



STATE OF ALASKA

Position Description

**Position Control
Number (PCN):**

060531

Class Title:

Human Resource Consultant 5

Recruitment Type: Normal

1. Position Control Information

Class Title: Human Resource Consultant 5	Title Code: PB0315	Grade: 22
	Salary Schedule:	N/A
Bargaining Unit: Confidential Unit	Bargaining Unit Code:	KK
Department: Administration	Department Number:	02
Division: Personnel		
Region/Section/Unit: Classification		
Location: Juneau	Location Code:	AWA
Time Class: Full Time/OMB Authorized	Seasonal Code: N/A	Time Class Code: FACL
FLSA Exempt: Yes	Strike Class:	3
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:		
		No
Position requires possession of, or access to, firearms or ammunition:		
		No
Home Unit: Z20C		
AKPAY Organizational Routing Code: 02012005		
Labor Distribution Code (LDP): N/A		
Physical Work Address: 333 Willoughby 10th Fl, Juneau		
Work Phone: 907-465-4426		
Supervisor Information		
PCN: 022001	Title: Division Director - Px	
Physical Work Address: 333 Willoughby Ave Juneau		
Work Phone: 907-465-4403		

Type of Action:	Supervisory Change ONLY
Effective Date:	05/23/2022
Division of Personnel Section:	Classification
Reviewed By:	Carlos Meda Frias, Human Resource Consultant 1, on 05/23/2022
Approved By:	Carlos Meda Frias, Human Resource Consultant 1, on 05/23/2022
Closed out by:	Carlos Meda Frias, Human Resource Consultant 1, on 05/23/2022

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Provide management, leadership and strategic direction for the Classification Section of the Division of Personnel.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Division of Personnel Management Team		
E/M	% of Time	Duty Statement
E	5 %	In consultation with the Division Director, Deputy Directors and the program managers of the Division of Personnel, serve as a member of the division management team to establish division goals, objectives and work plans.

Functional Area Title: Classification Services Program Management		
E/M	% of Time	Duty Statement
E	80 %	<p>Under the general administrative direction of the Director of Personnel, manage the Division of Personnel 's Classification Section providing consulting services for a diverse client base comprised of agency executives, managers and supervisors in fourteen operating agencies within the Executive Branch of state service.</p> <p>The incumbent is responsible for establishing the principles and practices of the statewide classification and pay plan function for the classified and partially exempt services for state government. Directly, and through subordinate staff, the incumbent assures the delivery of professional human resource services in position allocation, classification studies, Fair Labor Standards Act (FLSA) and bargaining unit determinations, organizational design, problem solving, and training.</p> <p>The incumbent is responsible for reviewing policy, statute, and regulations for the purpose of effecting more competent policy, and for effectively recommending changes to statutes, regulations, and collective bargaining agreements.</p> <p>Assignments often require proactive and creative solutions and have wide or precedent setting impact.</p> <p>The incumbent functions as a project manager responsible for developing and implementing large scale change initiatives (e.g. change in job evaluation methods, classification methods and pay structure to meet the State `s strategic goals).</p> <p>The incumbent is responsible for policy development and technical oversight of advanced level human resource professionals and their direct reports. The position has significant supervisory responsibility and consistently exercises independent judgement in employing and disciplining subordinate staff.</p> <p>Allocate resources within the Classification Section. Make work assignments and determine program policies. Reallocate resources to meet Section and division needs.</p>

Functional Area Title: Supervision of Staff		
E/M	% of Time	Duty Statement
E	10 %	Supervise professional and technical positions directly or through subordinate supervisors. Oversee the activities and provide general instruction to direct reports and the supervisor of each section or team. Recruit, appoint, train, make work assignments, evaluate performance, and discipline staff. Approve leave.

Functional Area Title: Special Assignments		
E/M	% of Time	Duty Statement
E	5 %	Conduct special projects as assigned by Division leadership. May include such tasks as participation in DOP strategic planning and development of various new initiatives. Serve as a consultant to the Labor Relations section and the bargaining team on classification issues.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Networked desktop computer - daily

Microsoft Office Suite including Word and Excel - daily

IRIS HRM- 2-3 times a week

Outlook mail - daily - daily

Workplace Alaska - daily

Microsoft Teams - daily

Online Position Description System (OPD) - daily

Web browser - daily

Alder - yearly

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Daily - Personal Computer, Printer, Telephone

Regularly - Copy Machine, Fax Machine, Shredder

Monthly- videoconference/teleconference equipment in a conference room setting

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Alaska Statutes - 2-3 times a week

Alaska Administrative Code - 2-3 times a week

Federal employment laws (e.g., FLSA, FLMA, ADA) - daily

DOP standard operating procedures - daily

Collective bargaining agreements - daily

Generally accepted standards for statistical research and analysis - 1-2 times a month

Alaska Administrative Manual - 2-3 times a week

Classification Specifications and Class Outline - daily

Department and Division policies and procedures - 2-3 a week

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Identify problem areas; analysis of research methods; adjustments in methods while projects are underway; necessity to collaborate with other agencies or subject matter experts in order to complete projects.

Committing staff resources for classification studies, training, or research projects. Planning and implementing classification studies, training, special investigations and reviews. Designing and delivering training and workplace intervention for staff. Committing staff resources for statewide training efforts.

Approve classification structure, specifications and range determinations for internal equity and overall organizational impact.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Operating agency executives, managers and supervisors - communicate complex ideas and processes, reconcile conflicting interests among stakeholders - daily

Division of Personnel managers, supervisors and team members - communicate complex ideas and processes, negotiate and collaborate on cross program policies and procedures, educate and train individuals and groups on classification principles and practices - daily

Provide consultation to executives, managers and supervisors regarding classification issues, identify problems and develop solutions - daily

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Consequences may include approving incorrect alignment of the classification and pay structure, which could result in significant financial losses or gains to affected employees enterprise-wide, compromise the integrity of the classification and pay structure and the personnel administration system, and cause potential employment discrimination law suits.

Consequences may include establishing policy, procedures or practices that are in conflict with collective bargaining agreements, statutes, regulations, or employment law, which could have financial and legal impact.

Inappropriate or ineffective resource and workload management could impact agencies' productivity.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Must be able to communicate complex ideas and processes clearly, both orally and in writing, to a broad range of audiences.

Must be able to analyze complex organizational design and development and human resource issues on both a macro and micro level.

Must possess strong organizational skills in order to manage multiple competing priorities.

Ability to reconcile conflicting interests among stakeholders.

Incumbent must be able to think conceptually in terms of theories and principles, and to apply those concepts and principles to concrete situations.

Incumbent must have the ability to read, remember and analyze large quantities of textual material, oral statements and descriptions, and statistical reports.

Incumbent must be able to prioritize a wide variety of tasks to produce written analytical and statistical reports within tight time frames, and to revise work schedules to meet unexpected or unscheduled demands for information and analysis.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

None

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting		P		
Walking	N			
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level	N			
Reaching below shoulder level	N			
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers	N			
Pinching with fingers	N			
Grasping with hand, gripping	N			
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds	N			
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds	N			
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance	N			
Seeing objects peripherally	N			
Using depth perception	N			
Seeing close work (e.g. typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work/in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g. towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g. hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g. hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

N/A

5. Supervisory Authority

This page must be completed if PCN **060531** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **060531** supervises or leads. Record **060531** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **060531** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 060531 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 060531	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
022090	1	2	2	2	1	1	1	1	1

6. Department Request & Certification

Information at Time of Request

Class Title: Human Resource Consultant 5	Code: P1414	Grade: 22
Bargaining Unit: Confidential Unit	Bargaining Unit Code:	KK
Department: Administration	Department Number:	02
Division: Personnel		
Region/Section/Unit: Classification		
Location: Juneau	Location Code:	AWA
Time Class: Full Time/OMB Authorized	Time Class Code:	FACL
FLSA Exempt: Yes	Strike Class:	3
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:		No
Position requires possession of, or access to, firearms or ammunition:		No
Home Unit: Z20C		
AKPAY Organizational Routing Code: 02012005		
Physical Work Address: 333 Willoughby 10th Fl, Juneau		
Work Phone: 907-465-4426		
Supervisor Information		
PCN: 022100 Title: Human Resource Consultant VI		
Physical Work Address: 240 Main St Ste 501 Juneau		
Work Phone: 907-465-8482		

Requested Changes

Supervisor Information
PCN: 022001 Title: Division Director - Px
Physical Work Address: 333 Willoughby Ave Juneau
Work Phone: 907-465-4403

Requested Actions

Supervisory Change ONLY

Reason for the Request

Certification

Supervisor Designee

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Brook Riley, Administrative Officer 2, on 05/13/2022

Division

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Brook Riley, Administrative Officer 2, on 05/13/2022

Department

I certify that the information provided in this submission is accurate and complete to the best of my knowledge and the required budgetary authorization exists to implement the requested action.

Nathan Teal, Budget Analyst 4, on 05/17/2022

7. Staffing Chart & Attachments

Org Chart

8. Classification Analysis

This Position Description (PD) was submitted for a supervisory change only. There are no significant changes to the primary duty, focus, objectives, essential duties, or work demands. Therefore, this PD is processed as an update with no allocation analysis required.