

# STATE OF ALASKA

Department of Administration

Division of Personnel



## CLASSIFICATION & PAY PLAN UPDATE

**RFI 02-104-26**  
**Amendment # Two**  
January 12, 2026

**This amendment is being issued for questions and answers**

## Questions submitted by potential offerors and answers from the state:

**Question 1:** What is your proposed timeline for completing the classification and pay plan modernization project?

**Answer:** We are seeking vendor input regarding reasonable and realistic project timeline.

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**Question 2:** For developing the pay plan, would you expect the vendor to utilize the results of the 2025 study or gather new compensation data?

**Answer:** We are not seeking a new external market survey. Results of the 2025 study could inform development of a new classification and pay plan.

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**Question 3:** Do you currently have occupational groups and job families defined? If so, can you please share?

**Answer:** Yes, they can be found here: [Class Outline, Classification, Division of Personnel, Department of Administration](#).

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**Question 4:** Do you currently have a point-factor job evaluation system? If yes, can you please share the high-level methodology?

**Answer:** We do not utilize a point-factor system. The Classification Factors we use can be found here: [CLASSIFICATION FACTORS](#)

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**Question 5:** What are the expectations on consolidating job titles? How many titles are expected after consolidation?

**Answer:** We are looking to the contractor to provide recommendations on streamlining job classifications. We do not have a defined goal for the number of job classes that will exist after streamlining occurs.

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**Question 6:** Does the scope include developing or updating job descriptions?

**Answer:** No – the scope of this project is at a higher level, focused on developing the classification and pay plan framework.

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**Question 7:** What compensation survey sources do you currently use?

**Answer:** We are a member of the National Compensation Association of State Governments (NCASG) and we also use an annual Alaska compensation survey conducted by Milliman, as well as the Economic Research Institute (ERI)

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**Question 8:** Can you provide a list of job titles/classifications within scope?

**Answer:** Yes, the State's full classification outline (1,086 job classes) can be found in an Excel spreadsheet linked here: [Class Outline, Classification, Division of Personnel, Department of Administration](#).

Class specifications for each job class can be found here: [Class Specifications | Sorted by ClassTitle ascending | Workplace Alaska](#)

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**Question 9:** Can you please provide a sample job description of a position at The State?

**Answer:** Yes – see attached

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**Question 10:** What is the current HRIS system?

**Answer:** CGI Advantage

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**Question 11:** For a large-scale redesign of a classification structure, offeror recommends including a Change Management Strategy as part of the project scope, is this something the State would be interested in?

**Answer:** Yes

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**Question 12:** What is the budgeting amount for this initiative?

**Answer:** We do not have a project budget; we are asking vendors to provide a cost estimate through the RFP process

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