1
X0332	SENIOR PETROLEUM GEOLOGIST	26	2	2
X0524	PETROLEUM GEOLOGIST II	26	3	3
X0527	PETROLEUM GEOLOGIST I	26	8	6
X0528	CHIEF PETROLEUM GEOLOGIST	26	1	1
X0529	PETROLEUM RESERVOIR ENGINEER	26	3	3
X1488	CIRCUIT RIDER TECHNICIAN	18	1	0
X1541	PETROLEUM GEOPHYSICIST I	26	1	1
Summary for 02-19-2 (31 detail records)			328	263

02-19-3 Social Science Specialists

K0064	Assistant Chief, Revenue Economic Research	25	1	1
P2206	Economist I	16	3	3
P2207	Economist II	18	6	5
P2208	Economist III	20	8	7
P2209	Economist IV	22	2	2
P2214	Petroleum Economist I	20	1	1
P2215	Petroleum Economist II	22	5	2
P2286	Development Specialist I (Option A)	18	2	1
P2287	Development Specialist I (Option B)	18	1	1
P2288	Development Specialist II (Option A)	20	8	7
P2289	Development Specialist II (Option B)	20	4	4
P2291	Planner I	15	4	4
P2292	Planner II	17	12	10
P2293	Planner III	19	31	26
P2294	Planner IV	22	3	3

P2296	Transportation Planner I	21	16	14
P2297	Transportation Planner II	22	9	8
P2298	Transportation Planner III	24	5	5
P6193	Subsistence Resource Specialist I	14	2	1
P6194	Subsistence Resource Specialist II	16	9	8
P6197	Subsistence Resource Specialist III	18	6	5
P6743	Historian III	19	1	1
P6744	Historian I	16	3	3
P6745	Historian II	18	2	2
P6746	Archaeologist I	16	3	3
P6747	Archaeologist II	18	4	4
P6748	Archaeologist III	19	1	1
X0485	SENIOR ECONOMIST	23	1	1
X0971	ECONOMIST	22	1	0
X1497	SRTS ADMINISTRATOR	21	1	0
X1609	ECONOMIC DEVELOPMENT ADVISOR	24	1	1
X1637	ABSENTEE POLL WORKER	00	12	12
X1665	Economic Development Manager	24	1	0
Summary for 02-19-3 (33 detail records)			169	146

02-21-1 Community and Counseling Specialists

P3125	Alaska Military Youth Academy Coordinator	16	9	8
P3330	Community Rehabilitation Program Specialist	20	1	1
P3331	Vocational Rehabilitation Assistant I	10	7	5
P3332	Vocational Rehabilitation Assistant II	12	14	13
P3333	Vocational Rehabilitation Assistant III	13	6	6
P3336	Vocational Rehabilitation Evaluator I	15	1	1
P3337	Vocational Rehabilitation Evaluator II	17	1	1
P3340	Vocational Rehabilitation Counselor I	15	11	10
P3341	Vocational Rehabilitation Counselor II	17	15	14
P3343	Vocational Rehabilitation Counselor III	19	18	17
P4105	Social Services Associate I	10	13	8
P4106	Social Services Associate II	12	48	44
P4113	Social Worker II	16	7	6
P4114	Social Worker III	18	4	4
P4116	Social Services Specialist I	14	1	1
P4117	Social Services Specialist II	16	7	6
P4118	Social Services Specialist III	18	15	14
P4121	Eligibility Quality Control Technician I	16	16	15
P4122	Eligibility Quality Control Technician II	18	2	2

P4127	Public Assistance Analyst I	16	16	13
P4128	Public Assistance Analyst II	18	8	7
P4143	Social Worker I (Children's Services)	15	2	2
P4144	Social Worker II (Children's Services)	17	49	47
P4145	Social Worker III (Children's Services)	18	4	4
P4146	Social Worker IV (Children's Services)/Children's Services Supervisor	19	46	43
P4147	Social Worker V (Children's Services)/Staff Manager (Children's Services)	21	8	8
P4150	Child Support Specialist I	14	92	87
P4151	Child Support Specialist II	16	21	18
P4152	Child Support Specialist III	18	6	6
P4156	Children's Services Specialist I	15	48	43
P4157	Children's Services Specialist II	16	119	112
P4158	Children's Services Specialist III	17	1	1
P4165	Workforce Development Specialist I	15	6	4
P4166	Workforce Development Specialist II	16	1	1
P4167	Workforce Development Specialist III	17	1	1
P4168	Workforce Development Specialist IV	18	5	5
P4171	Eligibility Technician I	13	107	95
P4172	Eligibility Technician II	14	142	134
P4173	Eligibility Technician III	15	48	37
P4174	Eligibility Technician IV	16	23	22
P4260	Public Guardian	18	16	16
P4342	Adult Probation Officer I	14	19	18
P4343	Adult Probation Officer II	16	116	102
P4344	Adult Probation Officer III	18	37	34
P4345	Adult Probation Officer IV	20	4	4
P4346	Adult Probation Officer V	22	2	2
P4348	Adult Probation Officer I, Alcohol Safety Action Program	13	1	1
P4349	Adult Probation Officer II, Alcohol Safety Action Program	16	11	11
P4356	Juvenile Probation Officer I	14	11	8
P4357	Juvenile Probation Officer II	16	62	55
P4358	Juvenile Probation Officer III	18	17	17
P4359	Juvenile Probation Officer IV	20	4	4
P4616	Employment Counselor I	14	2	0
P4617	Employment Counselor II	16	9	8
P5325	Psychological Counselor I	16	1	1
P5327	Psychological Counselor II	17	8	8
P5337	Mental Health Clinician II	19	32	28

P5338	Mental Health Clinician III	21	38	35
P5339	Mental Health Clinician IV	23	3	3
P5382	Coordinator, Suicide Prevention Council	21	1	0
P5940	Health Program Associate	16	30	27
X1518	EMPLOYER OUTREACH COORDINATOR	20	1	0
Summary for 02-21-1 (63 detail records)			1374	1248

02-23-1 Attorneys, Hearing Officers, and Judges

K0076	Hearing Examiner II	26	1	0
P1925	Hearing Officer	21	4	4
P2380	Hearing Examiner I	24	6	5
P4662	Appeals Referee I	17	1	0
P4663	Appeals Referee II	19	6	5
P4664	Appeals Referee III	21	1	1
P5990	Long-Term Care Ombudsman	23	1	1
P7143	Attorney II	20	25	22
P7144	Attorney III	22	86	80
P7145	Attorney IV	24	196	186
P7146	Attorney V	25	104	99
P7147	Attorney VI	26	22	21
P7148	Deputy Attorney General	28	2	2
P7160	Public Defender	27	1	1
P7170	Chief of Enforcement, ASCHR	24	1	1
P7210	Motor Vehicle Hearing Officer	18	3	3
P7220	Disability Hearing Officer	19	1	1
P7228	Workers' Compensation Hearing Officer I	21	1	1
P7229	Workers' Compensation Hearing Officer II	22	7	6
P7230	Chief of Workers' Compensation Adjudication	24	1	1
P7231	Chief Administrative Law Judge	27	1	1
P7232	Administrative Law Judge I	22	3	3
P7233	Administrative Law Judge II	24	3	2
P7234	Deputy Chief Administrative Law Judge	26	1	1
P7305	Revenue Appeals Officer I	23	2	2
P7306	Revenue Appeals Officer II	25	2	2
P7307	Revenue Appeals Supervisor	26	1	1
X0145	ADMINISTRATIVE LAW JUDGE	26	1	1
X0536	HEARING EXAMINER	24	1	1
X1006	HEARING OFFICER II	22	2	2
X1007	HEARING OFFICER III	23	1	1
X1103	ADJUDICATIONS PROJECT LEADER	23	1	1

	X1458	ASST LONG TERM CARE OMBUDSMAN	18	1	1
	X1651	GENERAL COUNSEL	25	1	1
Summary for 02-23-1 (34 detail records)				491	460
02-25-1	Postsecondary Teachers				
	P3181	AVTEC Instructor (BU is TA, Salary from AVTEC CBA)	00	22	18
	T0102	TEACHER - AVTEC	00	19	15
Summary for 02-25-1 (2 detail records)				41	33
02-25-2	Primary, Secondary, and Special School Teachers				
	T0001	TEACHER, MT. EDGE CUMBE HS	00	30	27
Summary for 02-25-2 (1 detail record)				30	27
02-25-3	Other Instructors				
	P3123	Alaska Military Youth Academy Instructor	15	7	7
	P3124	Alaska Military Youth Academy Chief Examiner	15	1	1
	P3140	Education Coordinator (Corrections)	16	20	20
Summary for 02-25-3 (3 detail records)				28	28
02-25-4	Librarians, Curators, and Archivists				
	P3520	Museum Registrar	16	1	1
	P3521	Museum Conservator	19	1	1
	P3524	Museum Curator II	18	4	4
	P3526	Chief Curator	22	1	0
	P3573	Librarian I	16	2	2
	P3574	Librarian II	18	5	5
	P3575	Librarian III	20	8	7
	P3577	Librarian IV	22	1	1
	P3580	State Archivist	22	1	1
	P3581	Archivist II	18	2	2
	P3582	Archivist III	20	1	1
	P3584	Records Analyst II	18	1	1
	P3585	Records Analyst III	20	1	1
	P3641	Exhibit Specialist	17	1	1
	X1162	LIBRARIAN III	19	1	1
Summary for 02-25-4 (15 detail records)				31	29
02-25-9	Other Education, Training, and Library Specialists				
	P3121	Alaska Military Youth Academy Team Leader	13	39	35
	P3122	Alaska Military Youth Academy Platoon Leader	15	4	4
	P3156	Education Program Assistant	12	23	20

P3157	Education Associate I	13	3	3
P3158	Education Associate II	15	10	10
P3159	Education Associate III	17	12	11
P3160	Education Specialist I	19	6	6
P3161	Education Specialist II	21	25	20
T0002	SUB TEACHER, MT. EDGE CUMBE HS	00	36	36
T0103	SUB TEACHER - AVTEC	00	25	25
X1964	INSTRUCTORS AIDE II	13	6	6
Summary for 02-25-9 (11 detail records)			189	176
02-27-3 Media and Communications Specialists				
P3601	Oral Transliteration Interpreter	15	1	0
P3602	American Sign Language Interpreter	16	1	0
P3604	Publications Technician I	11	2	2
P3605	Publications Technician II	13	12	12
P3606	Publications Specialist I	13	2	1
P3607	Publications Specialist II	16	22	18
P3608	Publications Specialist III	19	10	10
P3613	Information Officer I	14	3	3
P3614	Information Officer II	17	14	13
P3615	Information Officer III	20	10	8
P6150	Fish & Game Regulatory Program Assistant	14	4	2
X0097	PUBLICATIONS SPECIALIST	17	1	1
X1353	ELECTION TRANSLATOR	00	6	6
X1499	COMMUNICATIONS SPECIALIST	21	2	2
X1671	PUBLICATIONS SPECIALIST II	16	1	1
Summary for 02-27-3 (17 detail records)			91	79
02-29-1 Health Professionals				
P5110	Nurse I	18	19	9
P5111	Nurse II	19	126	100
P5112	Nurse III	20	40	27
P5113	Nurse IV	22	5	5
P5117	Nurse II (Psychiatric)	19	46	43
P5118	Nurse III (Psychiatric)	20	13	13
P5119	Nurse IV (Psychiatric)	22	10	8
P5120	Quality Assurance & Utilization Review Nurse	24	1	1
P5132	Public Health Nurse I	19	8	5
P5133	Public Health Nurse II	21	41	36
P5134	Public Health Nurse III	23	45	37
P5135	Public Health Nurse IV	24	8	6

P5136	Public Health Nurse V	25	6	6
P5142	Nurse Consultant I	22	5	5
P5143	Nurse Consultant II	24	23	19
P5212	Health Practitioner I	24	26	18
P5213	Health Practitioner II	25	2	1
P5217	Medical Officer	28	1	0
P5431	Recreation Therapist I	14	3	3
P5432	Recreation Therapist II	16	8	7
P5440	Industrial Therapist	16	1	1
P5441	Occupational Therapist II	16	1	1
P5442	Occupational Therapist I	14	1	0
P5446	Physical Therapist	18	2	1
P5451	Health Facilities Surveyor I	20	7	7
P5452	Health Facilities Surveyor II	21	2	2
P5463	School Food Coordinator	20	1	1
P6149	Wildlife Veterinarian	22	1	1
P6463	Assistant State Veterinarian	22	1	1
P6464	State Veterinarian	24	1	1
X0675	STAFF PSYCHIATRIST	27	10	3
X0676	STAFF PHYSICIAN	27	9	6
X0677	ASSISTANT MEDICAL DIRECTOR	28	3	2
X0680	MEDICAL OFFICER	27	1	1
X0681	MEDICAL OFFICER	00	1	1
X0685	STATE MEDICAL EXAMINER	27	1	1
X1363	VETERINARY EPIDEMIOLOGIST	27	1	1
X1490	PHARMACIST	29	8	8
X1490	PHARMACIST	26	1	1
Summary for 02-29-1 (39 detail records)			489	389
02-53-2 Aircraft Pilots				
P9631	Aircraft Pilot I	16	3	3
P9632	Aircraft Pilot II	19	7	7
P9638	Aircraft Supervisor	20	2	1
Summary for 02-53-2 (3 detail records)			12	11
03-17-3 Drafters, Engineering, and Mapping Technicians				
P8423	Drafting Technician I	10	1	1
P8425	Drafting Technician III	15	30	18
P9571	Engineering Technician, Journey	54	55	41
P9571	Engineering Technician, Sub-Journey I	59	36	21
P9571	Engineering Technician, Sub-Journey II	57	70	56

P9571	Engineering Technician, Sub-Journey III	55	41	34
P9581	Materials Laboratory Technician, Journey	53	6	5
P9581	Materials Laboratory Technician, Sub-Journey IV	54	7	3
P9581	Materials Laboratory Technician, Sub-Journey III	56	1	1
P9581	Materials Laboratory Technician, Specialist/Lead	52	3	3
P9581	Materials Laboratory Technician, Foreman	51	1	1
P9581	Materials Laboratory Technician, Sub-Journey II	57	1	1
P9591	Survey, Journey	54	7	5
P9591	Survey, Lead	53	7	7
P9591	Survey, Sub-Journey I	58	1	1
P9591	Survey, Sub-Journey II	56	6	6
Summary for 03-17-3 (17 detail records)			273	204

03-19-4 Life, Physical, and Social Sciences Technicians

K0011	Wildland Fire and Resource Technician V	15	9	9
K0027	Forensic Technician II	15	2	2
K0030	Forensic Scientist III - Chemistry	19	5	5
K0031	Forensic Scientist IV - Chemistry	21	2	2
K0034	Forensic Scientist III - Physical	19	7	7
K0035	Forensic Scientist IV - Physical	21	3	3
K0036	Forensic Scientist I - DNA	15	2	2
K0037	Forensic Scientist II - DNA	17	4	4
K0038	Forensic Scientist III - DNA	19	4	4
K0039	Forensic Scientist IV - DNA	21	1	1
K0040	Forensic Scientist, DNA Technical Manager	22	1	1
K0041	Forensic Laboratory Manager	23	1	1
P2485	State Meteorologist II	18	1	1
P2486	State Meteorologist I	16	1	1
P5630	Laboratory Technician	13	13	11
P5660	Forensic Technician I	13	4	3
P6100	Fish & Game Program Technician	12	34	28
P6112	Fish & Wildlife Technician I	07	9	3
P6113	Fish & Wildlife Technician II	09	383	274
P6114	Fish & Wildlife Technician III	11	226	180
P6115	Fish & Wildlife Technician IV	13	43	37
P6116	Fish & Wildlife Technician V	14	9	8
P6605	Wildland Fire and Resource Technician I	08	57	23
P6606	Wildland Fire and Resource Technician II	10	48	35
P6607	Wildland Fire and Resource Technician III	12	49	41
P6608	Wildland Fire and Resource Technician IV	14	17	14

P6631	Natural Resource Technician I	10	4	3
P6632	Natural Resource Technician II	12	44	38
P6633	Natural Resource Technician III	14	6	5
P6708	Park Specialist	14	5	5
P7752	Alaska Automated Fingerprint ID Sys Operator I	15	4	2
P7753	Alaska Automated Fingerprint ID Sys Operator II	17	1	1
P8511	Environmental Program Technician	13	14	10
Summary for 03-19-4 (33 detail records)			1013	764
03-27-4 Media and Communication Equipment Technicians				
P3612	Visual Information Specialist	17	2	2
X0181	INFORMATION OFFICER	16	1	1
X0181	INFORMATION OFFICER	17	1	1
Summary for 03-27-4 (1 detail record)			4	4
03-29-2 Health Technologists and Technicians				
P1140	Medical Records Assistant	10	13	13
P5116	Licensed Practical Nurse	17	87	76
P5423	Medical Records Administrator	16	2	2
P5470	Dental Hygienist	16	1	1
P5602	Pharmacy Technician	12	8	8
Summary for 03-29-2 (5 detail records)			111	100
03-29-9 Other Healthcare Practitioners and Technical Workers				
P2422	Department of Labor Safety Liaison	22	1	1
P2425	Industrial Hygienist	19	8	6
P5415	Radiological Health Specialist I	18	1	0
P5416	Radiological Health Specialist II	20	1	1
P5481	Assisted Living Care Coordinator	17	3	3
P5921	Certification & Licensing Consultant	21	1	1
P5945	Public Health Specialist I	18	13	9
P5946	Public Health Specialist II	20	42	35
P8205	Environmental Health Technician	13	2	1
P8210	Environmental Health Officer I	14	2	2
P8211	Environmental Health Officer II	16	8	7
P8212	Environmental Health Officer III	18	16	12
Summary for 03-29-9 (12 detail records)			98	78
03-53-2 Air Transportation Workers				
P1964	Airport Operations Specialist	19	5	4
P1965	Airport Operations Officer	18	12	12

	P1966	Airport Operations Superintendent	21	1	1
Summary for 03-53-2 (3 detail records)				18	17
03-55-3 Radar and Sonar Technicians					
	X1663	RSTS TECHNICIAN IV	26	1	1
	X1683	RSTS TECHNICIAN (LEVEL I & II)	21	1	1
Summary for 03-55-3 (2 detail records)				2	2
04-33-1 Protective Service Supervisors/Managers					
	K0075	Administrative Investigator II - DPS	22	1	0
	P7614	Juvenile Justice Unit Supervisor	18	19	18
	P7631	Juvenile Justice Superintendent I	19	8	7
	P7632	Juvenile Justice Superintendent II	21	1	1
	P7633	Juvenile Justice Superintendent III	22	1	1
	P7647	Correctional Officer IV	18	14	14
	P7655	Assistant Correctional Superintendent	19	10	9
	P7657	Correctional Superintendent I	21	11	10
	P7658	Correctional Superintendent II	22	1	1
	P7705	Sergeant, Department of Public Safety	78	71	67
	P7706	Lieutenant, Alaska State Troopers	23	23	22
	P7708	Captain, Alaska State Troopers	24	10	10
	P7709	Major, Alaska State Troopers	25	3	3
	P7861	Fire Training Administrator	21	2	2
	P7862	Deputy Fire Marshal II	21	2	2
	P7864	Deputy Fire Marshal I	76	6	4
	P7865	Assistant State Fire Marshal	22	1	1
Summary for 04-33-1 (17 detail records)				184	172
04-33-2 Fire Fighting and Prevention Workers					
	P7828	Aircraft Rescue & Firefighting Specialist II	12	6	6
	P7829	Aircraft Rescue & Firefighting Specialist III	13	3	3
	P7830	Aircraft Rescue & Firefighting Specialist IV	15	3	3
	P7860	Fire Training Specialist	19	5	4
	P7868	TransAlaska Pipeline Fire Safety Specialist	21	1	1
Summary for 04-33-2 (5 detail records)				18	17
04-33-3 Law Enforcement Workers					
	P7611	Juvenile Justice Officer I	11	71	64
	P7612	Juvenile Justice Officer II	13	182	171
	P7613	Juvenile Justice Officer III	15	51	50
	P7646	Correctional Officer I	11	1	1

P7653	Correctional Officer II	13	670	647
P7654	Correctional Officer III	15	125	121
P7702	Court Services Officer	74	59	52
P7703	State Trooper	76	337	272
P7704	Corporal, Department of Public Safety	77	8	8
P7741	Airport Screening Officer	74	3	3
P7780	Executive Director, Alaska Police Standards Council	23	1	1
P7795	Training Coordinator, Alaska Police Standards Council	19	1	1
P7831	Airport Police & Fire Officer I	74	4	4
P7832	Airport Police & Fire Officer II	75	70	63
P7836	Airport Police & Fire Officer III	76	13	12
P7837	Airport Police & Fire Officer IV	77	5	5
P7838	Airport Police & Fire Officer V	20	2	2
P7839	Airport Police & Fire Officer VI	21	1	1
Summary for 04-33-3 (18 detail records)			1604	1478
04-33-9 Other Sworn Protective Service Workers				
K0074	Administrative Investigator I - DPS	21	1	0
P7766	Investigator I	13	3	1
P7767	Investigator II	16	37	29
P7768	Investigator III	18	57	55
P7769	Investigator IV	20	13	12
P7812	Guard I	06	386	386
P7820	Security Guard I	09	6	6
P7821	Security Guard II	12	1	1
P7822	Psychiatric Safety and Security Officer I	09	5	5
X0046	SPECIAL AGENT	17	1	1
X1176	SPECIAL AGENT	19	1	1
X1176	SPECIAL AGENT	21	2	2
X1276	SPECIAL SECURITY AGENT	23	1	0
Summary for 04-33-9 (13 detail records)			514	499
05-33-9 Non-sworn Protective Service Workers				
P3531	Museum Protection & Visitor Services Assistant	11	22	22
P3532	Museum Protection & Visitor Services Supervisor	14	2	2
P3533	Museum Protection & Visitor Services Manager	16	1	1
P6705	Park Ranger I	16	20	19
P6706	Park Ranger II	18	9	9
P7725	Public Safety Technician I	09	16	12
P7726	Public Safety Technician II	11	21	17
P7852	Safety & Emergency Support Specialist	17	1	1

	P7870	Regional Safety & Airport Security Officer	18	3	3
	X1344	TOBACCO ENFORCEMENT WORKER	05	2	0
Summary for 05-33-9 (10 detail records)				97	86
06-23-2	Legal Support Workers				
	P2340	Regulations Specialist I	13	2	2
	P2341	Regulations Specialist II	16	4	4
	P7013	Criminal Justice Specialist	16	2	2
	P7103	Process Coordinator, Regulatory Commission of Alaska	18	1	0
	P7105	Paralegal I	14	32	27
	P7106	Paralegal II	16	40	39
	P7108	Victim/Witness Paralegal I	14	5	3
	P7109	Victim/Witness Paralegal II	16	28	27
	P7110	Associate Attorney I	17	13	12
	P7111	Associate Attorney II	19	30	27
	X0116	PARALEGAL I	13	1	1
	X1010	MANAGING PARALEGAL	18	1	0
	X1616	LAW SPECIALIST III	22	1	1
Summary for 06-23-2 (13 detail records)				160	145
06-41-2	Retail Sales Workers				
	M0025	CASHIER/GIFT SHOP OPER	00	25	17
Summary for 06-41-2 (1 detail record)				25	17
06-41-3	Travel Agents				
	P1351	State Travel Office Assistant	17	1	1
Summary for 06-41-3 (1 detail record)				1	1
06-41-9	Real Estate Transactions Workers				
	P2711	Right-of-way Agent I	14	5	5
	P2712	Right-of-way Agent II	16	16	13
	P2713	Right-of-way Agent III	18	20	19
	P2714	Right-of-way Agent IV	20	7	6
	P2715	Right-of-way Agent V	21	1	0
	P2716	Right-of-way Agent VI	23	4	4
	P2964	Airport Leasing Specialist I	14	1	1
	P2965	Airport Leasing Specialist II	16	13	11
	P2966	Airport Leasing Specialist III	18	7	6
	P2967	Airport Leasing Specialist IV	20	5	5
Summary for 06-41-9 (10 detail records)				79	70

06-43-1 Office and Administrative Support Supervisors/Managers

P1120	Communications Center Supervisor	14	1	1
P1136	Office Assistant IV	12	38	32
P1171	Duplication Supervisor	15	1	1
P1180	Word Processing Center Supervisor	14	1	1
P1271	Unclaimed Property Manager	18	1	1
P1418	Alaska Marine Highway System Dispatch Supervisor	16	1	1
P1905	Records and Licensing Supervisor	16	10	10
P1915	Mail Services Manager	15	1	1
P2143	Ferry Reservations Supervisor	15	1	1
P7505	Law Office Manager I	15	4	4
P7506	Law Office Manager II	16	3	3
P7524	Recorder Manager	17	3	3
P7528	Recorder Technician Supervisor	15	1	1
P7561	Motor Vehicle Office Manager I	15	13	13
P7562	Motor Vehicle Office Manager II	17	5	5
P7563	Motor Vehicle Office Manager III	20	1	1
X0103	NOTARY COMM ADMINISTRATOR	14	1	1
X0246	ADMINISTRATIVE COORDINATOR	13	1	1
X0553	ADMINISTRATIVE SPECIALIST	16	3	3
X0553	ADMINISTRATIVE SPECIALIST	18	2	1
X0636	LOAN SERVICES SUPERVISOR	18	1	1
X0636	LOAN SERVICES SUPERVISOR	17	1	1
X0855	ADMINISTRATIVE SUPPORT SPECIALIST	15	1	1
X0933	COMMUNICATIONS COORDINATOR	20	1	1
X0933	COMMUNICATIONS COORDINATOR	23	1	1
X0994	CUSTOMER SERVICE SUPERVISOR	17	1	1
X1021	CONSTITUENT RELATIONS COORD	18	2	2
X1226	LOAN OFFICER II	22	2	2
X1401	ADMINISTRATIVE ASST SUPERVISOR	17	1	1
X1415	COMMUNICATIONS & ELECT SUPRVR	21	1	1
X1532	ABSENTEE COORDINATOR, ELECTIONS	16	1	1
X1614	REGIONAL ASST SUPERVISOR	16	5	5
X1658	SPEC ASST/CONSTITUENT RELATION	19	1	1

Summary for 'AAP Code' = 06-43-1 (31 detail records)

111 104

06-43-3 Financial Clerks

P1203	Accounting Clerk	10	139	112
P1210	Accounting Technician I	12	138	122
P1211	Accounting Technician II	14	118	107

P1310	Supply Technician I	10	10	8
P1311	Supply Technician II	12	26	23
P1406	Human Resource Technician I	12	16	14
P1407	Human Resource Technician II	14	64	56
P1408	Human Resource Technician III	15	12	12
X0328	FINANCE ASSISTANT	10	1	0
X0328	FINANCE ASSISTANT	12	1	1
X0329	FINANCE ASSISTANT	15	1	1
X0510	PAYROLL/PERSONNEL ASSISTANT	12	1	1
X0515	FISCAL TECHNICIAN II	12	2	2
X0517	PROCUREMENT TECHNICIAN I	12	1	1
X0592	SKIP TRACING SPECIALIST	10	1	0
X0661	ACCOUNTING TECHNICIAN	12	1	1
X0661	ACCOUNTING TECHNICIAN	14	3	3
X0667	ACCOUNTING CLERK	10	1	1
X0818	ACCOUNTING TECHNICIAN (ACPE)	12	3	3
X0818	ACCOUNTING TECHNICIAN (ACPE)	14	3	3
X1341	ACCOUNTING TECHNICIAN II	14	1	1
X1656	PROCUREMENT ASSISTANT	11	1	1
Summary for 06-43-3 (22 detail records)			544	473

06-43-4 Information Technicians and Record Clerks

P1215	PFD Technician I	10	7	4
P1216	PFD Technician II	12	28	26
P1217	PFD Technician III	14	2	1
P1218	PFD Specialist I	16	10	9
P1219	PFD Specialist II	18	2	2
P1254	Tax Technician I	10	3	3
P1255	Tax Technician III	14	13	12
P1256	Tax Technician IV	16	3	3
P1257	Tax Technician II	12	5	5
P1405	Human Resource Assistant	10	7	4
P1443	Retirement & Benefits Technician I	10	2	1
P1444	Retirement & Benefits Technician II	12	21	19
P1445	Retirement & Benefits Technician III	14	12	10
P2116	Loan Closer/Processor I	10	4	2
P2117	Loan Closer/Processor II	12	2	2
P2118	Loan Closer/Processor III	14	1	1
P2142	Ferry Reservations Agent	13	1	1
P2144	Reservations Specialist	16	3	2

P2318	Consumer Service Supervisor (Insurance)	18	1	1
P2319	Consumer Service Specialist (Insurance)	16	3	3
P2320	Business Registration Examiner	13	7	7
P2325	Occupational License Examiner	13	23	23
P2344	Insurance Licensing Examiner I	12	4	1
P2345	Insurance Licensing Examiner II	14	1	1
P2710	Right-of-way Assistant	12	4	3
P3570	Library Assistant I	11	6	4
P3571	Library Assistant II	13	5	5
P4280	Senior Services Technician	12	3	3
P4612	Unemployment Insurance Specialist II	14	7	6
P4613	Unemployment Insurance Specialist III	15	2	2
P7520	Recorder I	10	7	3
P7521	Recorder II	11	28	27
P7522	Recorder III	13	4	4
P7523	Recorder IV	15	3	3
P7541	Motor Vehicle Customer Services Representative I	10	75	68
P7542	Motor Vehicle Customer Services Representative II	12	31	31
P7543	Motor Vehicle Customer Services Representative III	14	6	6
X0119	TRANSFER OFFICER	17	1	0
X0447	RECEPTIONIST/SECRETARY	11	1	1
X0478	LOAN SERVICING TECHNICIAN I	10	3	1
X0673	RECEPTIONIST	12	1	1
X0930	LOAN SPECIALIST	14	2	2
X0930	LOAN SPECIALIST	13	1	1
X0930	LOAN SPECIALIST	11	2	1
X0930	LOAN SPECIALIST	12	6	4
X0979	RECEPTIONIST	08	1	1
X1745	EXECUTIVE SECRETARY II	14	2	2
X2006	TRUST RESOURCE TECHNICIAN	12	1	0
X2006	TRUST RESOURCE TECHNICIAN	14	1	1
X2006	TRUST RESOURCE TECHNICIAN	16	1	1

Summary for 'AAP Code' = 06-43-4 (50 detail records)

369 324

06-43-5 Material Recording, Dispatching, and Distributing Workers

K0008	Wildland Fire Dispatcher I	11	6	5
K0009	Wildland Fire Dispatcher II	13	11	9
K0010	Wildland Fire Dispatcher III	15	7	6

K0013	State Logistics Center Coordinator	16	1	1
P1114	Radio Dispatcher I	11	2	2
P1115	Radio Dispatcher II	12	48	39
P1118	Radio Dispatcher III	13	8	8
P1417	Alaska Marine Highway System Dispatcher	15	5	4
P9911	Stock & Parts Services, Journey I	55	13	11
P9911	Stock & Parts Services, Journey II	54	23	23
P9911	Stock & Parts Services, Lead	53	14	14
P9911	Stock & Parts Services, Sub-Journey	57	29	27
X1634	INVENTORY PROPERTY MGMT SPEC	18	1	1
Summary for 06-43-5 (13 detail records)			168	150
06-43-6 Secretaries and Administrative Assistants				
K0017	Administrative Assistant I	12	64	57
K0018	Administrative Assistant II	14	163	152
K0053	Administrative Assistant III	15	46	44
P1151	Secretary	11	44	38
P1154	Executive Secretary II	14	3	2
P1155	Executive Secretary I	12	2	1
P1156	Executive Secretary III	16	10	8
P1182	Correspondence Secretary I	08	1	0
P1184	Correspondence Secretary III	12	3	2
P1906	Administrative Assistant	13	1	1
P7502	Law Office Assistant I	11	136	121
P7503	Law Office Assistant II	13	48	44
X0027	CONSTITUENT RELATIONS ASSIST.	16	3	3
X0032	ADMINISTRATIVE ASSISTANT	14	1	1
X0033	ADMINISTRATIVE ASSISTANT	15	2	1
X0033	ADMINISTRATIVE ASSISTANT	12	7	5
X0033	ADMINISTRATIVE ASSISTANT	14	1	0
X0109	COMM FISH - PERMITTING CK II	10	1	1
X0112	COMM FISH PERMITTING CK III	12	1	1
X0117	ADMINISTRATIVE ASSISTANT	19	1	1
X0174	PRESS OFFICE ASSISTANT	15	1	1
X0177	DEPT DIR/BOARDS & COMMISSIONS	22	1	1
X0445	ADMINISTRATIVE ASSISTANT	16	1	0
X0521	COMM FISH PERMIT CLERK VI	17	2	1
X0522	COMM FISH PERMIT CLERK V	16	1	1
X0523	COMM FISH PERMIT CLERK IV	14	3	2
X0750	ADMINISTRATIVE ASSISTANT	10	1	0

X0751	Administrative Assistant (Exempt)	13	3	2
X0804	EXECUTIVE SECRETARY IV	18	1	1
X0806	EXECUTIVE SECRETARY I	12	2	2
X0808	EXECUTIVE SECRETARY III	16	1	1
X0857	ADMINISTRATIVE SUPPORT SPEC	15	1	1
X0941	ADMINISTRATIVE ASSISTANT	12	1	1
X1011	ADMIN ASSISTANT	12	2	1
X1456	OMB ADMINISTRATIVE ASSISTANT	20	1	1
X1577	ADMINISTRATIVE ASSISTANT	14	1	0
X1593	SCHEDULER	15	1	1
X1624	ADMINISTRATIVE ASSISTANT	07	1	1
X1626	LEGISLATIVE OFFICE ASSISTANT	15	5	5
X1635	GOVERNORS SCHEDULER	21	1	1
X1638	ABSENTEE & PETITION ASSISTANT	12	1	1
X1666	ADMINISTRATIVE ASSISTANT	12	1	1
X1935	CONSTITUENT RELATIONS ASST	14	2	2
X1956	ELECTION ADMINISTRATIVE ASST	14	1	1

Summary for 'AAP Code' = 06-43-6 (41 detail records)

580 518

06-43-9 Other Office and Administrative Support Workers

K0077	Office Assistant III	11	45	38
P1130	Mail Services Lead Courier	10	2	2
P1132	Mail Services Courier	09	15	13
P1133	Administrative Clerk I	07	2	2
P1134	Office Assistant I	08	442	329
P1135	Office Assistant II	10	534	470
P1170	Offset Duplicating Machine Operator II	12	2	2
P1611	Data Processing Technician I	13	7	6
P1612	Data Processing Technician II	15	14	14
P1613	Data Processing Technician III	17	6	6
P1703	Statistical Clerk	10	4	4
P1706	Statistical Technician I	12	8	6
P1707	Statistical Technician II	14	9	8
P6951	Student Intern I	06	26	18
P6952	Student Intern II	07	32	24
P6954	College Intern I	08	60	36
P6955	College Intern II	09	41	27
P6956	College Intern III	10	27	15
P6957	College Intern IV	12	23	13
P6958	Graduate Intern I	14	4	4
P6959	Graduate Intern II	16	3	2

P7011	Criminal Justice Technician I	12	49	45
P7012	Criminal Justice Technician II	14	40	38
P7527	Recorder Technician	12	6	4
X0009	STUDENT WORKER	00	34	34
X0010	STUDENT INTERN	00	68	68
X0060	ADMIN SUPPORT SPECIALIST	12	1	1
X0075	ADMIN SUPPORT TECHNICIAN	13	1	1
X0075	ADMINISTRATIVE SUPPORT TECH	12	2	2
X0136	Administrative Clerk III, EVOS	10	1	1
X0137	ADMINISTRATIVE CLERK IV	12	1	1
X0186	INTERN	00	4	4
X0186	INTERN	08	3	2
X0206	CLERK TYPIST III	08	1	0
X0598	CLERK IV	09	3	0
X0615	CUSTOMER SERVICE SPEC I	11	1	1
X0616	COMMUNICATIONS SPECIALIST III	12	7	5
X0617	CUSTOMER SERVICE SPEC III	14	4	3
X0617	CUSTOMER SERVICE SPEC III	15	1	1
X0617	CUSTOMER SERVICE SPEC III	13	14	12
X0753	DOCUMENTS PROCESSOR	10	3	2
X0841	CLERK	10	1	0
X0858	ADMIN SUPPORT SPECIALIST	14	4	4
X0859	ADMIN SUPPORT SPECIALIST	13	1	1
X1197	DATA SYSTEMS TECHNICIAN	12	1	1
X1300	STUDENT INTERN	05	2	2
X1300	STUDENT INTERN	10	2	1
X1304	GRADUATE INTERN	12	1	0
X1316	STIPEND RECIPIENT	00	9	4
X1506	ADMIN CLERK III, ELECTIONS	10	5	5
X1508	PROGRAM ASSISTANT, ELECTIONS	12	1	1
X1547	COLLEGE INTERN	10	1	0
X1644	ELECTION ASSISTANT	12	1	1
X1933	MAIL ROOM CLERK	12	1	1
X1946	ELECTION CLERK II	08	20	20
X1947	ELECTION CLERK III	10	3	3

Summary for 'AAP Code' = 06-43-9 (62 detail records)

1602 1309

07-47-2 Construction Trades Workers

P9324	Maintenance Specialist, Electronics, Journey I	53	1	1
P9324	Maintenance Specialist, Electronics, Journey II/Lead	51	31	28

P9324	Maintenance Specialist, Electronics, Foreman	50	1	1
P9325	Maintenance Specialist, Electrician, Journey II/Lead	51	47	40
P9325	Maintenance Specialist, Electrician, Foreman	50	1	1
P9326	Maintenance Specialist, Electrical Utility, Journey II/Lead	51	1	1
P9328	Maintenance Specialist, Plumbing, Journey II/Lead	51	18	16
P9329	Maintenance Specialist, Traffic Cntrl & Elec Sys, Journey II/Lead	51	3	3
P9511	Equipment Operator, Journey I	54	65	53
P9511	Equipment Operator, Journey II	53	333	312
P9511	Equipment Operator, Lead / Journey III	52	145	136
P9511	Equipment Operator, Sub-Journey I	58	82	61
P9511	Equipment Operator, Sub-Journey II	56	26	24
P9516	Equipment Operator Foreman I	51	24	22
P9517	Equipment Operator Foreman II	50	4	4
P9518	Rural Airport Foreman	49	16	15
P9519	International Airport Foreman	49	4	4
X1419	ELECTRICAL TECHNICIAN	18	1	1
Summary for 07-47-2 (18 detail records)			803	723
07-47-4 Other Construction and Related Workers				
P9311	Maintenance Generalist, Foreman	52	9	9
P9311	Maintenance Generalist, Journey	54	133	122
P9311	Maintenance Generalist, Lead	53	9	8
P9311	Maintenance Generalist, Sub-Journey I	58	38	29
P9311	Maintenance Generalist, Sub-Journey II	56	15	14
P9323	Maintenance Specialist, Bldg/Facility/Const, Foreman	50	21	20
P9323	Maintenance Specialist, Bldg/Facility/Const, Journey I	53	51	46
P9323	Maintenance Specialist, Bldg/Facility/Const, Journey II/Lead	51	50	47
P9441	Maintenance and Operations Superintendent	21	13	13
X1468	MAINTENANCE TECHNICIAN	17	1	1
X1468	MAINTENANCE TECHNICIAN	19	1	1
X1468	MAINTENANCE TECHNICIAN	21	1	1
X1597	MAINTENANCE TECH (RF COMMS)	21	2	2
X1686	MAINT TECHNICIAN - FACILITIES	17	1	1
Summary for 07-47-4 (14 detail records)			345	314
07-47-5 Extraction Workers				
P9551	Driller, Journey	53	9	4
P9551	Driller, Sub-Journey	54	2	2

	X0336	PETROLEUM INSPECTOR	21	6	5
	Summary for 07-47-5 (3 detail records)			17	11
07-49-1	Mechanics, Installers, and Repairers Supervisors/Managers				
	X1264	KLC FACILITY MANAGER	23	1	1
	X1684	KLC MAINTENANCE SUPERVISOR	21	1	0
	Summary for 07-49-1 (2 detail records)			2	1
07-49-2	Electrical Equipment Mechanics, Installers, and Repairers				
	X1440	RURAL ELECTRIC UTILITY WORKER	20	3	3
	Summary for 07-49-2 (1 detail record)			3	3
07-49-3	Vehicle and Mobile Equipment Mechanics, Installers and Repairers				
	P9331	Mechanic, Automotive, Advanced Journey/Lead	53	129	122
	P9331	Mechanic, Automotive, Sub-Journey	56	5	5
	P9331	Mechanic, Automotive, Journey	54	5	5
	P9331	Mechanic, Automotive, Foreman II	51	12	12
	P9331	Mechanic, Automotive, Foreman I	52	1	1
	P9336	Mechanic, Aircraft, Advanced Journey/Lead	53	6	6
	P9336	Mechanic, Aircraft, Foreman II	51	1	1
	X1418	MECHANICAL TECHNICIAN	17	1	1
	Summary for 07-49-3 (8 detail records)			160	153
07-49-9	Other Installation, Maintenance, and Repair Tradespeople				
	P9461	Survey Instrument Technician Trainee	14	1	1
	P9463	Survey Instrument Technician II	17	1	1
	X1598	MAINT TECH (CORROSION CONTROL)	21	2	2
	X1682	MAINTENANCE TECHNICIAN - HVAC	21	1	1
	Summary for 07-49-9 (4 detail records)			5	5
08-31-1	Nursing, Psychiatric, and Home Health Aides				
	P5160	Public Health Nurse Aide	12	5	4
	P5170	Psychiatric Nursing Assistant I	09	20	20
	P5171	Psychiatric Nursing Assistant II	10	6	5
	P5172	Psychiatric Nursing Assistant III	12	54	54
	P5173	Psychiatric Nursing Assistant IV	14	13	13
	P5181	Assisted Living Aide	09	33	28
	P5182	Certified Nurse Aide I	10	336	321

	P5183	Certified Nurse Aide II	11	7	6
	Summary for 08-31-1 (8 detail records)			474	451
08-31-9	Other Healthcare Support Occupations				
	P5650	Autopsy Assistant	12	3	2
	Summary for 08-31-9 (1 detail record)			3	2
08-35-1	Food Preparation and Serving Supervisors				
	M0014	CHF COOK	00	21	14
	P9104	Food Service Supervisor	16	8	8
	Summary for 08-35-1 (2 detail records)			29	22
08-35-2	Cooks and Food Preparation Workers				
	M0015	SECOND COOK	00	31	21
	M0016	ASST SECOND COOK	00	20	9
	M0023	MESS STEWARD	00	40	11
	P9101	Food Service, Foreman	53	8	8
	P9101	Food Service, Sub-Journey	61	89	84
	P9101	Food Service, Lead	56	41	40
	P9101	Food Service, Journey	57	38	38
	Summary for 08-35-2 (8 detail records)			268	211
08-35-3	Food and Beverage Serving Workers				
	M0019	BARTENDER	00	12	10
	M0020	HEAD WAITER	00	3	2
	Summary for 08-35-3 (2 detail records)			15	12
08-37-1	Building and Grounds Cleaning and Maintenance Supervisors/Managers				
	P9189	Custodial Services Supervisor	16	2	2
	Summary for 08-37-1 (2 detail records)			3	3
08-37-2	Building Cleaning Workers				
	P9171	Environmental Services, Foreman	57	9	9
	P9171	Environmental Services, Journey I	61	52	52
	P9171	Environmental Services, Journey II	60	99	93
	P9171	Environmental Services, Lead	58	2	2
	X0821	EXECUTIVE RESIDENCE HOUSEKPR	08	8	8
	X1290	EXECUTIVE RESIDENCE STEWARD	13	1	1
	X1931	EXEC. RESIDENCE HOUSEKEEPER	10	1	1
	Summary for 08-37-2 (7 detail records)			172	166

08-37-3 Grounds Maintenance Workers

X0011	ALASKA CONSERVATION CORPS	00	54	54
Summary for 08-37-3 (1 detail record)			54	54

08-39-4 Funeral Service Workers

P5651	Embalmer	14	1	1
Summary for 08-39-4 (1 detail record)			1	1

08-39-6 Transportation Attendants

M0012	CHF STEWARD	00	19	13
M0024	HEAD BEDROOM STEWARD	00	11	8
M0030	SECOND STEWARD	00	11	7
M0044	STEWARD	00	319	202
X1413	FVF PASSENGER SVC WKR-IN-CHG	00	5	3
X1414	FVF PASSENGER SVC WORKER	00	31	6
Summary for 08-39-6 (6 detail records)			396	239

08-39-9 Other Personal Care and Service Workers

P3220	Recreation Assistant	11	7	6
P7805	Dormitory Attendant	11	9	8
Summary for 08-39-9 (2 detail records)			16	14

08-45-2 Agricultural and Aquacultural Workers

P6125	Fish Culturist I	14	3	3
P6126	Fish Culturist II	16	5	5
P6127	Fish Culturist III	18	1	1
Summary for 08-45-2 (3 detail records)			9	9

08-51-1 Production and Operating Supervisors/Managers

P9814	Micrographics Services Manager	17	1	1
Summary for 08-51-1 (1 detail record)			1	1

08-51-9 Production Inspectors and Machine Operators

P9814	Micrographics Services Manager	17	1	1
P9811	Microfilm/Imaging Operator I	10	13	10
P9812	Microfilm/Imaging Operator II	12	5	5
P9813	Microfilm/Imaging Operator III	14	1	1
Summary for 08-51-9 (3 detail records)			20	17

08-53-5 Water Transportation Workers

M0004	A/B BOS'N	00	21	13
M0005	ORDINARY SEAMAN	00	112	73

M0006	ORDINARY SEAMAN PORTER	00	15	9
M0007	WATCHMAN PORTER	00	39	20
M0008	OILER	00	66	39
M0009	WIPER	00	44	19
M0010	JUNIOR ENGINEER	00	25	13
M0011	ABLE SEAMAN	00	73	52
M0032	CHF ENGINEER	00	23	17
M0033	FIRST ASST ENGINEER	00	32	20
M0034	SECOND ASST ENGINEER	00	32	17
M0035	THIRD ASST ENGINEER	00	43	35
M0047	PORT ENGINEER	00	4	4
P9655	Boat Officer I	13	6	6
P9665	Vessel Technician II	16	6	6
P9674	Vessel Supervisor	20	1	0
X1410	FVF DECK RATING	00	12	3
X1411	FVF CHIEF ENGINEER	00	9	6
X1412	FVF ASSISTANT ENGINEER	00	11	7
X1430	DECK/ENGINE UTILITY, LITU YA	00	1	1
X1431	DECK/STEWARD UTILITY, LITU YA	00	6	3
X1551	AMHS CADET	00	40	40
Summary for 08-53-5 (22 detail records)			621	403

08-53-6 Other Transportation Workers

P2149	Ferry Terminal Assistant II	14	4	4
P2150	Ferry Terminal Manager I	15	9	9
P2151	Ferry Terminal Manager II	16	4	4
P2152	Ferry Terminal Assistant I	12	94	84
P9636	Aircraft Maintenance Inspector	19	1	1
Summary for 08-53-6 (5 detail records)			112	102

The Division of Personnel and Labor Relations is a unified staff coordinating strengths and talents to deliver client-focused human resource services. We provide innovative program development, consultation, and direct service delivery.

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