



**STATE OF ALASKA**  
Department of Administration  
Division of Personnel and Labor Relations  
333 Willoughby Avenue  
Juneau, Alaska 99811-0210

**Request For Proposals**  
RFP 2009-0200-8338  
Date of Issue: **January 6, 2009**

**Salary Survey**

The State of Alaska, Division of Personnel, and Labor Relations is seeking a contractor to perform a comprehensive salary survey. The survey shall seek to collect salary and other data from the federal government, other states, municipal government organizations, and private sector employers for a variety of jobs that match the jobs presented in the State of Alaska's comparison pool.

**Offerors Are Not Required To Return This Form**

**Important Notice:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

**Tom Mayer**  
**Contracting Officer**  
**Department of Administration**  
**Division of Personnel and Labor Relations**

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## SECTION ONE INTRODUCTIONS AND INSTRUCTIONS

### 1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit ten copies of their proposal, in writing, to the procurement officer in a sealed package. The cost section of the proposal must be enclosed in a separate envelope. It must be addressed as follows:

Department of Administration  
Division of General Services  
Attention: **Tom Mayer, Contracting Officer**  
Request for Proposal (RFP) Number: 2009-0200-8338  
Project name: Salary Survey  
**333 Willoughby Avenue**  
**Juneau, AK 99811-0210**

Proposals must be received no later than 1:30 P.M., Alaska Time on February 5, 2009. Fax proposals are acceptable but not encouraged. Oral proposals are not acceptable.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All questions regarding this procurement must be directed to the following:

Contracting Officer: Tom Mayer  
Phone: 907-465-5677  
Fax: 907-465-2189  
TDD: 907-465-2205  
Email: tom.mayer@alaska.gov

The State of Alaska will provide one Request for Proposal (RFP) to interested parties. Additional RFP's may be purchased for the cost of reproduction, \$.25 per page.

### 1.02 Contract Term and Work Schedule

The length of the contract will be from the date of award, approximately February 3, 2009 until December 31, 2009. All deliverables must be received, approved, and accepted by the state no later than August 31, 2009.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate procurement schedule is as follows:

- RFP Issue Date January 5, 2009
- Pre Proposal Conference January 21, 2009
- Proposal Due Date February 5, 2009
- Evaluation Completion Date February 9, 2009

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• Notice of Intent to Award a Contract issued	February 10, 2009
• Contract Award Date	February 23, 2009
• Final reports submitted to and accepted by the state	August 31, 2009
• Contract end date	March 31, 2010

### **1.03 Purpose of the RFP**

The Department of Administration, Division of Personnel and Labor Relations (DOPLR), is soliciting proposals for a contractor to perform a comprehensive salary survey. The survey shall collect salary, health insurance, paid holiday, and leave accrual data for employment positions with the federal government, other states, municipal government organizations, and private sector employers that are similar to a wide range of State of Alaska employment positions presented in the states comparison pool. Upon completion, DOPLR will compare the results of the survey to the salary, health insurance, paid holiday, and leave accrual offered to eligible State of Alaska employees to determine if the State of Alaska is offering salaries and benefits that are within an appropriate competitive range in relation to other employers that are in direct competition for the employees required to deliver state services.

It must be noted that while the state has developed the job classification comparison pool to be surveyed, the state expects the contractor to conduct an analysis of all of the state's job classifications to ensure the comparison pool will result in data collection for each of the states Occupational Groups and Job Classification families. If the contractor determines that job classifications should either be added to, or subtracted from, the comparison pool, the contractor shall provide recommendations to the state that will result in an accurate analysis that can be used by DOPLR to determine the states true position in regards to the starting salaries and benefits offered to state employees.

### **1.04 Budget**

Department of Administration, DOPLR estimates a budget of \$500,000 dollars for completion of this project. Proposals priced at more than \$500,000.00 will be considered non-responsive.

### **1.05 Location of Work**

The location(s) the work is to be performed, completed, and managed is in the United States. It is anticipated that portions of the work may require travel to Juneau, Alaska.

The state will not provide workspace for the contractor. The contractor must provide its own workspace. The contractor must include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for the required number of staff to make the appropriate number of trips to complete the project.

By signature on their proposal, the offeror certifies that:

- (a) all services provided under this contract by the contractor and all subcontractors shall be performed in the United States;
- (b) the offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>.

Failure to comply with (a) or (b) of this requirement will cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

## **1.06 Assistance to Offerors with a Disability**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

## **1.07 Required Review**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

## **1.08 Questions Received Prior to Opening of Proposals**

All questions must be in writing and directed to the issuing office, addressed to the contracting officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The contracting officer will make that decision.

## **1.09 Amendments**

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

## **1.10 Alternate Proposals**

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

## **1.11 Right of Rejection**

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;

- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

## **1.12 State Not Responsible for Preparation Costs**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## **1.13 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

## **1.14 Subcontractors**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;

If the required items listed above are not submitted with the proposal, the proposal shall be found non-responsive and will be rejected.

The following information concerning each prospective subcontractor must be provided to the state within five working days from the date of the states request.

- (e) evidence, as set out in the relevant section of this RFP, that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor, the written statement must clearly verify the subcontractor is committed to rendering the services required by the contract.

An offeror's failure to provide the information requested in "e" and "f", within the time set, may cause the state to consider their proposal non-responsive and reject it. If, during the course of the contract, the contractor requests to change subcontractors, the change may only be made through the issuance of a contract amendment by the Contract Administrator.

### **1.15 Joint Ventures**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment. The joint venture agreement must indicate which party shall be the single point of contact for all issues related to this contract. Each member of the joint venture must have a valid Alaska business license as detailed in Section 2.11 of this RFP.

### **1.16 Offeror's Certification**

By signature on the proposal, offerors certify that they comply with the following:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### **1.17 Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner, Department of Administration, reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

### **1.18 Right to Inspect Place of Business**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

## **1.19 Solicitation Advertising**

Public notice has been provided in accordance with 2 AAC 12.220.

## **1.20 News Releases**

News releases related to this RFP will not be made without prior approval of the Commissioner or their designee.

## **1.21 Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

## **1.22 Disputes**

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

## **1.23 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## **1.24 Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

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## SECTION TWO

### STANDARD PROPOSAL INFORMATION

#### 2.01 Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the opening date.

#### 2.02 Pre-Proposal Conference

A pre-proposal conference will be held at 9:30 am, Alaska Time, on January 21, 2009 in the Department of Administration 10<sup>th</sup> floor Commissioner's Conference Room in the State Office Building in Juneau, Alaska. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting. Participants should read the RFP and come to the meeting prepared to discuss their concerns. Potential offerors are invited to attend in person. Offerors wishing to participate via teleconference should phone (907) 465-1119 or (888) 319-6966 at 9:30 am on January 21, 2009.

Offerors with a disability needing accommodation should contact the contracting officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

#### 2.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

#### 2.04 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

#### 2.05 Supplemental Terms and Conditions

Proposals must comply with Section 1.11 **Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

## 2.06 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

## 2.07 Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## 2.08 Prior Experience

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements.

### **Firm:**

1. The firm must have at least three years of experience performing salary or benefit surveys, economic consulting, or market research studies of a similar nature.

### **Personnel:**

1. The Project Manager must have at least three years of experience in the broad field of economics and have completed at least three, salary or employee benefit related consulting projects within the past five years. Experience managing or participating in salary or employee benefit surveys is extremely desirable.
2. The Lead Analyst must have at least three years experience in the broad field of economics.
3. The Survey Leader must have at least two years experience in developing survey methodologies.

While three job classes are identified above, an offeror may use one or more employees to meet the minimum requirements. As an example, a single person could be offered that meets more than one set of minimum requirements.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

## **2.09 Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

## **2.11 Alaska Business License and Other Required Licenses**

At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Proposals must be submitted under the name as appearing on the person's current Alaska business license in order to be considered responsive. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license with the correct NAICS code;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
- Insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance.
- Mining licenses issued by Alaska Department of Revenue.

## 2.12 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaskan Bidder and Offeror preferences are the two most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Services' web site:

<http://www.state.ak.us/local/akpages/ADMIN/dgs/policy.htm>

**Alaska Products Preference - AS 36.30.332**

**Recycled Products Preference - AS 36.30.337**

**Local Agriculture and Fisheries Products Preference - AS 36.15.050**

**Employment Program Preference - AS 36.30.170(c)**

**Alaskans with Disability Preference - AS 36.30.170 (e)**

**Employers of People with Disabilities Preference - AS 36.30.170 (f)**

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs; a list of individuals who qualify as persons with a disability; and a list of persons who qualify as employers with 50 percent or more of their employees being disabled. A person must be on this list at the time the bid is opened in order to qualify for a preference under this section.

As evidence of an individual's or a business' right to a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the Employment Program Preference, Alaskans with Disability Preference or Employers of People with Disabilities Preference described above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the proposal is opened, and must provide the procurement officer a copy of their certification letter. Offerors must attach a copy of their certification letter to the proposal. The offeror's failure to provide the certification letter mentioned above with the proposal will cause the state to disallow the preference.

## 2.13 5 Percent Alaskan Bidder Preference 2 AAC 12.260 & AS 36.30.170

An Alaskan Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- (a) holds a current Alaska business license;
- (b) submits a proposal for goods or services under the name on the Alaska business license;
- (c) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (d) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.05 or AS 32.11 and all partners are residents of the state; and
- (e) if a joint venture, is composed entirely of entities that qualify under (a)-(d) of this subsection.

### **Alaskan Bidder Preference Affidavit**

In order to receive the Alaskan Bidder Preference, proposals must include a statement certifying that the offeror is eligible to receive the Alaskan Bidder Preference.

**2.14 Formula Used to Convert Cost to Points**  
**AS 36.30.250 & 2 AAC 12.260**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (d). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 70% of the overall total score. The weighting of cost may be different in your particular RFP. Please see section SEVEN to determine the value, or weight of cost for this RFP.

**Formula Used to Convert Cost to Points**

**Example**

**[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1 - Non-Alaskan Offeror	\$40,000
Offeror #2 - Alaskan Offeror	\$42,750
Offeror #3 - Alaskan Offeror	\$47,500

**[STEP 2]**

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 70% (70 points) of the total of 100 points for cost.

**Offeror #1 receives 70 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 70 points.

**Offeror #2 receives 65.5 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 70 \\ \text{Max} \\ \text{Points} \end{array} = 2,800,000 \div \begin{array}{r} \$42,750 \\ \text{Offeror \#2} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 65.5 \\ \text{Points} \end{array}$$

**Offeror #3 receives 58.9 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 70 \\ \text{Max} \\ \text{Points} \end{array} = 2,800,000 \div \begin{array}{r} \$47,500 \\ \text{Offeror \#3} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 58.9 \\ \text{Points} \end{array}$$

## 2.15 Alaskan Offeror's Preference AS 36.30.250 & 2 AAC 12.260

2 AAC 12.260(e) provides Alaskan offerors a 10 percent overall evaluation point preference. Alaskan Bidders, as defined in AS 36.30.170(b), are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

### Alaskan Offeror's Preference

#### Example

#### [STEP 1]

Determine the number of points available to Alaskan offerors under the preference.

#### Total number of points available - 100 Points

$$\begin{array}{rcccl} 100 & \times & 10\% & = & 10 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\ \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\ & & & & \text{Under the Preference} \end{array}$$

#### [STEP 2]

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaskan Offeror's Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

*Offeror #1 - 89 points*  
*Offeror #2 - 80 points*  
*Offeror #3 - 88 points*

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

*Offeror #1 - 89 points*  
*Offeror #2 - 90 points*  
*Offeror #3 - 98 points*

Offeror #3 is awarded the contract.

## 2.16 Contract Negotiation

**2 AAC 12.315 CONTRACT NEGOTIATIONS:** After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the Department of Administration 10<sup>th</sup> floor Commissioner's Conference Room in the State Office Building in Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

## 2.17 Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## 2.18 Notice of Intent to Award (NIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## 2.19 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
  - b. the signature of the protester or the protester's representative;
  - c. identification of the contracting agency and the solicitation or contract at issue;
  - d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- (b) the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax, or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

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## SECTION THREE

### STANDARD CONTRACT INFORMATION

#### 3.01 Contract Type

This contract is a firm, fixed price contract.

#### 3.02 Contract Approval

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Administration, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

#### 3.03 Standard Contract Provisions

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

#### 3.04 Proposal as Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

#### 3.05 Additional Terms and Conditions

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

#### 3.06 Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

#### 3.07 Contract Funding

Payment for the contract is subject to funds already appropriated and identified.

#### 3.08 Proposed Payment Procedures

The state will pay the entire contract amount in three equal payments. Each incremental payment will be made after the following tasks are completed:

- Task One:** The first payment shall be made after the contractor completes a thorough review of the states comparison pool, and develops the targeted survey tools that will be used to gather the required data from the federal government, other states, municipal government organizations, and private sector employers. The survey tools must be developed, approved, and accepted by the state before use and before the state will authorize the first payment.
- Task Two:** The second payment shall be made upon the delivery and acceptance of the Preliminary Report as described in Section 5.10, item 2. The preliminary report must be provided to the state upon the completion of the initial data gathering and organization process. This narratives and summary tables provided with the preliminary report will be reviewed by the state to ensure that each of the states Occupational Groups and Job Classification families are represented and that matching jobs were found for each of the jobs in the final comparison pool. The report must also indicate why the contractor is confident that the data collected will result in a statistically reliable, valid, and defensible Final Report.
- Task Three:** The third and final payment shall be made upon the delivery and acceptance of the Executive Summary as described in Section 5.10, item 3, and the Final Report as described in Section 5.10, items 4-7.

Upon completion and acceptance of the above tasks and upon approval from the project director, the state will process each payment. The final payment will not be made until the all of deliverables have been accepted by the state and payment is approved by the project director. The state will make every effort to process all payments as quickly as possible.

### **3.09 Contract Payment**

No payment will be made until the contract is approved by the Commissioner of the Department of Administration or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.10 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.11 Contract Personnel**

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### **3.12 Inspection and Modification – Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.13 Termination for Default**

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

### **3.14 Contract Changes – Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Administration or the Commissioner's designee.

### **3.15 Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

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## SECTION FOUR BACKGROUND INFORMATION

### 4.01 Background Information

The following section provides a brief overview of the statutory requirements and the State of Alaska's classification plan.

Alaska Statute 39.25.150 requires the Director of the DOPLR to develop personnel rules. AS 39.25.150 states the following:

(1) the preparation, maintenance, and revision, by the director of personnel, subject to approval of the commissioner of administration and the personnel board, of a position classification plan for all positions in the classified and partially exempt services; the position classification plan must include

(A) a grouping together of all positions into classes on the basis of duties and responsibilities;

(B) an appropriate title, a description of the duties and responsibilities, training and experience qualifications, and other necessary specifications for each class of positions;

(2) the preparation, maintenance, revision, and administration by the director of personnel of a pay plan for all positions in the classified and partially exempt services; the pay plan (A) shall be based upon the position classification plan; (B) must provide for fair and reasonable compensation for services rendered, and reflect the principle of like pay for like work; (C) may be amended, approved, or disapproved by the legislature in regular or special session; after the pay plan is in effect, a salary or wage payment may not be made to a state employee covered by the plan unless the payment is in accordance with this chapter and the rules adopted under this chapter or unless the payment is in accordance with a valid agreement entered into in accordance with AS 23.40;

In an effort to meet the above requirements, the DOPLR has developed logical Occupational Groupings for similar Job Classifications. Occupational Groups consist of Job Families and encompass relatively broad occupations, professions, or activities.

The following Occupational Groups have been established:

<b>PA</b>	Executive and Senior Administrators
<b>PB</b>	Administrative and Office Support
<b>PC</b>	Business Development and Regulation
<b>PD</b>	Government Management and Infrastructure
<b>PE</b>	Education, Information, Libraries, and Museums
<b>PF</b>	Social, Benefit, and Employment Services
<b>PG</b>	Medical, Public Health, and Related
<b>PH</b>	Biological Sciences
<b>PI</b>	Legal, Judicial, and Related
<b>PJ</b>	Police, Firefighters, and Corrections
<b>PK</b>	Physical Sciences and Engineering
<b>PL</b>	Craftwork and Labor

To further define the Occupational Groups, DOPLR developed a wide range of Job Families within each Occupational Group. Job Families consist of job classes and class series that are related in the nature of the work performed. The nature of the work includes the kind of work performed as shown by such elements as the subject matter, profession, or occupation. Typically, for all job classes in a family, the initial preparation for employment is similar and the classes exhibit a logical relationship for career progression. Job classes within a Job Family are treated similarly for

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purposes of personnel administration. In addition to the Occupational Groups and Job Families, DOPLR has also developed identifiers for each job class within a Job Family for both the Partially Exempt and Classified Services.

The following table illustrates the Occupational Group identifier, the Job Family, and the number of job classes within each Job Family.

<b>Occupational Group Identifier</b>	<b>Job Family</b>	<b>Number of Job Classes within the Job Family</b>
<b>PA</b>	PA01: Executives and Senior Administrators	12
<b>PB</b>	PB01: General Administration	26
	PB02: Accounting and Fiscal	16
	PB03: Personnel and Employee Relations	28
	PB04: Information Technology	30
	PB05: Statistics and Research Analysis	12
	PB06: Supply	17
	PB99: Administrative classes not otherwise described	7
<b>PC</b>	PC01: Business Finance	15
	PC02: Business Regulation and Compliance	46
	PC03: Safety Inspection	20
	PC04: Environmental Health	5
	PC05: Revenue and Audit	33
<b>PD</b>	PD01: Government Management and Operations	14
	PD02: Economic Research	9
	PD03: Development and Infrastructure Planning	18
	PD04: Emergency Planning and Response	15
	PD05: Airport Administration	8
	PD06: Ferry System Administration	18
	PD07: Maintenance Administration	8
	PD08: Real Estate Appraisal	14
	PD09: Property Management	10
<b>PE</b>	PE01: Education Programs	12
	PE02: Teaching and Instruction	10
	PE03: Student Services	4
	PE04: Library and Archives	15
	PE05: Anthropological Research and Education	15
	PE06: Arts, Photography and Information	13
<b>PF</b>	PF01: Public Programs	40
	PF02: Social Work	18
	PF03: Special Social Service	10
	PF04: Vocational Rehabilitation	14
	PF05: Labor and Employment Services	36
	PF06: Internship Programs	10
<b>PG</b>	PG01: Health Administration	26
	PG02: Nursing, Assistive	8
	PG03: Nursing, professional	21
	PG04: Medical, Professional	7
	PG05: mental and Behavioral Health Services	10
	PG06: Special Health Services	11

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<b>Occupational Group Identifier</b>	<b>Job Family</b>	<b>Number of Job Classes within the Job Family</b>
<b>PH</b>	PG07: Health Laboratory and Related	12
	PH01: Fish and Wildlife	44
	PH02: Agriculture	4
	PH03: Natural Resources and Forestry	23
	PH04: Parks	7
<b>PI</b>	PI01: Legal Support and Related	15
	PI02: Attorneys	9
	PI03: Judges and Adjudicators	11
	PI04: Evidence Investigation	24
	PI05: Legal Document Processing	16
<b>PJ</b>	PJ01: Law Enforcement	12
	PJ02: Fire Fighting and Inspection	17
	PJ03: Corrections	20
	PJ04: Probation and Parole	12
<b>PK</b>	PK01: Physical Science Specialists	21
	PK02: Environmental Science Specialists	13
	PK03: Engineering, Unlicensed	18
	PK04: Engineering, Licensed	14
	PK05: Architecture and landscape Architecture	4
	PK06: Vessel Construction	7
	PK07: Land Surveying	8
	PK08: Cartography and Drafting	7
<b>PL</b>	PL01: Food and Custodial Services	10
	PL02: Aircraft, Automobile, or Vessel Maintenance	13
	PL03: Equipment Operation	9
	PL04: Building and Facility Maintenance	26
	PL05: Instrument Technicians	3
	PL06: Construction Support	13
	PL07: Vessel and Aircraft Operation	6
	PL08: Office Equipment Operation	13
	PL09: Facility Security	5

Currently there are 1077 separate and unique Job Classifications in the states Job Families. A complete list of the Job Class Titles and the current number of state employees in each Job Class is presented in Attachment C.

For more information on how each job within a family is organized and identified please refer to the following website:

<http://dop.state.ak.us/classification/classOutline>

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## SECTION FIVE SCOPE OF WORK

The Department of Administration, Division of Personnel and Labor Relations (DOPLR), is seeking a contractor to perform a comprehensive salary survey. The survey shall collect salary, health insurance, paid holiday, and personal leave accrual data for similar employment positions with the federal government, other states, municipal government organizations, and private sector employers that can be considered matching jobs to the jobs illustrated in the states comparison pool.

Upon completion, DOPLR will compare the results of the survey to the salary, health insurance, paid holiday, and personal leave accrual offered to State of Alaska employees to determine if the State of Alaska is offering salaries and benefits that are within an appropriate competitive range in relation to other employers that are in direct competition for the employees required to deliver state services.

It must be noted that while the state has developed the job classification comparison pool to be surveyed, the state expects the contractor to conduct an analysis of all of the state's job classifications presented in Attachment C to ensure the comparison pool will result in data on each of the job classes in the states Occupational Groups and Job Classification families. If the contractor determines that job classifications should either be added to, or subtracted from, the comparison pool, the contractor shall provide recommendations to the state that will result in an accurate analysis that can be used by DOPLR to determine the states true position in regards to the starting salaries and benefits offered to state employees.

### 5.01 Statistical Reliability and Validity

Due to the sensitive nature of this study, the end results must be statistically reliable, valid, and defensible. The development and implementation of methodologies that result in a reliable, valid, and defensible report including recommendations is critical to the success of this project. Not only must the entire result meet the above described standard, but the data collected for each matching job from the federal government, other states, municipal government organizations, or private sector employers must also meet the standard of reliability, validity, and defensibility.

The methodologies offered must represent a plan that will result in a comprehensive salary and benefit survey that accurately collects and illustrates not only the results for each comparison factor for each match, but also illustrates the high, median, and mean for each comparison factor job matches with the federal government, other states, municipal government organizations, and private sector employers.

**Proposer's Response:** *The proposal must indicate why the methodologies utilized will produce statistically reliable, valid and defensible results.*

### 5.02 Overall Study Methodology and Presentation

The methodologies used to complete the salary and benefit survey and the development of the final report must represent a logical and rational approach to the collection and presentation of the required data for each of the following comparison factors.

- Gross Monthly Salary (GMS)
  - GMS at initial appointment
  - GMS after five years of employment in the same job
  - GMS after ten years of employment in the same job
- Monthly health insurance benefit paid by the employer
- Number of paid holidays offered by the employer annually
- Annual Personal Leave Accrual rate
  - Annual personal leave accrual rate with less than two years of employment.

- Annual personal leave accrual rate with more than two years but less than five years of employment.
- Annual personal leave accrual rate with more than five years but less than ten years of employment.
- Annual personal leave accrual rate with more than ten years of employment.

The survey methodologies must provide for a review of the states comparison pool, identifying employment positions with the federal government, other states, municipal government organizations, or private sector employers that may be matches to Alaska's comparison pool and presenting the collected data in a Microsoft Excel format. Methodologies for adjusting the salary of matching jobs in the federal government, other states, municipal government organizations and the private sector for differences in the cost of living must be developed and utilized.

In addition, the methodologies must lead to a statistically valid, logical, and easy to understand method of describing and illustrating the data collected for the above comparison factors.

Understanding that the collection of data for the comparison factors may be challenging within the time frame for this specific project, all data utilized for this salary survey, including data from the federal government, other states, municipal government organizations, and private sector employers, must be validated by the contractor and found to be statistically reliable, valid, and defensible.

**Proposer's Response:** *The proposal must detail the overall study methodologies offered for each of the comparison factors.*

**Proposer's Response:** *The proposal must detail why the overall study methodologies offered for each of the comparison factors will produce statistically reliable, valid, and defensible results.*

**Note:** *Sections 5.03 to 5.09 provide additional information for each of the comparison factors to be collected in this salary and benefit survey.*

### **5.03 Gross Monthly Salary**

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the GMS for each matching job with the federal government, other states, municipal government organizations, and private sector employers must be collected.

The contractor must make every effort to develop survey tools that will result in the collection of accurate and current GMS data for as many matching jobs as possible. The GMS for each matching job upon initial appointment, after five years, and after ten years in the same job must be collected through the targeted survey process.

After the collection of the above GMS data, the contractor must apply methodologies that address the cost of living differential that exists in each state when compared to the cost of living in Anchorage, Alaska. The cost of living differential must be included in the final GMS numbers presented to the state in the final report to ensure the salary comparisons conducted by DOPLR are accurate.

### **5.04 Monthly Employer Paid Health Insurance Benefits**

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the amount paid per month by an employer for health insurance benefits for each matching job with the federal government, other states, municipal government organizations, and private sector employers must be collected.

The contractor must make every effort to develop survey tools that will result in the collection of the amount paid each month by an employer for an eligible employee's health insurance benefits for as many matching jobs as possible.

**5.05 Annual Paid Holidays**

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the number of annual paid holidays offered by the federal government, other states, municipal government organizations, and private sector employers for each matching job must be collected.

The contractor must make every effort to develop survey tools that will result in the determining the number of annual paid holidays offered to an eligible employee for as many matching jobs as possible.

**5.06 Employee Personal Leave Accrual Rate**

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the personal leave accrual rate for eligible employees with the federal government, other states, municipal government organizations, and private sector employers for each matching job must be collected.

The contractor must make every effort to develop survey tools that will result in the collection of personal leave accrual rates for an eligible employee for as many matching jobs as possible. In addition to an eligible employee’s starting personal leave accrual rate, the contractor must also collect data that indicates an eligible employee’s personal leave accrual rate at the following intervals:

- Length of Service
- 0-2 years
- 2-5 years
- 5-10 years
- 10 years and longer

**5.07 State Comparison Pool**

At the time this RFP was published, it is estimated that the State of Alaska had 1077 individual classified and partially exempt job classifications representing a total of 15,970 total positions, with 13,636 of the available positions currently staffed for a fill ratio of 86.35%. The DOPLR has conducted an analysis and identified 173 unique jobs for which data on the comparison factors must be collected.

The contractor must review and analyze the states comparison pool as well as the complete list of classified and partially exempt jobs as presented in Attachment C. If the contractor determines that additions to, or subtractions from the comparison pool should be made, the contractor must notify the project director of the suggested changes and provide a written explanation of why the changes are needed, and how the changes will ensure the comparison pool is statistically reliable, valid, and defensible. If no changes are required, the contractor must confirm to the project director that the comparison pool will produce results that are statistically reliable, valid and defensible.

The following table represents the complete **comparison pool** developed by DOPLR

<b>Comparison Number</b>	<b>Family Code and Job Class Description</b>	<b>AKPA Y Code</b>	<b>Position Count</b>	<b>Employee Count</b>
<b><u>PA01 -- Executive and Senior Administrators</u></b>				
1	PA0112 Division Director - PX	P1901	81	71
2	PA0113 Division Operations Manager	K0051	23	21
<b><u>PB01 -- General Administration</u></b>				
3	PB0102 Administrative Clerk II	P1134	441	347
4	PB0152 Administrative Assistant II	K0018	150	141

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<b>Comparison Number</b>	<b>Family Code and Job Class Description</b>		<b>AKPA Y Code</b>	<b>Position Count</b>	<b>Employee Count</b>
5	PB0154	Administrative Officer I	K0019	79	75
<b><u>PB02 -- Accounting and Fiscal</u></b>					
6	PB0205	Accounting Technician I	P1210	140	120
7	PB0213	Accountant III	P1206	59	54
8	PB0215	Accountant V	P1208	13	11
<b><u>PB03 -- Personnel and Employee Relations</u></b>					
9	PB0303	Human Resource Technician II	P1407	57	51
10	PB0311	Human Resource Specialist I	P1410	29	24
11	PB0315	Human Resource Manager I	P1414	6	6
<b><u>PB04 -- Information Technology</u></b>					
12	PB0404	Analyst/Programmer IV	P1624	134	114
13	PB0416	Data Processing Manager I	P1641	23	22
14	PB0433	Microcomputer/Network Specialist I	P1633	66	62
15	PB0452	Systems Programmer II	P1652	24	21
16	PB0491	Internet Specialist I	K0003	9	7
<b><u>PB05 -- Statistics and Research Analysis</u></b>					
17	PB0502	Statistical Technician I	P1706	10	7
18	PB0513	Research Analyst III	P1794	40	30
<b><u>PB06 -- Supply</u></b>					
19	PB0603	Stock & Parts Services, Journey II	P9911	21	21
20	PB0633	Procurement Specialist III	P1333	22	22
<b><u>PB99 -- Administrative classes not otherwise described</u></b>					
21	PB9901	Claims Administrator	P2390	1	1
<b><u>PC01 -- Business Finance</u></b>					
22	PC0102	Grants Administrator II	P2270	34	33
23	PC0112	Loan Closer/Processor II	P2117	3	3
<b><u>PC02 -- Business Regulation and Compliance</u></b>					
24	PC0203	Occupational License Examiner	P2325	24	21
25	PC0223	Financial Institution Examiner III	P2312	2	0
26	PC0231	Insurance Analyst I	P2350	2	1
27	PC0253	Utility Financial Analyst III	P2336	2	1
28	PC0261	Community Care Licensing Specialist I	P4275	47	43
<b><u>PC03 -- Safety Inspection</u></b>					
29	PC0302	Commercial Vehicle Enforcement Officer II	P2461	22	22
30	PC0322	Occupational Safety & Compliance Officer	P9961	18	15
31	PC0332	Safety Inspection & Compliance, Elevator Inspector	P9964	3	3

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<b>Comparison Number</b>	<b>Family Code and Job Class Description</b>		<b>AKPA Y Code</b>	<b>Position Count</b>	<b>Employee Count</b>
<b><u>PC04 -- Environmental Health</u></b>					
32	PC0413	Environmental Health Officer III	P8212	16	14
<b><u>PC05 -- Revenue and Audit</u></b>					
33	PC0503	Tax Technician III	P1255	14	14
34	PC0513	Tax Auditor III	P1260	6	6
35	PC0522	Revenue Audit Supervisor II	P1264	4	4
36	PC0543	Oil and Gas Revenue Auditor III	P1275	7	6
37	PC056	Internal Auditor III	P1292	19	18
<b><u>PD01 -- Government Management and Operations</u></b>					
38	PD0103	Local Government Specialist III	P1873	15	13
39	PD0153	Budget Analyst III	P1463	13	12
<b><u>PD02 -- Economic Research</u></b>					
40	PD0203	Economist III	P2208	7	7
41	PD0222	Petroleum Economist II	P2215	4	3
<b><u>PD03 -- Development and Infrastructure Planning</u></b>					
42	PD0302	Community Development Specialist II	P2267	24	21
43	PD0333	Planner III	P2293	31	26
44	PD0341	Transportation Planner I	P2296	14	11
<b><u>PD04 -- Emergency Planning and Response</u></b>					
45	PD0412	Emergency Management Specialist II	P1938	16	15
46	PD0442	Radio Dispatcher II	P1115	47	38
<b><u>PD05 -- Airport Administration</u></b>					
47	PD0511	Airport Operations Officer	P1965	12	12
<b><u>PD06 -- Ferry System Administration</u></b>					
48	PD0611	Ferry Terminal Assistant I	P2152	57	50
49	PD0636	Reservations Specialist	P2144	3	3
50	PD0653	Port Captain	P8694	3	3
<b><u>PD07 -- Maintenance Administration</u></b>					
51	PD0732	Maintenance and Operations Superintendent	P9441	13	12
<b><u>PD08 -- Real Estate Appraisal</u></b>					
52	PD0813	Right-of-Way Agent III	P2713	20	19
53	PD0842	Appraiser II	P2622	2	2
<b><u>PD09 -- Property Management</u></b>					
54	PD0902	Building Management Specialist	P8458	12	9
55	PD0942	Airport Leasing Specialist II	P2965	13	11

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<b><u>PE01 -- Education Programs</u></b>					
56	PE0110	Education Program Assistant	P3156	24	21
57	PE0122	Education Specialist II	P3161	25	19
<b><u>PE02 -- Teaching and Instruction</u></b>					
58	PE0201	AVTEC Instructor	P3181	21	15
59	PE0232	Training Specialist II	P1472	15	12
<b><u>PE03 -- Student Services</u></b>					
60	PE0341	Alaska Military Youth Academy Team Leader	P3121	38	34
<b><u>PE04 -- Library and Archives</u></b>					
61	PE0401	Library Assistant I	P3570	6	5
62	PE0413	Librarian III	P3575	7	7
63	PE0441	Archivist II	P3581	2	2
<b><u>PE05 -- Anthropological Research and Education</u></b>					
64	PE0512	Museum Curator II	P3524	4	4
65	PE0532	Archaeologist II	P6747	3	3
66	PE0582	Subsistence Resource Specialist II	P6194	10	7
<b><u>PE06 -- Arts, Photography, and Information</u></b>					
67	PE0632	Publications Specialist II	P3607	22	18
68	PE0642	Information Officer II	P3614	14	13
<b><u>PF01 -- Public Programs</u></b>					
69	PF0101	Child Support Specialist I	P4150	92	82
70	PF0105	Child Support Manager	P4153	2	2
71	PF0112	Eligibility Technician II	P4172	133	125
72	PF0123	Medical Assistance Administrator III	P4182	16	12
73	PF0160	Workers' Compensation Technician	P4694	8	8
74	PF0171	Social Services Program Coordinator	P4135	28	24
<b><u>PF02 -- Social Work</u></b>					
75	PF0222	Social Services Associate II	P4106	47	45
76	PF0252	Social Worker II (Children's Services)	P4144	55	50
77	PF0254	Social Worker IV (Children's Services)/Children's Services Supervisor	P4146	45	41
<b><u>PF03 -- Special Social Service</u></b>					
78	PF0332	Public Guardian	P4260	16	16
<b><u>PF04 -- Vocational Rehabilitation</u></b>					
79	PF0412	Vocational Rehabilitation Assistant II	P3332	17	15
80	PF0433	Vocational Rehabilitation Counselor III	P3343	15	14

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<b><u>PF05 -- Labor and Employment Services</u></b>					
81	PF0521	Employment Security Specialist IB	P4649	170	149
82	PF0531	Employment Service Manager I	P4655	9	8
<b><u>PF06 -- Internship Programs</u></b>					
83	PF0621	College Intern III	P6956	0	0
<b><u>PG01 -- Health Administration</u></b>					
84	PG012 0	Health Program Associate	P5940	26	21
85	PG012 2	Health Program Manager II	P5942	56	38
86	PG013 2	Public Health Specialist II	P5946	42	33
<b><u>PG02 -- Nursing, Assistive</u></b>					
87	PG021 1	Certified Nurse Aide I	P5182	261	255
88	PG023 3	Psychiatric Nursing Assistant III	P5172	60	60
<b><u>PG03 -- Nursing, Professional</u></b>					
89	PG031 2	Nurse II	P5111	88	78
90	PG031 4	Nurse IV	P5113	6	5
91	PG032 2	Nurse II (Psychiatric)	P5117	44	34
92	PG033 2	Public Health Nurse II	P5133	40	38
<b><u>PG04 -- Medical, Professional</u></b>					
93	PG042 1	Health Practitioner I	P5212	24	21
94	PG045 0	Wildlife Veterinarian	P6149	1	1
<b><u>PG05 -- Mental and Behavioral Health Services</u></b>					
95	PG051 3	Mental Health Clinician III	P5338	38	32
96	PG052 2	Psychological Counselor II	P5327	7	4
<b><u>PG06 -- Special Health Services</u></b>					
97	PG063 0	Pharmacy Technician	P5602	8	8
98	PG068 2	Recreation Therapist II	P5432	8	8

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<b><u>PG07 -- Health Laboratory and Related</u></b>					
99	PG073 0	Laboratory Technician	P5630	11	10
100	PG075 1	Public Health Microbiologist I	P5641	13	11
<b><u>PH01 -- Fish and Wildlife</u></b>					
101	PH0102	Fish and Wildlife Technician II	P6113	347	261
102	PH0112	Fishery Biologist II	P6161	128	105
103	PH0114	Fishery Biologist IV	P6163	32	28
104	PH0143	Biometrician III	P6137	20	17
105	PH0166	Fisheries Scientist I	P6156	9	7
<b><u>PH02 -- Agriculture</u></b>					
106	PH0212	Agronomist II	P6451	4	3
<b><u>PH03 -- Natural Resources and Forestry</u></b>					
107	PH0302	Natural Resource Technician II	P6632	36	34
108	PH0312	Natural Resource Specialist II	P6642	72	61
109	PH0322	Natural Resource Manager II	P6655	20	18
110	PH0353	Wildland Fire and Resource Technician III	P6607	47	37
<b><u>PH04 -- Parks</u></b>					
111	PH0411	Park Ranger I	P6705	20	19
112	PH0453	Museum Protection & Visitor Services Supervisor	P3532	2	2
<b><u>PI01 -- Legal Support and Related</u></b>					
113	PI0101	Criminal Justice Technician I	P7011	37	32
114	PI0122	Paralegal II	P7106	38	36
115	PI0141	Law Office Assistant I	P7502	115	103
<b><u>PI02 -- Attorneys</u></b>					
116	PI0212	Attorney II	P7143	25	24
117	PI0214	Attorney IV	P7145	200	196
<b><u>PI03 -- Judges and Adjudicators</u></b>					
118	PI0301	Administrative Law Judge I	P7232	4	4
119	PI0352	Workers' Compensation Hearing Officer II	P7229	5	5
<b><u>PI04 -- Evidence Investigation</u></b>					
120	PI0413	Forensic Scientist III - Chemistry	K0030	5	4
121	PI0433	Investigator III	P7768	52	49
122	PI0453	Forensic Scientist III - DNA	K0038	3	3
123	PI0461	Forensic Technician I	P5660	5	4

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<b><u>PI05 -- Legal Document Processing</u></b>					
124	PI0512	Recorder II	P7521	24	24
125	PI0531	Motor Vehicle Customer Services Representative I	P7541	75	66
126	PI0541	Motor Vehicle Office Manager I	P7561	11	11
<b><u>PJ01 -- Law Enforcement</u></b>					
127	PJ0103	State Trooper	P7703	324	252
128	PJ0106	Lieutenant, Alaska State Troopers	P7706	23	21
129	PJ0121	Court Services Officer	P7702	52	51
<b><u>PJ02 -- Fire Fighting and Inspection</u></b>					
130	PJ0222	Airport Police & Fire Officer II	P7832	70	59
131	PJ0225	Airport Police & Fire Officer V	P7838	2	2
132	PJ0242	Deputy Fire Marshal I	P7864	6	5
<b><u>PJ03 -- Corrections</u></b>					
133	PJ0312	Correctional Officer II	P7653	672	626
134	PJ0322	Correctional Superintendent I	P7657	11	9
135	PJ0342	Juvenile Justice Officer II	P7612	162	159
<b><u>PJ04 -- Probation and Parole</u></b>					
136	PJ0402	Adult Probation Officer II	P4343	115	104
137	PJ0404	Adult Probation Officer IV	P4345	3	3
138	PJ0452	Juvenile Probation Officer II	P4357	56	55
<b><u>PK01 -- Physical Science Specialists</u></b>					
139	PK0112	Hydrologist II	P8327	5	4
140	PK0124	Chemist IV	P8334	6	3
141	PK0133	Geologist III	P8342	12	9
<b><u>PK02 -- Environmental Science Specialists</u></b>					
142	PK0213	Environmental Program Specialist III	P8523	111	94
143	PK0221	Environmental Program Manager I	P8531	32	29
144	PK0243	Environmental Impact Analyst III	P8543	17	13
<b><u>PK03 -- Engineering, Unlicensed</u></b>					
145	PK0303	Engineering Assistant III	P8912	136	111
146	PK0352	Communications Engineering Associate II	P8674	4	3
147	PK0364	Utility Engineering Analyst IV	P8706	1	1
<b><u>PK04 -- Engineering, Licensed</u></b>					
148	PK0413	Engineer/Architect III	P8915	44	40
149	PK0471	Technical Engineer I/Architect I	P8920	27	24

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<b><u>PK05 -- Architecture and Landscape Architecture</u></b>					
150	PK0541	Landscape Specialist	P8644	1	1
<b><u>PK06 -- Vessel Construction</u></b>					
151	PK0612	Vessel Construction Manager II	P8684	5	4
<b><u>PK07 -- Land Surveying</u></b>					
152	PK0711	Land Surveyor I	P8835	12	8
153	PK0743	Survey, Journey	P9591	7	6
<b><u>PK08 -- Cartography and Drafting</u></b>					
154	PK0803	Drafting Technician III	P8425	29	19
155	PK0812	Cartographer II	P8415	11	10
<b><u>PL01 -- Food and Custodial Services</u></b>					
156	PL0111	Food Service, Sub-Journey	P9101	66	62
157	PL0113	Food Service, Lead	P9101	43	40
158	PL0122	Environmental Services, Journey II	P9171	95	95
<b><u>PL02 -- Aircraft, Automobile, or Vessel Maintenance</u></b>					
159	PL0213	Mechanic, Automotive, Advanced Journey/Lead	P9331	124	121
160	PL0215	Mechanic, Automotive, Foreman II	P9331	12	12
<b><u>PL03 -- Equipment Operation</u></b>					
161	PL0304	Equipment Operator, Journey II	P9511	331	302
162	PL0306	Equipment Operator Foreman I	P9516	24	22
<b><u>PL04 -- Building and Facility Maintenance</u></b>					
163	PL0403	Maintenance Generalist, Journey Maintenance Specialist, Bldg/Facility/Const, Journey	P9311	128	118
164	PL0411	I Maintenance Specialist, Bldg/Facility/Const,	P9323	49	47
165	PL0413	Foreman	P9323	21	20
166	PL0432	Maintenance Specialist, Electrician, Journey II/Lead	P9325	49	38
<b><u>PL05 -- Instrument Technicians</u></b>					
167	PL0512	Survey Instrument Technician II	P9463	1	1
<b><u>PL06 -- Construction Support</u></b>					
168	PL0614	Engineering Technician, Journey I	P9571	55	40
169	PL0635	Materials Laboratory Technician, Journey	P9581	6	6
<b><u>PL07 -- Vessel and Aircraft Operation</u></b>					
170	PL0712	Aircraft Pilot II	P9632	7	6
171	PL0723	Boat Officer III	P9657	9	9

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<b>Comparison Number</b>	<b>Family Code and Job Class Description</b>	<b>AKPA Y Code</b>	<b>Position Count</b>	<b>Employee Count</b>
<b><u>PL08 -- Office Equipment Operation</u></b>				
172	PL0841 Mail Services Courier	P1132	14	13
<b><u>PL09 -- Facility Security</u></b>				
173	PL0921 Security Guard I	P7820	6	6

The comparison pool represented in the above table includes a total of 6,943 State of Alaska employees and is approximately 50.91% of the total number of current employees in the classified and partially exempt services. A copy of the comparison pool may be provided in excel format to the contractor upon request.

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**Percentage of Pool per Job Classification Description**

The following table illustrates the Job Family, Classification Description, Total Position Count, Current Employee Count, Number of Employees in the Comparison Pool, and the Percentage of Current Employees in the Comparison Pool when compared to the Current Employee Count in the job family.

<b>Job Family</b>	<b>Classification Description</b>	<b>Total Position Count</b>	<b>Current Employee Count</b>	<b>Number of Employees in Comparison Pool</b>	<b>% of Current Employees in Comparison Pool</b>
<b>PA01</b>	Executives and Senior Administrators	168	141	92	65.24%
<b>PB01</b>	General Administration	1533	1330	563	42.33%
<b>PB02</b>	Accounting and Fiscal	634	563	185	32.86%
<b>PB02</b>	Personnel and Employee Relations	252	233	81	34.76%
<b>PB04</b>	Information Technology	638	558	226	40.50%
<b>PB05</b>	Statistics and Research Analysis	120	96	37	38.54%
<b>PB06</b>	Supply	222	210	43	20.47%
<b>PB99</b>	Administrative classes not otherwise described	9	8	1	12.50%
<b>PC01</b>	Business Finance	97	88	36	40.91%
<b>PC02</b>	Business Regulation and Compliance	184	157	66	42.03%
<b>PC03</b>	Safety Inspection	100	83	40	48.19%
<b>PC04</b>	Environmental Health	29	25	14	56.00%
<b>PC05</b>	Revenue and Audit	119	102	48	47.06%
<b>PD01</b>	Government Management and Operations	65	57	25	43.85%
<b>PD02</b>	Economic Research	26	22	10	45.45%
<b>PD03</b>	Development and Infrastructure Planning	126	104	58	55.77%
<b>PD04</b>	Emergency Planning and Response	117	100	53	53.00%
<b>PD05</b>	Airport Administration	26	25	12	48.00%
<b>PD06</b>	Ferry System Administration	95	87	56	64.36%
<b>PD07</b>	Maintenance Administration	30	27	12	44.44%
<b>PD08</b>	Real Estate Appraisal	65	57	21	36.84%
<b>PD09</b>	Property Management	52	45	20	44.44%
<b>PE01</b>	Education Programs	108	93	40	43.01%
<b>PE02</b>	Teaching and Instruction	69	58	27	46.55%
<b>PE03</b>	Student Services	55	50	34	68.00%
<b>PE04</b>	Library and Archives	33	32	14	43.75%
<b>PE05</b>	Anthropological Research and Education	39	34	14	41.18%
<b>PE06</b>	Arts, Photography and Information	78	67	31	46.27%
<b>PF01</b>	Public Programs	700	619	253	40.87%
<b>PF02</b>	Social Work	365	329	136	41.34%
<b>PF03</b>	Special Social Service	31	29	16	55.17%
<b>PF04</b>	Vocational Rehabilitation	82	74	29	39.19%
<b>PF05</b>	Labor and Employment Services	449	388	157	40.46%
<b>PF06</b>	Internship Programs	0	0	0	0%
<b>PG01</b>	Health Administration	246	198	92	80.49%
<b>PG02</b>	Nursing, Assistive	368	356	315	88.48%
<b>PG03</b>	Nursing, Professional	389	333	155	46.34%
<b>PG04</b>	Medical, Professional	35	25	22	88.00%

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<b>Job Family</b>	<b>Classification Description</b>	<b>Total Position Count</b>	<b>Current Employee Count</b>	<b>Number of Employees in Comparison Pool</b>	<b>% of Current Employees in Comparison Pool</b>
<b>PG05</b>	Mental and Behavioral Health Services	83	69	36	52.17%
<b>PG06</b>	Special Health Services	28	25	16	64.00%
<b>PG07</b>	Health Laboratory and Related	48	43	21	48.84%
<b>PH01</b>	Fish and Wildlife	1254	1007	418	41.51%
<b>PH02</b>	Agriculture	10	9	3	33.33%
<b>PH03</b>	Natural Resources and Forestry	419	356	150	42.13%
<b>PH04</b>	Parks	47	44	21	47.73%
<b>PI01</b>	Legal Support and Related	384	351	171	48.71%
<b>PI02</b>	Attorneys	479	453	220	48.56%
<b>PI03</b>	Judges and Adjudicators	32	29	9	31.03%
<b>PI04</b>	Evidence Investigation	146	132	60	45.45%
<b>PI05</b>	Legal Document Processing	181	169	101	59.76%
<b>PJ01</b>	Law Enforcement	493	412	324	78.64%
<b>PJ02</b>	Fire Fighting and Inspection	128	114	66	59.89%
<b>PJ03</b>	Corrections	1111	1046	794	75.91%
<b>PJ04</b>	Probation and Parole	278	259	162	62.55%
<b>PK01</b>	Physical Science Specialists	69	55	16	29.09%
<b>PK02</b>	Environmental Science Specialists	312	247	136	55.06%
<b>PK03</b>	Engineering, Unlicensed	382	302	115	38.08%
<b>PK04</b>	Engineering, Licensed	245	193	64	33.16%
<b>PK05</b>	Architecture and landscape Architecture	2	2	1	50.00%
<b>PK06</b>	Vessel Construction	9	7	4	57.14%
<b>PK07</b>	Land Surveying	44	33	14	42.42%
<b>PK08</b>	Cartography and Drafting	52	39	29	74.36%
<b>PL01</b>	Food and Custodial Services	317	310	197	63.55%
<b>PL02</b>	Aircraft, Automobile, or Vessel Maintenance	162	156	133	82.26%
<b>PL03</b>	Equipment Operation	619	559	324	57.96%
<b>PL04</b>	Building and Facility Maintenance	428	393	223	56.74%
<b>PL05</b>	Instrument Technicians	2	2	1	50.00%
<b>PL06t</b>	Construction Support	196	140	46	32.85%
<b>PL07</b>	Vessel and Aircraft Operation	35	33	15	45.45%
<b>PL08</b>	Office Equipment Operation	37	33	13	39.39%
<b>PL09</b>	Facility Security	12	11	6	54.54%

**Proposer's Response:** *The proposal must detail the methodologies that will be utilized to determine if changes to the states comparison pool are required.*

**Proposer's Response:** *The proposal must detail why the methodologies offered for determining changes to the comparison pool will produce statistically reliable, valid, and defensible results.*

## 5.08 Comparison Pool Job Description Review

A complete job class specification for each job in the comparison pool is available at the following website.

<http://notes5.state.ak.us/wa/position.nsf/JobClassByFirstLtr?open>

While complete job descriptions are available at the website above, the state will provide a brief job description for each job in the comparison pool to the contractor after award. With the possibility the comparison pool may be altered by the contractor, the development of a precise group of job descriptions is not possible at this time.

The state will provide the contractor with the complete set of job descriptions within 14 days of the finalization of the comparison pool.

The contractor must thoroughly review the job description for each job in the comparison pool and develop a methodology that will enhance the development of targeted survey's that will be used for the collection of comparison factor data for jobs available with the federal government, other states, municipal government organizations, and private sector employers.

**Proposer's Response:** *The proposal must detail the methodologies that will be used to review the comparison pool job descriptions for the development of targeted surveys.*

**Proposer's Response:** *The proposal must detail why methodologies that will be used to review the comparison pool job descriptions and develop targeted surveys will produce statistically reliable, valid and defensible results.*

## 5.09 Matching Job Comparison Factor Data Collection and Analysis

Upon completion of the review of job descriptions for each job in the states comparison pool, the contractor shall develop targeted surveys that will gather data for the required comparison factors for as many matching jobs as possible from the federal government, other states, municipal government organizations, and private sector employers

In addition to the development of targeted surveys, the contractor must also offer methodologies for the identification of resources in the federal government, other states, municipal government organizations, and private sector employers that the surveys will be targeting. In an effort to assist the contractor, the project director will work cooperatively with the contractor to determine federal and other state specific contact points that the contractor should target with the surveys.

The contractor is expected to develop a targeted survey methodology that will result in survey completion by the federal government, other states, municipal government organizations, and private sector employers that identifies jobs that are matches to jobs in the state's comparison pool.

After the collection of the comparison factor data, the contractor must develop tables that present the collected data and include the high, low, median, and mean value for each matching job group in the state's comparison pool.

**Proposer's Response:** *The proposal must detail the methodologies that will be used for the collection of comparison data for matching jobs in the federal government, other states, municipal government organizations, and private sector employers and detail why the methodologies will produce statistically reliable, valid, and defensible results.*

**Proposer's Response:** *The proposal must detail the methodologies that will be used to develop the resources within the federal government, other states, municipal government organization, and private sector employers that the surveys will target.*

## 5.10 Deliverables

1. **Survey Tools:** The contractor must develop targeted survey tools that will be used to collect the data required

for this project. The survey tools must be provided to the state for review and acceptance before use.

2. **Preliminary Report:** A preliminary report must be provided to the state upon the completion of the initial data gathering and analysis process. This narrative report must include preliminary survey results and summary tables that will be reviewed by the state to ensure that each Job Family is represented and that matching jobs were found for each job in the states comparison pool. The report must also indicate why the contractor is confident that the data collected will produce statistically reliable, valid, and defensible salary survey results.
3. **Executive Summary:** The executive summary must illustrate the results of the study and provide brief narratives of the process that was undertaken to review the comparison pool, develop and review comparable matches, collect the required data for the matching jobs, and compare the data to the matching jobs within the states comparison pool. The executive summary should be no more than ten pages long.

### **Final Report**

4. Detailed narrative statements that clearly describe the methodologies used to conduct the thorough review of the comparison pool and the job class descriptions associated with each job within the comparison pool. This should include narratives that detail any changes to the original comparison pool as developed by DOPLR and describe the benefit of the changes. The narratives must also indicate why the contractor believes the methodologies utilized are statistically reliable, valid and defensible.
5. Detailed narrative statements that clearly describe the methodologies used to develop surveys used for the collections of data for the matching jobs within the federal government, other states, municipal government organizations, and the private sector. This should include narratives that detail the surveys conducted and the review process utilized to ensure the identified job matches are accurate and truly comparable. The narratives must also indicate why the contractor believes the methodologies utilized are statistically reliable, valid and defensible.
6. Detailed narrative statements that clearly describe the methodologies used analyze the comparison factor data collected for matching jobs within the federal government, other states, municipal government organizations, and the private sector. This must include how the factors were analyzed and provide details of the analysis process for each of the factors. The narratives must also indicate why the contractor believes the methodologies utilized are statistically reliable, valid and defensible.
7. Detailed overview including narrative statements of the results of the study. This portion of the final report must include tables that identify the following comparison factors for each matching job within the federal government, other states, municipal government organizations, and the private sector :
  - Gross Monthly Starting Salary (GMS)
    - GMS at initial appointment
    - GMS after five years of employment in the same job
    - GMS after ten years of employment in the same job
  - Monthly health insurance benefit paid by the Employer
  - Number of paid holidays offered by an Employer annually
  - Annual Personal Leave Accrual rate
    - Annual personal leave accrual rate with less than two years of employment.
    - Annual personal leave accrual rate with more than two years but less than five years of employment.
    - Annual personal leave accrual rate with more than five years but less than ten years of employment.
    - Annual personal leave accrual rate with more than ten years of employment.

The comparison tables must also identify the source of the matching jobs as the federal government, another state, a municipal government organization, or the private sector. The narratives must indicate why the

contractor believes the methodologies utilized for the comparisons resulted in a statistically reliable, valid and defensible report.

While items 1, 2, and 3 above must be presented as separate documents, items 4-7 may be presented individually or as a combined report. All survey data must be provided to the project director in Microsoft Excel format electronically within ten days of the submission of the final report.

**Proposer's Response:** *The proposal must detail the methodologies used to develop the final report and provide a single page sample of the proposed excel format of the data collected that is logical in design and easy to understand. This sample must include the following items:*

1. *Comparison Number*
2. *Class Description*
3. *Entity with job match (federal government, other state, municipal government of private sector)*
4. *GMS upon initial appointment*
5. *GMS after five years in the same job*
6. *GMS after ten years in the same job*
7. *High, Low, Median, and Mean Value for each group of matches*
8. *A designated percentile to be determined by the state between the high and low value*
9. *Amount paid for health Insurance by the Employer per month per eligible employee*
10. *Number of paid holidays per year*
11. *Annual Leave Accrual rate under two years*
12. *Annual Leave Accrual rate between two and five years*
13. *Annual Leave Accrual Rate between five and ten years*
14. *Annual Leave Accrual Rate more than ten years*

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## SECTION SIX PROPOSAL FORMAT AND CONTENT

### 6.01 Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, telephone number, fax number and email address of the person the state should contact regarding the proposal. Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined non-responsive and the proposal may be rejected.

### 6.02 Proposal Format and Content

The following instructions describe the format that proposals must follow and the order in which the proposal data should be presented. They are provided to ensure a complete submission of the information necessary for an equitable analysis and evaluation of proposals submitted in response to this RFP. Each offeror must provide every component listed below, in the order shown, using the format described for each component. A proposal may be rejected if it is incomplete or conditional in nature.

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. There is no intent to limit the contents of a proposal, however, proposals that merely say they "will meet the general or specific requirements of the RFP" will not be considered responsive and will not be given further consideration.

#### FORMAT FOR PROPOSALS:

The following summary provides the required content and order in which proposals are to be presented. An offeror's failure to include these items in their proposal may cause their proposal to be determined non-responsive and the proposal may be rejected.

#### Section 1: ADMINISTRATIVE INFORMATION:

1. **Table of Contents:** Each proposal must include a table of contents with page numbers for each of the required components.
2. **Signature Page:** Each proposal must be signed by an authorized agent of the vendor.
3. **RFP Amendments:** All amendments issued for this RFP that require the offerors acknowledgement must be included with the proposal.
4. **Contact Information:** The name, address, phone number, fax number, and email address of the contact person for your firm as described in Section 6.01 of this RFP must be provided with your proposal.
5. **Number of Proposals:** Ten copies of the proposal must be submitted to the address provided in Section 1.01 of this RFP.
6. **Cost Schedules:** A completed copy of the cost schedule provided in Attachment A of this RFP must be provided. The cost schedule should be packaged with your proposal, but in the separate envelope.
7. **Conflict of Interest Statement:** Each proposal must include a Conflict of Interest Statement as described in Section 1.17 of this RFP.
8. **Alaska Business License:** Each proposal must include a copy of a valid Alaska business license in accordance with Section 2.11 of this RFP.
9. **Alaska Bidder Affidavit:** If you believe that your company qualifies for the Alaska Bidder Preference, Attachment B must be completed and submitted with your proposal.
10. **Subcontractors:** If your proposal utilizes subcontractors, the information outlined in Section 1.14 of this RFP must be submitted with your proposal.
11. **Joint Ventures:** If your proposal is a Joint Venture, a copy of the Joint Venture agreement identifying the

principles and describing the rights and responsibilities of each party regarding performance and payments per Section 1.15 of this RFP must be submitted with your proposal.

12. **Applicable Professional Licenses and Memberships:** All applicable professional licenses must be submitted with your proposal.
13. **Valid Tax Identification Number:** A Valid Tax Identification Number must be provided to the state with the proposal or within five working days of a request by the state per Section 2.10 of this RFP.

**2. PROPOSAL:** Provide the following information, in the order listed:

1. **EXPERIENCE & QUALIFICATIONS:** Proposals must include evidence of the required experience and qualifications as detailed in Section 2.08 of this RFP. The proposal must include an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrating the lines of authority; and designating the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization that clearly indicates the firms experience in performing salary survey and analysis, economic consulting, or market research of a similar nature as required in section 2.08 of this RFP. Narratives regarding the project team that will be responsible for completing this project as well as a personnel roster that identifies each person who will actually work on the contract must also be included. The following information must be provided for each person listed:

- a. title,
- b. resume:

Individual resumes for the following must be submitted:

1. Project Manager
2. Lead Analyst
3. Survey Leader,

All resumes must clearly indicate the experience that qualifies the individual as detailed in section 2.08. Sections of the resume containing the required years of qualifying experience must be highlighted for easy identification.

- c. location(s) where work will be performed,

2. **PROJECT STRATEGY AND METHODOLOGY:** The proposal must contain narratives that provide a detailed description of the project strategy and methodologies for how the offeror intends to provide the services outlined in Section Five of this RFP.

Each of **Proposer's Response** items located in sections 5.01 through 5.10 must be addressed. The narratives must address each item in the order presented and be clearly identifiable within the narratives provided. There are a total of ten separate **Proposer's Response** items that must be addressed.

**3: COST PROPOSAL**

Cost proposals must include the hourly rate for the employee classifications listed in Attachment A. The firm hourly rates offered for each employee classification must include all of the direct and indirect costs associated with the performance of the employee classification, including, but not limited to, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. Failure to offer firm hourly rates on the cost schedule shall cause the state to determine the proposal to be non responsive.

Offerors must provide the estimated number of hours and firm hourly rates for all services required to complete the project. However, the successful offeror will be reimbursed according to the total cost offered, regardless of the number of hours actually worked.

The firm hourly rates offered will be used solely to establish costs for additional work including additional analysis, testimony, and defense of the Final Report if necessary.

**Attachment A contains the cost proposal sheet. This sheet must be completed and submitted with your proposal.**

### **6.03 Evaluation Criteria**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SEVEN.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

The total number of points used for the evaluation of this RFP is 1000.

The number of points available for each category is indicated below.

Experience and Qualifications	200 Points	20% of the overall point total
Project Strategy and Methodology	400 Points	40% of the overall point total
Cost	300 Points	30% of the overall point total
Alaska Offerors Preference	100 Points	10% of the overall point total

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## SECTION SEVEN

# EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED  
TO SCORE THIS PROPOSAL IS 1000

### 7.01 Experience and Qualifications (200 Points)

The offeror's qualifications and experience as submitted in the proposal will be evaluated against the questions set out below.

1. *To what extent does the firm exceed the required minimum level of experience with performing salary survey and analysis, economic consulting, or market research studies of a similar nature?*

**POINTS** \_\_\_\_\_ **EVALUATOR'S NOTES** \_\_\_\_\_

\_\_\_\_\_

2. *To what extent does the Project Manager exceed the minimum required level of experience in the broad field of Economics?*

**POINTS** \_\_\_\_\_ **EVALUATOR'S NOTES** \_\_\_\_\_

\_\_\_\_\_

3. *To what extent does the Project Manager's experience exceed the successful completion of at least three salary related consulting projects within the past three years?*

**POINTS** \_\_\_\_\_ **EVALUATOR'S NOTES** \_\_\_\_\_

\_\_\_\_\_

4. *To what extent does the Project Manager's experience relate to managing or participating in salary surveys and analysis?*

**POINTS** \_\_\_\_\_ **EVALUATOR'S NOTES** \_\_\_\_\_

\_\_\_\_\_

5. *To what extent does the Lead Analyst exceed the minimum required level of experience required in the broad field of economics?*

**POINTS** \_\_\_\_\_ **EVALUATOR'S NOTES** \_\_\_\_\_

\_\_\_\_\_

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6 *To what extent does the Survey Leader exceed the minimum level of experience required in developing survey methodologies?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

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**7.02 Project Strategy and Methodology (400 Points)**

1. *To what extent do the study methodologies offered represent processes that will ensure the results are statistically reliable, valid, and defensible?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

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2. *To what extent does the overall study methodologies offered for data collection and presentation for the comparison factors represent a process that is logical and reasonable?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

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3. *To what degree does the overall study methodology for data collection and presentation for the comparison factors appear to represent a process that will produce statistically reliable, valid and defensible results?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

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4. *To what extent does the proposal demonstrate the methodology that will be used to determine if changes to the states comparison pool are required?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

---

5. *To what degree does the methodology offered for determining if changes to the states comparison pool are required appear to present a process that will produce statistically reliable, valid and defensible results?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**

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6. *To what extent does the proposal detail acceptable methodologies that will be used to review the comparison pool descriptions for the development of targeted surveys?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**  
\_\_\_\_\_

7. *To what extent do the methodologies offered for the comparison pool job description review and targeted survey development represent a process that will produce statistically reliable, valid and defensible results?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**  
\_\_\_\_\_

8. *To what extent does the proposal detail the methodologies to be used for the collection of comparison factor data from the federal government, other states, municipal government organizations and private sector employers and do the methodologies represent a process that will ensure statistically reliable, valid, and defensible results?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**  
\_\_\_\_\_

9. *To what extent does the proposal detail acceptable methodologies to be used for the development of resources within the federal government, other states, municipal government organization, and private sector employers that the surveys will target?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**  
\_\_\_\_\_

10. *How acceptable are proposed methodologies to be used for the development and presentation of the final report and to what extent does the sample provided appear to be logical in design and easy to understand?*

**POINTS \_\_\_\_\_ EVALUATOR'S NOTES \_\_\_\_\_**  
\_\_\_\_\_

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### 7.03 Contract Cost (300 Points)

Overall, 30% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.12.

#### ***Converting Cost to Points***

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.14.

### 7.04 Alaskan Offeror's Preference (100 Points)

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaskan Offeror's Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

### 7.05 Evaluator's Combined Point Total for all Sections

		<u>Total Points Awarded</u>
Section 7.01	Experience and Qualifications	_____
Section 7.02	Project Methodology and Strategy	_____
Section 7.03	Cost	Completed by Contracting Officer
Section 7.04	Alaska Offeror's Preference	Completed by Contracting Officer
<b>Total Score</b>		_____

## SECTION EIGHT APPENDICES and ATTACHMENTS

### 8.01 Appendixes and Attachments

The following documents are attached to this RFP. Each document is clearly titled on the top of the page.

#### Appendixes

- Standard Agreement form for Professional Services with Appendix A
- Appendix B1
- Notice of Intent to Award

#### Attachments

Attachment A	Cost Schedule
Attachment B	Alaska Bidder Affidavit
Attachment C	Complete Job Class List

**STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES**

1. Agency Contract Number	2. DGS Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number	

**This contract is between the State of Alaska,**

8. Department of	Division	hereafter the State, and
------------------	----------	--------------------------

9. Contractor	hereafter the Contractor
---------------	--------------------------

Mailing Address	Street or P.O. Box	City	State	ZIP+4
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10. **ARTICLE 1. Appendices:** Appendices referred to in this contract and attached to it are considered part of it.

**ARTICLE 2. Performance of Service:**

2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract.

2.2 Appendix B sets forth the liability and insurance provisions of this contract.

2.3 Appendix C sets forth the services to be performed by the contractor.

**ARTICLE 3. Period of Performance:** The period of performance for this contract begins \_\_\_\_\_, and ends \_\_\_\_\_.

**ARTICLE 4. Considerations:**

4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$\_\_\_\_\_ in accordance with the provisions of Appendix D.

4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:

11. Department of	Attention: Division of
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Mailing Address	Attention:
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<b>12. CONTRACTOR</b>		14. <b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm			
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative			
Title			
<b>13. CONTRACTING AGENCY</b>		Signature of Head of Contracting Agency or Designee	Date
Department/Division	Date		
Signature of Project Director		Typed or Printed Name	
Typed or Printed Name of Project Director		Title	
Title			

**NOTICE: This contract has no effect until signed by the head of contracting agency or designee**

**APPENDIX A**

**GENERAL PROVISIONS**

**Article 1. Definitions.**

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

**Article 2. Inspections and Reports.**

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

**Article 3. Disputes.**

- 3.1 Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

**Article 4. Equal Employment Opportunity.**

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in an contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

**Article 5. Termination.**

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

**Article 6. No Assignment or Delegation.**

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

**Article 7. No Additional Work or Material.**

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project

Director and approved by the Agency Head.

**Article 8. Independent Contractor.**

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

**Article 9. Payment of Taxes.**

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

**Article 10. Ownership of Documents.**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

**Article 11. Governing Law.**

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

**Article 12. Conflicting Provisions.**

Unless specifically amended and approved by the Department of Law the General Provisions of this contract supersede any provisions in other appendices. The contractor specifically acknowledges and agrees that provisions in any form contracts it appends hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska that are not conditioned on legislative appropriation, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

**Article 13. Officials Not to Benefit.**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

**Article 14. Covenant Against Contingent Fees.**

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

APPENDIX B<sup>1</sup>

INDEMNITY AND INSURANCE

**Article 1. Indemnification**

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

**Article 2. Insurance**

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a 30-day prior notice of cancellation, nonrenewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000.00 combined single limit per occurrence.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000.00 combined single limit per occurrence.

**Notice of Intent to Award a Contract**



Department of Administration  
Division of General Services  
Seventh Floor - State Office Bldg.  
333 Willoughby Street  
P.O. Box 110210  
Juneau, Alaska 99811-0210

**THIS IS NOT AN ORDER**

**DATE ISSUED:**

**RFP NO.:**

**RFP DEADLINE:**

**RFP SUBJECT:**

**CONTRACTING OFFICER:**

**SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received. The responsible and responsive offeror whose proposal was determined in writing to be the most advantageous is indicated. An offeror who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The offeror identified here as submitting the most advantageous proposal is instructed not to proceed until a contract, or other form of notice is given by the contracting officer.** A company or person who proceeds prior to receiving a contract, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

Offeror	Responsive	Total Score	Most Advantageous

**LEGEND:** @ -- MOST ADVANTAGEOUS  
Y -- RESPONSIVE PROPOSAL  
N -- NON-RESPONSIVE PROPOSAL

**SUMMARY**

**ATTACHMENT A**

**Cost Schedule**

SINGLE COST TO PROVIDE THE SERVICES AND DELIVERABLES AS DEFINED IN THIS SOLICITATION: **A:** \$ \_\_\_\_\_

If “**A**” above exceeds \$500,000.00, the proposal will be considered non-responsive.

The above cost must include all direct and indirect costs associated with the performance of this project.

The successful contractor will be reimbursed according to the total amount proposed above.

Firm hourly rates for each job classification below will be used to establish costs for additional work including providing testimony and defense of the Final Report if necessary. The firm hourly rates offered must include all direct and indirect costs associated with each job classification indicated below. Failure to offer firm hourly rates on the cost schedule shall cause the state to determine the proposal to be non responsive.

The hours estimated below are for evaluation purposes only. If additional work is required, the contractor shall be compensated based on the hourly rates offered.

<b>Employee Classification</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Amount</b>
Project Manager	15		
Lead Analyst	20		
Survey Leader	30		
Assistant	40		
<b>Hourly Rate Evaluation Cost</b>		<b>B:</b>	
<b>Total Evaluated Price</b>		<b>A plus B equals</b>	<b>C:</b>

The total cost displayed in “**C**” above will be used to calculate points awarded for cost during the evaluation process.

**ATTACHMENT B**

**CERTIFICATION OF ENTITLEMENT TO THE  
ALASKA BIDDER PREFERENCE**

I am the offeror or a duly authorized agent of the offeror and I certify that the offeror is entitled to the ALASKA BIDDER PREFERENCE. I know and understand that the Alaska Bidder Preference provides for substantial benefits which could be favorable to the offeror and which could affect the award of this Request for Proposal to the offeror's benefit.

I am aware that falsely claiming the Alaska Bidder Preference is a violation of the State of Alaska Procurement Code (A S36.30) and may be cause for felony prosecution and conviction.

I offer the following evidence or statements in support of my Certification of Entitlement to the Alaska Bidder Preference.

1. As of the closing date of this Request for Proposal, the offeror holds a valid Alaska business license in one of the following forms:
  - a. A canceled check for the business license fee;
  - b. A copy of a business license application with a receipt date stamp from the state's business license office;
  - c. A receipt from the state's business license office for the license fee;
  - d. The offeror's valid business license certificate;
  - e. A sworn notarized affidavit that the offeror has applied and paid for a business license.
2. The offeror is submitting its offer under the name as it appears on the offeror's current Alaska business license;
3. The offeror has maintained a place of business within the State of Alaska staffed by the offeror or an employee of the offeror for a period of six months immediately preceding the closing date of the Request for Proposal; and
4. The offeror is incorporated or qualified to do business under the laws of the state, is a sole proprietorship, and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.50 or AS 32.11, and all partners are residents of the state.

\_\_\_\_\_  
Signature of Offeror or Offeror's Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Business

ATTACHMENT C

**JOB CLASS TITLES**

Group No	Family No	Group Name/Family Name/Job Class Title		Job Class Code	Position Count	Emp. Count
<b>PA</b>	<b>Executive and Senior Administrators</b>				<b>168</b>	<b>141</b>
	<b>Total</b>					
	PA0101	Deputy Commissioner		P1951	23	19
	PA0102	Assistant Commissioner		P1980	6	4
	PA0112	Division Director - PX		P1901	81	71
	PA0113	Division Operations Manager		K0051	23	21
	PA0114	Deputy Director		K0054	5	2
	PA0121	Deputy Attorney General		P7148	2	2
	PA0122	Public Defender		P7160	1	1
	PA0142	Director, Information Technology		P1846	1	1
	PA0143	Director, Tax Division		K0005	1	1
	PA0161	State Comptroller		P1230	1	1
	PA0191	Special Assistant to the Commissioner I		P1917	7	5
	PA0192	Special Assistant to the Commissioner II		P1918	17	13
<b>PB</b>	<b>Administrative and Office Support</b>				<b>3408</b>	<b>2998</b>
	<b>Total</b>					
	<b>PB01</b>	<b>General Administration</b>		<b>Sub-Total</b>	<b>1533</b>	<b>1330</b>
	PB0101	Admin Clerk I		P1133	11	8
	PB0102	Admin Clerk II		P1134	441	347
	PB0103	Administrative Clerk III		P1135	573	503
	PB0105	Administrative Supervisor		P1136	40	36
	PB0121	Correspondence Secretary I		P1182	1	0
	PB0122	Correspondence Secretary II		P1183	1	1
	PB0123	Correspondence Secretary III		P1184	1	1
	PB0130	Secretary		P1151	44	37
	PB0135	Executive Secretary I		P1155	2	1
	PB0136	Executive Secretary II		P1154	1	1
	PB0137	Executive Secretary III		P1156	11	10
	PB0140	Word Processing Center Supervisor		P1180	1	1
	PB0150	Administrative Assistant (Superseded)		P1906	1	1
	PB0151	Administrative Assistant I		K0017	64	61
	PB0152	Administrative Assistant II		K0018	150	141
	PB0153	Administrative Assistant III		K0053	41	41
	PB0154	Administrative Officer I		K0019	79	75
	PB0155	Administrative Officer II		K0020	43	40
	PB0157	Administrative Operations Manager I		K0021	18	18
	PB0158	Administrative Operations Manager II		K0022	8	6
	PB0161	Administrative Manager I (Superseded)		P1907	1	1
	PB0172	Administrative Services Manager II (Superseded)		P1933	1	0
	<b>PB02</b>	<b>Accounting and Fiscal</b>		<b>Sub-Total</b>	<b>634</b>	<b>563</b>
	PB0202	Accounting Clerk		P1203	138	120

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PB0205	Accounting Technician I	P1210	140	120
	PB0206	Accounting Technician II	P1211	116	107
	PB0207	Accounting Technician III	P1212	73	65
	PB0212	Accountant II	P1205	15	14
	PB0213	Accountant III	P1206	59	54
	PB0214	Accountant IV	P1207	44	41
	PB0215	Accountant V	P1208	13	11
	PB0218	Accounting Supervisor I	P1234	14	12
	PB0219	Accounting Supervisor II	P1235	15	12
	PB0222	State Accountant	P1238	1	1
	PB0230	Payroll Manager	P1249	1	1
	PB0231	Payroll Specialist I	P1244	2	2
	PB0232	Payroll Specialist II	P1245	2	2
	PB0233	Payroll Specialist III	P1246	1	1
<b>PB03</b>	<b>Personnel and Employee Relations</b>		<b>Sub-Total</b>	<b>252</b>	<b>233</b>
	PB0301	Human Resource Assistant	P1405	14	12
	PB0302	Human Resource Technician I	P1406	16	16
	PB0303	Human Resource Technician II	P1407	57	51
	PB0304	Human Resource Technician III	P1408	11	11
	PB0305	Human Resource Technical Services Supervisor I	P1432	6	6
	PB0311	Human Resource Specialist I	P1410	29	24
	PB0312	Human Resource Specialist II	P1411	23	22
	PB0313	Human Resource Specialist III	P1412	9	9
	PB0315	Human Resource Manager I	P1414	6	6
	PB0316	Human Resource Manager II	P1415	1	1
	PB0322	Labor Relations Analyst II	P1422	3	3
	PB0323	Labor Relations Analyst III	P1423	3	2
	PB0324	Labor Relations Analyst IV	P1424	1	0
	PB0325	Labor Relations Manager	P1431	1	1
	PB0331	Retirement & Benefits Technician I	P1443	4	4
	PB0332	Retirement & Benefits Technician II	P1444	19	18
	PB0333	Retirement & Benefits Technician III	P1445	12	12
	PB0341	Retirement & Benefits Specialist I	P1442	7	7
	PB0342	Retirement & Benefits Specialist II	P1449	13	12
	PB0343	Retirement & Benefits Specialist III	P1450	3	3
	PB0345	Retirement & Benefits Manager	P1447	2	2
	PB0351	Alaska Marine Highway System Dispatcher	P1417	4	4
	PB0352	Alaska Marine Highway System Dispatch Supervisor	P1418	1	1
	PB0361	Equal Employment Officer II	P1419	4	4
	PB0362	Equal Employment Officer III	P1420	3	2
<b>PB04</b>	<b>Information Technology</b>		<b>Sub-Total</b>	<b>638</b>	<b>558</b>
	PB0401	Analyst/Programmer I	P1621	10	7
	PB0402	Analyst/Programmer II	P1622	26	20

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PB0403	Analyst/Programmer III	P1623	58	43
	PB0404	Analyst/Programmer IV	P1624	134	114
	PB0405	Analyst/Programmer V	P1625	58	54
	PB0411	Data Processing Technician I	P1611	9	8
	PB0412	Data Processing Technician II	P1612	12	12
	PB0413	Data Processing Technician III	P1613	6	6
	PB0415	Data Processing Production Manager	P1614	1	1
	PB0416	Data Processing Manager I	P1641	23	22
	PB0417	Data Processing Manager II	P1642	19	14
	PB0418	Data Processing Manager III	P1643	19	19
	PB0419	Data Processing Manager IV	P1644	2	2
	PB0421	Data Communications Specialist I	P1661	4	3
	PB0422	Data Communications Specialist II	P1662	4	4
	PB0425	Data Security Specialist	P1670	1	1
	PB0431	Microcomputer/Network Technician I	P1631	20	16
	PB0432	Microcomputer/Network Technician II	P1632	61	58
	PB0433	Microcomputer/Network Specialist I	P1633	66	62
	PB0434	Microcomputer/Network Specialist II	P1634	32	29
	PB0442	Database Specialist II	P1827	4	4
	PB0443	Database Specialist III	P1828	8	5
	PB0451	Systems Programmer I	P1651	5	4
	PB0452	Systems Programmer II	P1652	24	21
	PB0453	Systems Programmer III	P1653	16	16
	PB0454	Systems Programmer IV	P1654	1	1
	PB0460	Information Technology Planner	P2258	1	1
	PB0491	Internet Specialist I	K0003	9	7
	PB0492	Internet Specialist II	K0004	5	4
	<b>PB05</b>	<b>Statistics and Research Analysis Sub-Total</b>		<b>120</b>	<b>96</b>
	PB0501	Statistical Clerk	P1703	4	4
	PB0502	Statistical Technician I	P1706	10	7
	PB0503	Statistical Technician II	P1707	7	6
	PB0511	Research Analyst I	P1792	11	8
	PB0512	Research Analyst II	P1793	26	22
	PB0513	Research Analyst III	P1794	40	30
	PB0514	Research Analyst IV	P1795	13	12
	PB0520	Operations Research Analyst I	P1890	2	2
	PB0530	Equipment Operations Analyst	P1790	3	2
	PB0540	Chief, Health Research and Vital Statistics	P1797	1	1
	PB0551	Demographer	P1721	2	1
	PB0552	State Demographer	P2211	1	1
	<b>PB06</b>	<b>Supply Sub-Total</b>		<b>222</b>	<b>210</b>
	PB0601	Stock & Parts Services, Sub-Journey	P9911	29	26
	PB0602	Stock & Parts Services, Journey I	P9911	12	12
	PB0603	Stock & Parts Services, Journey II	P9911	21	21

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PB0604	Stock & Parts Services, Lead	P9911	14	14
	PB0611	Supply Technician I	P1310	11	9
	PB0612	Supply Technician II	P1311	24	22
	PB0622	Contracting Officer II	P1344	2	2
	PB0623	Contracting Officer III	P1345	14	14
	PB0624	Contracting Officer IV	P1346	1	1
	PB0631	Procurement Specialist I	P1331	31	29
	PB0632	Procurement Specialist II	P1332	23	20
	PB0633	Procurement Specialist III	P1333	22	22
	PB0634	Procurement Specialist IV	P1334	9	9
	PB0635	Procurement Specialist V	P1335	7	7
	PB0640	Chief Procurement Officer	P1347	1	1
	PB0650	Chief Contracts Officer	P1349	1	1
	<b>PB99</b>	<b>Administrative classes not otherwise described Sub-Total</b>		<b>9</b>	<b>8</b>
	PB9901	Claims Administrator	P2390	2	1
	PB9902	Risk Manager	P2391	1	1
	PB9903	State Travel Manager	P1350	1	1
	PB9904	Veterans Affairs Administrator	P1919	1	1
	PB9905	Administrator, Violent Crimes Compensation Board	P1958	1	1
	PB9906	State Travel Office Assistant	P1351	2	2
	PB9907	Cultural Resources Manager and Native Liaison	P1920	1	1
<b>PC</b>	<b>Business Development and Regulation Total</b>			<b>529</b>	<b>455</b>
	<b>PC01</b>	<b>Business Finance Sub-Total</b>		<b>97</b>	<b>88</b>
	PC0101	Grants Administrator I	P2269	19	18
	PC0102	Grants Administrator II	P2270	34	33
	PC0103	Grants Administrator III	P2271	14	13
	PC0105	Grants Administration Manager	K0045	1	1
	PC0109	Grants and Procurement Manager	K0046	1	1
	PC0111	Loan Closer/Processor I	P2116	3	1
	PC0112	Loan Closer/Processor II	P2117	3	3
	PC0113	Loan Closer/Processor III	P2118	1	1
	PC0121	Loan/Collection Officer I	P2113	9	6
	PC0122	Loan/Collection Officer II	P2114	3	3
	PC0123	Loan/Collection Officer III	P2115	2	1
	PC0125	Loan/Collection Manager	P2120	2	2
	PC0132	School Finance Specialist II	P1241	4	4
	PC0135	School Finance Manager	P1243	1	1
	<b>PC02</b>	<b>Business Regulation and Compliance Sub-Total</b>		<b>184</b>	<b>157</b>
	PC0202	Business Registration Examiner	P2320	7	6
	PC0203	Occupational License Examiner	P2325	24	21
	PC0205	Insurance Licensing Examiner I	P2344	4	0
	PC0206	Insurance Licensing Examiner II	P2345	1	1
	PC0209	Records and Licensing Supervisor	P1905	9	8

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<b>Group No</b>	<b>Family No</b>	<b>Group Name/Family Name/Job Class Title</b>	<b>Job Class Code</b>	<b>Position Count</b>	<b>Emp. Count</b>
	PC0210	Chief, Occupational Licensing	P2330	1	1
	PC0211	Consumer Service Specialist (Insurance)	P2319	3	3
	PC0212	Consumer Service Supervisor (Insurance)	P2318	1	1
	PC0215	Consumer Protection & Information Officer (APUC) I	P2365	2	2
	PC0216	Consumer Protection & Information Officer (APUC) II	P2366	1	1
	PC0221	Financial Institution Examiner I	P2310	1	0
	PC0222	Financial Institution Examiner II	P2311	2	1
	PC0223	Financial Institution Examiner III	P2312	2	0
	PC0224	Financial Institution Examiner IV	P2313	1	1
	PC0227	Securities Examiner I	P2316	3	3
	PC0228	Securities Examiner II	P2317	2	1
	PC0231	Insurance Analyst I	P2350	2	1
	PC0232	Insurance Analyst II	P2358	3	3
	PC0233	Insurance Analyst III	P2359	6	6
	PC0234	Insurance Analyst IV	P2354	1	0
	PC0236	Insurance Financial Examiner I	P2300	3	2
	PC0237	Insurance Financial Examiner II	P2301	3	3
	PC0238	Insurance Financial Examiner III	P2302	1	1
	PC0242	Communications Common Carrier Specialist II	P2361	1	1
	PC0243	Communications Common Carrier Specialist III	P2362	3	3
	PC0244	Communications Common Carrier Specialist IV	P2363	1	1
	PC0251	Utility Financial Analyst I	P2334	1	1
	PC0252	Utility Financial Analyst II	P2335	1	0
	PC0253	Utility Financial Analyst III	P2336	2	1
	PC0254	Utility Financial Analyst IV	P2337	1	1
	PC0256	Utility Tariff Analyst I	P2384	2	2
	PC0257	Utility Tariff Analyst II	P2385	1	1
	PC0258	Utility Tariff Analyst III	P2386	1	1
	PC0259	Public Advocate Utility Analyst I	K0006	4	3
	PC0260	Public Advocate Utility Analyst II	K0007	1	1
	PC0261	Community Care Licensing Specialist I	P4275	47	43
	PC0262	Community Care Licensing Specialist II	P4276	12	12
	PC0263	Community Care Licensing Specialist III	P4277	3	3
	PC0280	Wage-Hour Technician	P4670	3	2
	PC0281	Wage-Hour Investigator I	P4672	11	9
	PC0282	Wage-Hour Investigator II	P4673	2	2
	PC0283	Wage-Hour Investigator III	P4674	1	1
	PC0292	Executive Administrator, Real Estate Commission	P2327	1	1
	PC0293	Executive Administrator, Board of Reg Arch, Eng & LS	P2328	1	1
	PC0294	Executive Administrator, State Medical Board	P2329	1	1
<b>PC03</b>	<b>Safety Inspection</b>	<b>Sub-Total</b>		<b>100</b>	<b>83</b>
	PC0301	Commercial Vehicle Enforcement Officer I	P2460	8	3
	PC0302	Commercial Vehicle Enforcement Officer II	P2461	22	22

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PC0303	Commercial Vehicle Enforcement Officer III	P2462	4	3
	PC0321	Industrial Hygienist	P2425	8	5
	PC0322	Occupational Safety & Compliance Officer	P9961	18	15
	PC0323	Safety Officer	P1947	6	3
	PC0325	Program Manager, Occupational Safety & Health	P2420	2	2
	PC0331	Safety Inspection & Compliance, Electrical Inspector	P9962	4	4
	PC0332	Safety Inspection & Compliance, Elevator Inspector	P9964	3	3
	PC0333	Safety Inspection & Compliance, Plumbing Inspector	P9966	3	3
	PC0338	Boiler & Pressure Vessel Inspector I	P9950	5	3
	PC0339	Boiler & Pressure Vessel Inspector II	P9951	1	1
	PC0351	Weights & Measures Inspector I	P2481	4	4
	PC0352	Weights & Measures Inspector II	P2482	5	5
	PC0353	Weights & Measures Inspector Trainee	P2480	1	1
	PC0355	Measurement Standards Supervisor	P2484	1	1
	PC0360	Chief, Weights, Measures & Permits	P2476	2	2
	PC0361	State Metrologist I	P2486	1	1
	PC0362	State Metrologist II	P2485	1	1
	PC0370	Department of Labor Safety Liaison	P2422	1	1
<b>PC04</b>	<b>Environmental Health Sub-Total</b>			<b>29</b>	<b>25</b>
	PC0401	Environmental Health Technician	P8205	2	1
	PC0411	Environmental Health Officer I	P8210	2	2
	PC0412	Environmental Health Officer II	P8211	8	7
	PC0413	Environmental Health Officer III	P8212	16	14
	PC0414	Environmental Health Officer IV	P8213	1	1
<b>PC05</b>	<b>Revenue and Audit Sub-Total</b>			<b>119</b>	<b>102</b>
	PC0501	Tax Technician I	P1254	3	1
	PC0502	Tax Technician II	P1257	4	4
	PC0503	Tax Technician III	P1255	14	14
	PC0504	Tax Technician IV	P1256	2	2
	PC0511	Tax Auditor I	P1258	2	1
	PC0512	Tax Auditor II	P1259	1	1
	PC0513	Tax Auditor III	P1260	6	6
	PC0514	Tax Auditor IV	P1261	2	2
	PC0521	Revenue Audit Supervisor I	P1263	3	3
	PC0522	Revenue Audit Supervisor II	P1264	4	4
	PC0525	Chief, Revenue Operations	P1265	1	1
	PC0531	Revenue Appeals Officer I	P7305	2	2
	PC0532	Revenue Appeals Officer II	P7306	2	1
	PC0533	Revenue Appeals Supervisor	P7307	1	1
	PC0541	Oil and Gas Revenue Auditor I	P1273	3	3
	PC0542	Oil and Gas Revenue Auditor II	P1274	4	3
	PC0543	Oil and Gas Revenue Auditor III	P1275	7	6
	PC0544	Oil and Gas Revenue Auditor IV	P1276	8	6

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Group No	Family No	Group Name/Family Name/Job Class Title		Job Class Code	Position Count	Emp. Count
		PC0545	Oil and Gas Revenue Specialist	P1277	2	2
		PC0551	Corporate Income Tax Auditor I	P1282	1	0
		PC0552	Corporate Income Tax Auditor II	P1283	1	1
		PC0553	Corporate Income Tax Auditor III	P1284	4	2
		PC0554	Corporate Income Tax Auditor IV	P1285	3	2
		PC0556	Income and Excise Tax Specialist	P1286	1	0
		PC0561	Internal Auditor I	P1290	2	2
		PC0562	Internal Auditor II	P1291	3	2
		PC0563	Internal Auditor III	P1292	19	18
		PC0564	Internal Auditor IV	P1293	8	7
		PC0565	Internal Auditor V	P1294	2	1
		PC0570	Unclaimed Property Manager	P1271	1	1
		PC0571	Supervisor, Unemployment Insurance Tax	P4633	1	1
		PC0580	State Petroleum Property Assessor	P1266	1	1
		PC0590	Deputy Director, Tax Division	P1267	1	1
<b>PD</b>		<b>Government Management and Infrastructure Total</b>			<b>602</b>	<b>524</b>
	<b>PD01</b>	<b>Government Management and Operations</b>	<b>Sub-Total</b>		<b>65</b>	<b>57</b>
		PD0102	Local Government Specialist II	P1872	1	1
		PD0103	Local Government Specialist III	P1873	15	13
		PD0104	Local Government Specialist IV	P1874	5	5
		PD0105	Local Government Specialist V	P1875	3	1
		PD0121	Regulations Specialist I	P2340	2	2
		PD0122	Regulations Specialist II	P2341	4	4
		PD0131	Executive Director, AK Public Offices Commission	P1012	1	1
		PD0132	Assistant Director, Alaska Public Offices Commission	P1013	1	1
		PD0151	Budget Analyst I	P1461	3	2
		PD0153	Budget Analyst III	P1463	13	12
		PD0154	Budget Analyst IV	P1464	13	12
		PD0156	Budget Manager	P1465	4	3
	<b>PD02</b>	<b>Economic Research</b>	<b>Sub-Total</b>		<b>26</b>	<b>22</b>
		PD0201	Economist I	P2206	4	4
		PD0202	Economist II	P2207	4	2
		PD0203	Economist III	P2208	7	7
		PD0204	Economist IV	P2209	2	2
		PD0208	Assistant Chief, Revenue Economic Research	K0064	1	1
		PD0209	Chief, Revenue Economic Research	P2210	1	0
		PD0221	Petroleum Economist I	P2214	2	2
		PD0222	Petroleum Economist II	P2215	4	3
		PD0230	Chief, Labor Research & Analysis	P2229	1	1
	<b>PD03</b>	<b>Development and Infrastructure Planning</b>	<b>Sub-Total</b>		<b>126</b>	<b>104</b>
		PD0301	Community Development Specialist I	P2266	1	1
		PD0302	Community Development Specialist II	P2267	24	21
		PD0303	Community Development Specialist III	P2268	7	7

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PD0311	Development Specialist I (Option A)	P2286	2	1
	PD0312	Development Specialist I (Option B)	P2287	1	1
	PD0313	Development Specialist II (Option A)	P2288	8	6
	PD0314	Development Specialist II (Option B)	P2289	4	4
	PD0331	Planner I	P2291	5	2
	PD0332	Planner II	P2292	9	6
	PD0333	Planner III	P2293	31	26
	PD0334	Planner IV	P2294	3	3
	PD0341	Transportation Planner I	P2296	14	11
	PD0342	Transportation Planner II	P2297	9	8
	PD0343	Transportation Planner III	P2298	5	5
	PD0361	Telecommunications Planner I	P2255	2	1
	PD0370	Administrator, Highway Safety Planning Agency	P1944	1	1
<b>PD04</b>	<b>Emergency Planning and Response Sub-Total</b>			<b>117</b>	<b>100</b>
	PD0411	Emergency Management Specialist I	P1937	3	2
	PD0412	Emergency Management Specialist II	P1938	16	15
	PD0413	Emergency Management Specialist III	P1939	7	6
	PD0421	Emergency Program Manager I	P1941	3	3
	PD0422	Emergency Program Manager II	P1942	2	2
	PD0441	Radio Dispatcher I	P1114	2	2
	PD0442	Radio Dispatcher II	P1115	47	38
	PD0443	Radio Dispatcher III	P1118	8	8
	PD0450	Communications Center Supervisor	P1120	2	1
	PD0460	Safety & Emergency Support Specialist	P7852	1	1
	PD0470	Wildland Fire Dispatcher I	K0008	4	4
	PD0471	Wildland Fire Dispatcher II	K0009	13	10
	PD0472	Wildland Fire Dispatcher III	K0010	8	7
	PD0473	State Logistics Center Coordinator	K0013	1	1
<b>PD05</b>	<b>Airport Administration Sub-Total</b>			<b>26</b>	<b>25</b>
	PD0501	Airport Manager, Anchorage (AIA)	P1975	1	1
	PD0502	Airport Manager, Fairbanks (FIA)	P1974	1	1
	PD0505	International Airports Controller	P1962	1	1
	PD0511	Airport Operations Officer	P1965	12	12
	PD0512	Airport Operations Specialist	P1964	5	4
	PD0513	Airport Operations Superintendent	P1966	1	1
	PD0562	Regional Safety & Airport Security Officer	P7870	3	3
	PD0581	Aircraft Supervisor	P9638	2	2
<b>PD06</b>	<b>Ferry System Administration Sub-Total</b>			<b>95</b>	<b>87</b>
	PD0611	Ferry Terminal Assistant I	P2152	57	50
	PD0612	Ferry Terminal Assistant II	P2149	4	4
	PD0615	Ferry Terminal Manager I	P2150	9	9
	PD0616	Ferry Terminal Manager II	P2151	4	4
	PD0619	Ferry Terminal Operations Manager	P2153	1	1
	PD0631	Ferry Reservations Agent	P2142	1	0

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PD0633 Ferry Reservations Supervisor	P2143	1	1
		PD0636 Reservations Specialist	P2144	3	3
		PD0639 Marine Traffic Manager	P2148	1	1
		PD0642 Marine Pilot Coordinator	P1959	1	1
		PD0643 Vessel Scheduling Coordinator	P2140	1	1
		PD0644 Passenger Services Inspector	P1969	2	2
		PD0646 Ship Services Manager/Port Steward	P1970	1	1
		PD0648 AMHS Security Officer	P1960	1	1
		PD0652 Assistant Port Captain	P8693	1	1
		PD0653 Port Captain	P8694	3	3
		PD0670 Marine Transportation Services Manager	P1971	3	3
		PD0685 Vessel Supervisor	P9674	1	1
<b>PD07</b>		<b>Maintenance Administration Sub-Total</b>		<b>30</b>	<b>27</b>
		PD0711 Equipment Fleet District Manager	P9711	5	5
		PD0712 Equipment Fleet Parts Manager	P9712	1	1
		PD0714 State Equipment Fleet Manager	P9714	1	1
		PD0721 Assistant Manager, Airfield Maintenance	P9721	1	1
		PD0722 Manager, Airfield Maintenance	P1972	1	1
		PD0731 Maintenance and Operations Specialist	P9747	6	5
		PD0732 Maintenance and Operations Superintendent	P9441	13	12
		PD0733 Maintenance and Operations Manager	P9748	2	1
<b>PD08</b>		<b>Real Estate Appraisal Sub-Total</b>		<b>65</b>	<b>57</b>
		PD0810 Right-of-way Assistant	P2710	4	2
		PD0811 Right-of-way Agent I	P2711	6	5
		PD0812 Right-of-way Agent II	P2712	15	13
		PD0813 Right-of-way Agent III	P2713	20	19
		PD0814 Right-of-way Agent IV	P2714	7	6
		PD0815 Right-of-way Agent V	P2715	1	0
		PD0816 Right-of-way Agent VI	P2716	4	4
		PD0821 Right-of-way Review Appraiser I	P2708	2	2
		PD0841 Appraiser I	P2621	1	1
		PD0842 Appraiser II	P2622	2	2
		PD0843 Appraiser III	P2623	1	1
		PD0850 State Assessor	P2655	1	1
		PD0851 Assistant State Assessor	P2656	1	1
<b>PD09</b>		<b>Property Management Sub-Total</b>		<b>52</b>	<b>45</b>
		PD0901 Building Management Assistant	P8456	1	1
		PD0902 Building Management Specialist	P8458	12	9
		PD0921 Facilities Manager I	P2252	8	7
		PD0922 Facilities Manager II	P2253	2	2
		PD0941 Airport Leasing Specialist I	P2964	1	1
		PD0942 Airport Leasing Specialist II	P2965	13	11
		PD0943 Airport Leasing Specialist III	P2966	7	7

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
	PD0944	Airport Leasing Specialist IV	P2967	5	5
	PD0945	Airport Leasing Program Manager	K0001	2	1
	PD0951	State Leasing & Facilities Manager	P2910	1	1
<b>PE</b>	<b>Education, Information, Libraries and Museums Total</b>			<b>382</b>	<b>334</b>
	<b>PE01</b>	<b>Education Programs Sub-Total</b>		<b>108</b>	<b>93</b>
	PE0102	Education Administrator II	P3171	6	3
	PE0110	Education Program Assistant	P3156	24	21
	PE0111	Education Associate I	P3157	3	2
	PE0112	Education Associate II	P3158	9	9
	PE0113	Education Associate III	P3159	12	11
	PE0121	Education Specialist I	P3160	6	6
	PE0122	Education Specialist II	P3161	25	19
	PE0130	School Food Coordinator	P5463	1	1
	PE0140	Education Coordinator (Corrections)	P3140	20	19
	PE0191	Executive Secretary, Prof Teaching Practices Commission	P3110	1	1
	PE0195	Deputy Director, Div of Teaching & Learning Support	P3172	1	1
	<b>PE02</b>	<b>Teaching and Instruction Sub-Total</b>		<b>69</b>	<b>58</b>
	PE0201	AVTEC Instructor	P3181	21	15
	PE0231	Training Specialist I	P1471	6	5
	PE0232	Training Specialist II	P1472	15	12
	PE0233	Training Specialist III	P1473	3	3
	PE0251	Alaska Military Youth Academy Instructor	P3123	7	7
	PE0252	Alaska Military Youth Academy Chief Examiner	P3124	1	1
	PE0253	Alaska Military Youth Academy Coordinator	P3125	9	8
	PE0254	Alaska Military Youth Academy Supervisor I	P3126	2	2
	PE0255	Alaska Military Youth Academy Supervisor II	P3127	4	4
	PE0259	Alaska Military Youth Academy Manager	P3128	1	1
	<b>PE03</b>	<b>Student Services Sub-Total</b>		<b>55</b>	<b>50</b>
	PE0310	Recreation Assistant	P3220	7	7
	PE0320	Dormitory Attendant	P7805	6	5
	PE0341	Alaska Military Youth Academy Team Leader	P3121	38	34
	PE0342	Alaska Military Youth Academy Platoon Leader	P3122	4	4
	<b>PE04</b>	<b>Library and Archives Sub-Total</b>		<b>33</b>	<b>32</b>
	PE0401	Library Assistant I	P3570	6	5
	PE0402	Library Assistant II	P3571	4	4
	PE0411	Librarian I	P3573	2	2
	PE0412	Librarian II	P3574	5	5
	PE0413	Librarian III	P3575	7	7
	PE0414	Librarian IV	P3577	1	1
	PE0419	Deputy Director, Alaska State Libraries	P3576	1	1

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PE0431 Records Analyst II	P3584	1	1
		PE0432 Records Analyst III	P3585	1	1
		PE0441 Archivist II	P3581	2	2
		PE0442 Archivist III	P3582	1	1
		PE0443 State Archivist	P3580	1	1
		PE0450 Museum Registrar	P3520	1	1
	<b>PE05</b>	<b>Anthropological Research and Education Sub-Total</b>		<b>39</b>	<b>34</b>
		PE0512 Museum Curator II	P3524	4	4
		PE0515 Museum Conservator	P3521	1	1
		PE0519 Chief Curator	P3526	1	1
		PE0531 Archaeologist I	P6746	4	3
		PE0532 Archaeologist II	P6747	3	3
		PE0533 Archaeologist III	P6748	1	1
		PE0541 Historian I	P6744	1	1
		PE0542 Historian II	P6745	2	2
		PE0543 Historian III	P6743	1	1
		PE0550 Chief, Office of History & Archaeology	P6766	1	1
		PE0581 Subsistence Resource Specialist I	P6193	2	1
		PE0582 Subsistence Resource Specialist II	P6194	10	7
		PE0583 Subsistence Resource Specialist III	P6197	5	5
		PE0585 Subsistence Program Manager	P6198	3	3
	<b>PE06</b>	<b>Arts, Photography, and Information Sub-Total</b>		<b>78</b>	<b>67</b>
		PE0611 Visual Information Specialist	P3612	3	3
		PE0615 Exhibit Specialist	P3641	1	1
		PE0621 Publications Technician I	P3604	2	2
		PE0622 Publications Technician II	P3605	12	10
		PE0631 Publications Specialist I	P3606	1	0
		PE0632 Publications Specialist II	P3607	22	18
		PE0633 Publications Specialist III	P3608	10	10
		PE0641 Information Officer I	P3613	3	3
		PE0642 Information Officer II	P3614	14	13
		PE0643 Information Officer III	P3615	7	4
		PE0652 Fine Arts Administrator II	P3661	2	2
		PE0691 Executive Director, AK State Council on the Arts	P3510	1	1
<b>PF</b>		<b>Social, Benefit, and Employment Services Total</b>		<b>1627</b>	<b>1438</b>
	<b>PF01</b>	<b>Public Programs Sub-Total</b>		<b>700</b>	<b>619</b>
		PF0101 Child Support Specialist I	P4150	92	82
		PF0102 Child Support Specialist II	P4151	21	20
		PF0103 Child Support Specialist III	P4152	6	5
		PF0105 Child Support Manager	P4153	2	2
		PF0111 Eligibility Technician I	P4171	111	99
		PF0112 Eligibility Technician II	P4172	133	125
		PF0113 Eligibility Technician III	P4173	38	33
		PF0114 Eligibility Technician IV	P4174	21	20

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PF0116 Eligibility Quality Control Technician I	P4121	15	15
		PF0117 Eligibility Quality Control Technician II	P4122	2	2
		PF0121 Medical Assistance Administrator I	P4180	11	7
		PF0122 Medical Assistance Administrator II	P4181	9	9
		PF0123 Medical Assistance Administrator III	P4182	16	12
		PF0124 Medical Assistance Administrator IV	P4183	9	7
		PF0131 PFD Technician I	P1215	9	6
		PF0132 PFD Technician II	P1216	25	23
		PF0133 PFD Technician III	P1217	2	2
		PF0134 PFD Technician IV	P1220	3	3
		PF0136 PFD Specialist I	P1218	6	6
		PF0137 PFD Specialist II	P1219	3	2
		PF0139 PFD Manager	P1270	1	1
		PF0141 Project Assistant	P4229	34	26
		PF0142 Associate Coordinator	P4230	18	15
		PF0151 Public Assistance Analyst I	P4127	17	15
		PF0152 Public Assistance Analyst II	P4128	6	6
		PF0153 Public Assistance Field Services Manager I	P4162	1	1
		PF0154 Public Assistance Field Services Manager II	P4163	4	4
		PF0157 Public Assistance Programs Officer	P4125	6	2
		PF0160 Workers' Compensation Technician	P4694	8	8
		PF0161 Workers' Compensation Officer I	P4695	3	3
		PF0162 Workers' Compensation Officer II	P4696	6	5
		PF0171 Social Services Program Coordinator	P4135	28	24
		PF0172 Social Services Program Officer	P4136	10	10
		PF0173 Social Services Program Administrator	P4138	2	2
		PF0181 Disability Adjudicator Associate I	P4242	8	7
		PF0182 Disability Adjudicator Associate II	P4243	2	2
		PF0183 Disability Adjudicator I	P4240	8	4
		PF0184 Disability Adjudicator II	P4241	2	2
		PF0186 Chief, Disability Determination Services	K0059	1	1
		PF0193 Chief, Public Assistance Field Operations	P4124	1	1
<b>PF02</b>	<b>Social Work</b>	<b>Sub-Total</b>		<b>365</b>	<b>329</b>
		PF0210 Children's Services Manager	P4130	4	3
		PF0211 Children's Services Specialist I	P4156	33	24
		PF0212 Children's Services Specialist II	P4157	121	113
		PF0213 Children's Services Specialist III	P4158	1	1
		PF0221 Social Services Associate I	P4105	10	8
		PF0222 Social Services Associate II	P4106	47	45
		PF0231 Social Services Specialist I	P4116	1	1
		PF0232 Social Services Specialist II	P4117	8	6
		PF0233 Social Services Specialist III	P4118	15	13
		PF0242 Social Worker II	P4113	7	6
		PF0243 Social Worker III	P4114	4	4

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PF0251 Social Worker I (Children's Services)	P4143	2	2
		PF0252 Social Worker II (Children's Services)	P4144	55	50
		PF0253 Social Worker III (Children's Services)	P4145	4	4
		PF0254 Social Worker IV (Children's Svcs)/Children's Svcs Supv	P4146	45	41
		PF0255 Social Worker V (Children's Services)/Staff Manager (Children's Services)	P4147	8	
	<b>PF03</b>	<b>Special Social Service Sub-Total</b>		<b>30</b>	<b>28</b>
		PF0323 Human Rights Field Representative III	P4207	7	6
		PF0324 Human Rights Field Representative IV	P4208	2	2
		PF0332 Public Guardian	P4260	16	16
		PF0341 Senior Services Technician	P4280	3	3
		PF0371 Oral Transliteration Interpreter	P3601	1	0
		PF0372 American Sign Language Interpreter	P3602	1	1
	<b>PF04</b>	<b>Vocational Rehabilitation Sub-Total</b>		<b>82</b>	<b>74</b>
		PF0401 Community Rehabilitation Program Specialist	P3330	1	1
		PF0411 Vocational Rehabilitation Assistant I	P3331	4	4
		PF0412 Vocational Rehabilitation Assistant II	P3332	17	15
		PF0413 Vocational Rehabilitation Assistant III	P3333	6	6
		PF0431 Vocational Rehabilitation Counselor I	P3340	13	11
		PF0432 Vocational Rehabilitation Counselor II	P3341	15	14
		PF0433 Vocational Rehabilitation Counselor III	P3343	15	14
		PF0451 Vocational Rehabilitation Evaluator I	P3336	2	2
		PF0452 Vocational Rehabilitation Evaluator II	P3337	1	1
		PF0460 Vocational Rehabilitation Manager	P3342	6	5
		PF0471 Assistant Chief, Vocational Rehabilitation Services	P3327	1	0
		PF0472 Chief, Vocational Rehabilitation Services	P3328	1	1
	<b>PF05</b>	<b>Labor and Employment Services Sub-Total</b>		<b>450</b>	<b>388</b>
		PF0502 Employment Counselor II	P4617	11	10
		PF0511 Employment Security Analyst I	P4659	2	1
		PF0512 Employment Security Analyst II	P4660	23	21
		PF0513 Employment Security Analyst III	P4661	20	19
		PF0520 Employment Security Specialist IA	P4648	6	3
		PF0521 Employment Security Specialist IB	P4649	170	149
		PF0522 Employment Security Specialist II	P4650	27	26
		PF0523 Employment Security Specialist III	P4651	13	10
		PF0524 Employment Security Specialist IV	P4652	4	4
		PF0531 Employment Service Manager I	P4655	9	8
		PF0532 Employment Service Manager II	P4656	3	3
		PF0533 Employment Service Manager III	P4657	4	2
		PF0534 Employment Service Manager IV	P4658	6	6
		PF0541 Field Auditor I	P4636	9	9
		PF0542 Field Auditor II	P4635	3	3
		PF0543 Supervisor, Audit Operations	P4634	1	1
		PF0545 Program Coordinator	P4678	58	48

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<b>Group No</b>	<b>Family No</b>	<b>Group Name/Family Name/Job Class Title</b>	<b>Job Class Code</b>	<b>Position Count</b>	<b>Emp. Count</b>
	PF0546	Project Coordinator	P4677	35	27
	PF0548	Reemployment Benefits Administrator	P4698	1	1
	PF0552	Unemployment Insurance Specialist II	P4612	7	6
	PF0553	Unemployment Insurance Specialist III	P4613	2	2
	PF0555	Unemployment Insurance Quality Control Auditor	P4626	7	7
	PF0556	Unemployment Insurance Quality Control Supervisor	P4625	1	1
	PF0559	Unemployment Insurance Support Services Manager	P4627	1	1
	PF0562	Appeals Referee II	P4663	4	3
	PF0563	Appeals Referee III	P4664	1	1
	PF0571	Assistant Director, Employment Security	P4667	4	4
	PF0572	Dept Dir ESD	P4669	1	0
	PF0591	Workforce Development Specialist I	P4165	7	6
	PF0592	Workforce Development Specialist II	P4166	4	1
	PF0593	Workforce Development Specialist III	P4167	2	1
	PF0594	Workforce Development Specialist IV	P4168	4	4
	<b>PF06</b>	<b>Internship Programs Sub-Total</b>		<b>0</b>	<b>0</b>
<b>PG</b>	<b>Medical, Public Health and Related Total</b>			<b>1196</b>	<b>850</b>
	<b>PG01</b>	<b>Health Administration Sub-Total</b>		<b>246</b>	<b>198</b>
	PG0101	Certification & Licensing Administrator	P5925	1	1
	PG0102	Certification & Licensing Consultant	P5921	1	1
	PG0105	Health Facilities Surveyor I	P5451	7	5
	PG0106	Health Facilities Surveyor II	P5452	2	1
	PG0108	Health Facilities Survey Manager	K0057	1	0
	PG0111	Health & Social Services Planner I	P5980	1	1
	PG0112	Health & Social Services Planner II	P5981	11	10
	PG0113	Health & Social Services Planner III	P5982	3	3
	PG0120	Health Program Associate	P5940	26	21
	PG0121	Health Program Manager I	P5941	23	19
	PG0122	Health Program Manager II	P5942	56	38
	PG0123	Health Program Manager III	P5943	23	22
	PG0124	Health Program Manager IV	P5944	9	7
	PG0131	Public Health Specialist I	P5945	12	9
	PG0132	Public Health Specialist II	P5946	42	33
	PG0140	Medical Records Assistant	P1140	12	11
	PG0141	Medical Records Administrator	P5423	2	2
	PG0150	Executive Director, DHSS Boards	P1016	1	1
	PG0161	Assistant Administrator, Anchorage Pioneers' Home	P1982	1	1
	PG0162	Pioneers' Home Administrator I	P1985	4	4
	PG0163	Pioneers' Home Administrator II	P1986	2	2
	PG0165	Assisted Living Care Coordinator	P5481	3	3
	PG0170	Long-Term Care Ombudsman	P5990	1	1
	PG0180	Executive Director, AK Commission on Aging	P1998	1	1

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	PG0190	Hospital Administrator	P1928	1	1
	<b>PG02</b>	<b>Nursing, Assistive</b>	<b>Sub-Total</b>	<b>368</b>	<b>356</b>
	PG0210	Assisted Living Aide	P5181	20	20
	PG0211	Certified Nurse Aide I	P5182	261	255
	PG0212	Certified Nurse Aide II	P5183	6	6
	PG0231	Psychiatric Nursing Assistant I	P5170	1	0
	PG0232	Psychiatric Nursing Assistant II	P5171	1	0
	PG0233	Psychiatric Nursing Assistant III	P5172	60	60
	PG0234	Psychiatric Nursing Assistant IV	P5173	13	11
	PG0240	Public Health Nurse Aide	P5160	6	4
	<b>PG03</b>	<b>Nursing, Professional</b>	<b>Sub-Total</b>	<b>389</b>	<b>333</b>
	PG0301	Licensed Practical Nurse	P5116	56	53
	PG0311	Nurse I	P5110	7	2
	PG0312	Nurse II	P5111	88	78
	PG0313	Nurse III	P5112	24	23
	PG0314	Nurse IV	P5113	6	5
	PG0322	Nurse II (Psychiatric)	P5117	44	34
	PG0323	Nurse III (Psychiatric)	P5118	13	12
	PG0324	Nurse IV (Psychiatric)	P5119	9	7
	PG0331	Public Health Nurse I	P5132	9	5
	PG0332	Public Health Nurse II	P5133	40	38
	PG0333	Public Health Nurse III	P5134	44	34
	PG0334	Public Health Nurse IV	P5135	8	6
	PG0335	Public Health Nurse V	P5136	6	5
	PG0341	Nurse Consultant I	P5142	6	6
	PG0342	Nurse Consultant II	P5143	23	20
	PG0351	Assistant Nursing Director	P5114	1	1
	PG0352	Nursing Director	P5126	1	1
	PG0361	Assistant Chief, Public Health Nursing	P5148	1	0
	PG0362	Chief, Public Health Nursing	P5146	1	1
	PG0370	Quality Assurance & Utilization Review Nurse	P5120	1	1
	PG0380	Executive Administrator, Board of Nursing	P5130	1	1
	<b>PG04</b>	<b>Medical, Professional</b>	<b>Sub-Total</b>	<b>35</b>	<b>25</b>
	PG0421	Health Practitioner I	P5212	24	21
	PG0422	Health Practitioner II	P5213	2	1
	PG0430	Medical Officer	P5217	1	0
	PG0440	Public Health Medical Specialist	P5226	5	0
	PG0450	Wildlife Veterinarian	P6149	1	1
	PG0461	Assistant State Veterinarian	P6463	1	1
	PG0462	State Veterinarian	P6464	1	1
	<b>PG05</b>	<b>Mental and Behavioral Health Services</b>	<b>Sub-Total</b>	<b>82</b>	<b>68</b>
	PG0512	Mental Health Clinician II	P5337	29	25
	PG0513	Mental Health Clinician III	P5338	38	32
	PG0514	Mental Health Clinician IV	P5339	3	3

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		PG0521 Psychological Counselor I	P5325	1	1
		PG0522 Psychological Counselor II	P5327	7	4
		PG0540 Community Mental Health Services Program Administrator	P5369	1	1
		PG0550 Coordinator, Suicide Prevention Council	P5382	1	0
		PG0560 Executive Director, Gov's Council on Disabilities & Spec Ed	P5381	1	1
		PG0570 Regional Alcoholism Program Coordinator	P5367	1	1
	<b>PG06</b>	<b>Special Health Services Sub-Total</b>		<b>28</b>	<b>25</b>
		PG0601 Chief, Emergency Medical Services	P5413	1	1
		PG0622 Dental Hygienist	P5470	1	1
		PG0630 Pharmacy Technician	P5602	8	8
		PG0640 Industrial Therapist	P5440	1	1
		PG0651 Occupational Therapist I	P5442	1	0
		PG0652 Occupational Therapist II	P5441	1	1
		PG0660 Physical Therapist	P5446	2	1
		PG0671 Radiological Health Specialist I	P5415	1	0
		PG0672 Radiological Health Specialist II	P5416	1	1
		PG0681 Recreation Therapist I	P5431	3	3
		PG0682 Recreation Therapist II	P5432	8	8
	<b>PG07</b>	<b>Health Laboratory and Related Sub-Total</b>		<b>48</b>	<b>43</b>
		PG0711 Autopsy Assistant	P5650	3	3
		PG0712 Embalmer	P5651	2	2
		PG0730 Laboratory Technician	P5630	11	10
		PG0741 Microbiologist I	P5610	4	3
		PG0742 Microbiologist II	P5611	1	1
		PG0743 Microbiologist III	P5612	2	2
		PG0748 EH Biological Analysis Manager	K0002	1	1
		PG0749 Chief, Environmental Health Laboratories	P5625	1	1
		PG0751 Public Health Microbiologist I	P5641	13	11
		PG0752 Public Health Microbiologist II	P5642	7	6
		PG0753 Public Health Microbiologist III	P5643	2	2
		PG0759 Chief, Public Health Laboratories	P5648	1	1
<b>PH</b>		<b>Biological Sciences Total</b>		<b>1730</b>	<b>1416</b>
	<b>PH01</b>	<b>Fish and Wildlife Sub-Total</b>		<b>1254</b>	<b>1007</b>
		PH0101 Fish and Wildlife Technician I	P6112	6	3
		PH0102 Fish and Wildlife Technician II	P6113	347	261
		PH0103 Fish & Wildlife Technician III	P6114	209	165
		PH0104 Fish & Wildlife Technician IV	P6115	36	32
		PH0105 Fish & Wildlife Technician V	P6116	9	8
		PH0108 Fish & Game Program Technician	P6100	28	27
		PH0109 Fish & Game Regulatory Program Assistant	P6150	4	4
		PH0111 Fishery Biologist I	P6160	107	73
		PH0112 Fishery Biologist II	P6161	128	105
		PH0113 Fishery Biologist III	P6162	104	91

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		PH0114 Fishery Biologist IV	P6163	32	28
		PH0121 Habitat Biologist I	P6165	3	3
		PH0122 Habitat Biologist II	P6166	13	12
		PH0123 Habitat Biologist III	P6167	30	23
		PH0124 Habitat Biologist IV	P6168	11	9
		PH0131 Wildlife Biologist I	P6141	10	9
		PH0132 Wildlife Biologist II	P6142	30	28
		PH0133 Wildlife Biologist III	P6143	49	46
		PH0134 Wildlife Biologist IV	P6144	10	9
		PH0141 Biometrician I	P6135	4	2
		PH0142 Biometrician II	P6136	5	2
		PH0143 Biometrician III	P6137	20	17
		PH0144 Biometrician IV	P6138	1	1
		PH0151 Fish Culturist I	P6125	3	3
		PH0152 Fish Culturist II	P6126	5	5
		PH0153 Fish Culturist III	P6127	2	1
		PH0157 Fish Pathologist II	P6121	1	1
		PH0161 Fisheries Geneticist I	P6183	1	1
		PH0162 Fisheries Geneticist II	P6184	3	1
		PH0163 Fisheries Geneticist III	P6185	1	1
		PH0166 Fisheries Scientist I	P6156	9	7
		PH0167 Fisheries Scientist II	P6157	3	3
		PH0172 Wildlife Physiologist II	P6173	2	1
		PH0173 Wildlife Physiologist III	P6174	1	1
		PH0176 Wildlife Scientist I	P6145	1	1
		PH0178 Wildlife Scientist II	P6146	1	0
		PH0190 Fish & Game Regional Supervisor	P6164	15	14
		PH0191 Assistant Director, Department of Fish & Game	P6170	7	6
		PH0195 Extended Jurisdiction Program Manager	P6152	1	1
		PH0198 Executive Director I, Boards of Fish & Game	P6153	1	1
		PH0199 Executive Director II, Boards of Fish & Game	P6154	1	1
<b>PH02</b>	<b>Agriculture</b>	<b>Sub-Total</b>		<b>10</b>	<b>9</b>
		PH0211 Agronomist I	P6450	3	3
		PH0212 Agronomist II	P6451	4	3
		PH0213 Agronomist III	P6452	1	1
		PH0220 Agricultural Inspector	P6445	2	2
<b>PH03</b>	<b>Natural Resources and Forestry</b>	<b>Sub-Total</b>		<b>419</b>	<b>356</b>
		PH0301 Natural Resource Technician I	P6631	8	7
		PH0302 Natural Resource Technician II	P6632	36	34
		PH0303 Natural Resource Technician III	P6633	3	3
		PH0311 Natural Resource Specialist I	P6641	31	27
		PH0312 Natural Resource Specialist II	P6642	72	61
		PH0313 Natural Resource Specialist III	P6643	45	39
		PH0314 Natural Resource Specialist IV	P6644	5	2

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		PH0315 Natural Resource Specialist V	P6645	4	4
		PH0321 Natural Resource Manager I	P6654	28	23
		PH0322 Natural Resource Manager II	P6655	20	18
		PH0323 Natural Resource Manager III	P6656	10	7
		PH0351 Wildland Fire and Resource Technician I	P6605	5	5
		PH0352 Wildland Fire and Resource Technician II	P6606	26	24
		PH0353 Wildland Fire and Resource Technician III	P6607	47	37
		PH0354 Wildland Fire and Resource Technician IV	P6608	16	15
		PH0355 Wildland Fire and Resource Technician V	K0011	9	7
		PH0361 Forester I	P6621	3	3
		PH0362 Forester II	P6622	22	19
		PH0363 Forester III	P6623	15	11
		PH0364 Forester IV	P6624	9	6
		PH0365 Forester V	K0016	3	3
		PH0371 Executive Director, Natural Resource Conservation & Dev Board	K0055	1	0
		PH0373 Executive Director, Citizens Advisory Committee on Federal Areas	K0056	1	1
	<b>PH04</b>	<b>Parks Sub-Total</b>		<b>47</b>	<b>44</b>
		PH0410 Park Specialist	P6708	4	4
		PH0411 Park Ranger I	P6705	20	19
		PH0412 Park Ranger II	P6706	9	9
		PH0420 Park Superintendent	P6707	5	5
		PH0451 Museum Protection & Visitor Services Assistant	P3531	6	4
		PH0453 Museum Protection & Visitor Services Supervisor	P3532	2	2
		PH0455 Museum Protection & Visitor Services Manager	P3533	1	1
<b>PI</b>	<b>Legal, Judicial and Related Total</b>			<b>1216</b>	<b>1134</b>
	<b>PI01</b>	<b>Legal Support and Related Sub-Total</b>		<b>384</b>	<b>351</b>
		PI0101 Criminal Justice Technician I	P7011	37	32
		PI0102 Criminal Justice Technician II	P7012	31	31
		PI0103 Criminal Justice Specialist	P7013	2	2
		PI0105 Criminal Justice Planner	P2221	6	6
		PI0121 Paralegal I	P7105	33	29
		PI0122 Paralegal II	P7106	38	36
		PI0125 Victim/Witness Paralegal I	P7108	6	5
		PI0126 Victim/Witness Paralegal II	P7109	26	26
		PI0129 Process Coordinator, Regulatory Commission of Alaska	P7103	1	1
		PI0141 Law Office Assistant I	P7502	115	103
		PI0142 Law Office Assistant II	P7503	46	45
		PI0145 Law Office Manager I	P7505	3	3
		PI0146 Law Office Manager II	P7506	3	3
		PI0151 Public Safety Technician I	P7725	16	11
		PI0152 Public Safety Technician II	P7726	21	18

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	<b>PI02</b>	<b>Attorneys</b>	<b>Sub-Total</b>		<b>473</b>	<b>453</b>
		PI0201	Associate Attorney I	P7110	12	12
		PI0202	Associate Attorney II	P7111	30	29
		PI0212	Attorney II	P7143	25	24
		PI0213	Attorney III	P7144	83	75
		PI0214	Attorney IV	P7145	200	196
		PI0215	Attorney V	P7146	101	95
		PI0216	Attorney VI	P7147	21	21
		PI0230	Chief Of Enforcement, ASCHR	P7170	1	1
	<b>PI03</b>	<b>Judges and Adjudicators</b>	<b>Sub-Total</b>		<b>32</b>	<b>29</b>
		PI0301	Administrative Law Judge I	P7232	4	4
		PI0302	Administrative Law Judge II	P7233	2	2
		PI0304	Deputy Chief Administrative Law Judge	P7234	1	1
		PI0305	Chief Administrative Law Judge	P7231	1	1
		PI0311	Hearing Examiner	P2380	7	5
		PI0321	Hearing Officer	P1925	4	3
		PI0331	Disability Hearing Officer	P7220	1	1
		PI0335	Motor Vehicle Hearing Officer	P7210	3	3
		PI0351	Workers' Compensation Hearing Officer I	P7228	3	3
		PI0352	Workers' Compensation Hearing Officer II	P7229	5	5
		PI0355	Chief Of Workers' Compensation Adjudication	P7230	1	1
	<b>PI04</b>	<b>Evidence Investigation</b>	<b>Sub-Total</b>		<b>146</b>	<b>132</b>
		PI0401	Chief, Criminal Records & Identification Bureau	P7755	1	1
		PI0412	Forensic Scientist II - Chemistry	K0029	1	1
		PI0413	Forensic Scientist III - Chemistry	K0030	5	4
		PI0414	Forensic Scientist IV - Chemistry	K0031	2	2
		PI0421	Alaska Automated Fingerprint ID Sys Operator I	P7752	3	2
		PI0422	Alaska Automated Fingerprint ID Sys Operator II	P7753	1	1
		PI0431	Investigator I	P7766	6	5
		PI0432	Investigator II	P7767	34	27
		PI0433	Investigator III	P7768	52	49
		PI0434	Investigator IV	P7769	12	12
		PI0442	Forensic Scientist III - Physical	K0034	7	7
		PI0443	Forensic Scientist IV - Physical	K0035	3	3
		PI0451	Forensic Scientist I - DNA	K0036	6	6
		PI0452	Forensic Scientist II - DNA	K0037	1	1
		PI0453	Forensic Scientist III - DNA	K0038	3	3
		PI0454	Forensic Scientist IV - DNA	K0039	1	1
		PI0455	Forensic Scientist, DNA Technical Manager	K0040	1	1
		PI0460	Forensic Technician II	K0027	1	1
		PI0461	Forensic Technician I	P5660	5	4
		PI0462	Forensic Laboratory Manager	K0041	1	1
	<b>PI05</b>	<b>Legal Document Processing</b>	<b>Sub-Total</b>		<b>181</b>	<b>169</b>
		PI0501	Recorder Technician	P7527	5	5

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PI0505 Recorder Technician Supervisor	P7528	1	1
		PI0511 Recorder I	P7520	9	8
		PI0512 Recorder II	P7521	24	24
		PI0513 Recorder III	P7522	4	4
		PI0514 Recorder IV	P7523	3	2
		PI0517 Recorder Manager	P7524	3	3
		PI0519 State Recorder	P7526	1	1
		PI0531 Motor Vehicle Customer Services Representative I	P7541	75	66
		PI0532 Motor Vehicle Customer Services Representative II	P7542	30	29
		PI0533 Motor Vehicle Customer Services Representative III	P7543	7	7
		PI0541 Motor Vehicle Office Manager I	P7561	11	11
		PI0542 Motor Vehicle Office Manager II	P7562	5	5
		PI0543 Motor Vehicle Office Manager III	P7563	1	1
		PI0551 Motor Vehicle Registrar	P1904	1	1
		PI0555 Driver Licensing Manager	P7761	1	1
<b>PJ</b>	<b>Police, Firefighters, and Corrections Total</b>			<b>2010</b>	<b>1831</b>
	<b>PJ01</b>	<b>Law Enforcement Sub-Total</b>		<b>493</b>	<b>412</b>
		PJ0103 State Trooper	P7703	324	252
		PJ0104 Corporal, Department of Public Safety	P7704	6	5
		PJ0105 Sergeant, Department of Public Safety	P7705	70	65
		PJ0106 Lieutenant, Alaska State Troopers	P7706	23	21
		PJ0107 Captain, Alaska State Troopers	P7708	10	10
		PJ0108 Major, Alaska State Troopers	P7709	3	3
		PJ0121 Court Services Officer	P7702	52	51
		PJ0125 Airport Screening Officer	P7741	3	3
		PJ0130 Executive Director, Alaska Police Standards Council	P7780	1	1
		PJ0135 Training Coordinator, Alaska Police Standards Council	P7795	1	1
	<b>PJ02</b>	<b>Fire Fighting and Inspection Sub-Total</b>		<b>128</b>	<b>114</b>
		PJ0202 Aircraft Rescue & Firefighting Specialist II	P7828	6	6
		PJ0203 Aircraft Rescue & Firefighting Specialist III	P7829	3	3
		PJ0204 Aircraft Rescue & Firefighting Specialist IV	P7830	3	3
		PJ0221 Airport Police & Fire Officer I	P7831	4	4
		PJ0222 Airport Police & Fire Officer II	P7832	70	59
		PJ0223 Airport Police & Fire Officer III	P7836	13	13
		PJ0224 Airport Police & Fire Officer IV	P7837	5	4
		PJ0225 Airport Police & Fire Officer V	P7838	2	2
		PJ0226 Airport Police & Fire Officer VI	P7839	1	1
		PJ0231 Fire Training Specialist	P7860	5	4
		PJ0232 Fire Training Administrator	P7861	2	2
		PJ0241 Deputy Fire Marshal II	P7862	2	2
		PJ0242 Deputy Fire Marshal I	P7864	6	5
		PJ0243 Assistant State Fire Marshal	P7865	1	1
		PJ0250 Building Plans Examiner	P7866	4	4

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		PJ0260 TransAlaska Pipeline Fire Safety Specialist	P7868	1	1
	<b>PJ03</b>	<b>Corrections Sub-Total</b>		<b>1111</b>	<b>1046</b>
		PJ0311 Correctional Officer I	P7646	1	1
		PJ0312 Correctional Officer II	P7653	672	626
		PJ0313 Correctional Officer III	P7654	124	122
		PJ0314 Correctional Officer IV	P7647	14	11
		PJ0321 Assistant Correctional Superintendent	P7655	10	9
		PJ0322 Correctional Superintendent I	P7657	11	9
		PJ0323 Correctional Superintendent II	P7658	1	1
		PJ0341 Juvenile Justice Officer I	P7611	27	23
		PJ0342 Juvenile Justice Officer II	P7612	162	159
		PJ0343 Juvenile Justice Officer III	P7613	51	50
		PJ0345 Juvenile Justice Unit Supervisor	P7614	17	17
		PJ0351 Juvenile Justice Superintendent I	P7631	8	7
		PJ0352 Juvenile Justice Superintendent II	P7632	1	1
		PJ0353 Juvenile Justice Superintendent III	P7633	1	1
		PJ0360 Chief Time Accounting Officer	P1956	1	1
		PJ0388 Correctional Industries Production Manager I	P7665	6	4
		PJ0389 Correctional Industries Production Manager II	P7666	4	4
	<b>PJ04</b>	<b>Probation and Parole Sub-Total</b>		<b>278</b>	<b>259</b>
		PJ0401 Adult Probation Officer I	P4342	19	17
		PJ0402 Adult Probation Officer II	P4343	115	104
		PJ0403 Adult Probation Officer III	P4344	37	35
		PJ0404 Adult Probation Officer IV	P4345	3	3
		PJ0405 Adult Probation Officer V	P4346	2	2
		PJ0422 Adult Probation Officer II, Alcohol Safety Action Program	P4349	12	12
		PJ0451 Juvenile Probation Officer I	P4356	12	10
		PJ0452 Juvenile Probation Officer II	P4357	56	55
		PJ0453 Juvenile Probation Officer III	P4358	17	16
		PJ0454 Juvenile Probation Officer IV	P4359	4	4
		PJ0490 Executive Director, AK Board of Parole	P4355	1	1
<b>PK</b>	<b>Physical Sciences and Engineering Total</b>			<b>1114</b>	<b>878</b>
	<b>PK01</b>	<b>Physical Science Specialists Sub-Total</b>		<b>68</b>	<b>55</b>
		PK0111 Hydrologist I	P8326	1	1
		PK0112 Hydrologist II	P8327	5	4
		PK0113 Hydrologist III	P8328	1	1
		PK0123 Chemist III	P8333	2	2
		PK0124 Chemist IV	P8334	6	3
		PK0125 Chemist V	P8335	1	1
		PK0132 Geologist II	P8341	9	8
		PK0133 Geologist III	P8342	12	9
		PK0134 Geologist IV	P8343	9	9
		PK0135 Geologist V	P8344	6	6

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		PK0136 Geologist VI	P8345	1	1
		PK0137 Geological Scientist I	K0014	2	2
		PK0141 Engineering Geologist I	P8386	1	1
		PK0142 Engineering Geologist II	P8387	7	3
		PK0143 Engineering Geologist III	P8388	1	0
		PK0145 Regional Engineering Geologist	K0042	3	3
		PK0146 Chief Engineering Geologist	K0047	1	1
	<b>PK02</b>	<b>Environmental Science Specialists Sub-Total</b>		<b>312</b>	<b>247</b>
		PK0201 Environmental Program Technician	P8511	15	11
		PK0211 Environmental Program Specialist I	P8521	12	8
		PK0212 Environmental Program Specialist II	P8522	47	37
		PK0213 Environmental Program Specialist III	P8523	111	94
		PK0214 Environmental Program Specialist IV	P8524	28	21
		PK0221 Environmental Program Manager I	P8531	32	29
		PK0222 Environmental Program Manager II	P8532	12	10
		PK0223 Environmental Program Manager III	P8533	10	8
		PK0241 Environmental Impact Analyst I	P8541	5	1
		PK0242 Environmental Impact Analyst II	P8542	14	9
		PK0243 Environmental Impact Analyst III	P8543	17	13
		PK0251 Environmental Impact Analysis Manager I	P8551	8	5
		PK0252 Environmental Impact Analysis Manager II	P8552	1	1
	<b>PK03</b>	<b>Engineering, Unlicensed Sub-Total</b>		<b>382</b>	<b>302</b>
		PK0301 Engineering Assistant I	P8910	23	15
		PK0302 Engineering Assistant II	P8911	138	100
		PK0303 Engineering Assistant III	P8912	136	111
		PK0305 Engineering Associate	P8925	46	42
		PK0331 Environmental Engineering Assistant I	P8654	4	3
		PK0332 Environmental Engineering Assistant II	P8655	5	4
		PK0333 Environmental Engineering Associate I	P8656	16	14
		PK0334 Environmental Engineering Associate II	P8659	4	4
		PK0342 Village Safe Water Engineering Associate	P8661	1	1
		PK0351 Communications Engineering Associate I	P8673	2	2
		PK0352 Communications Engineering Associate II	P8674	4	3
		PK0362 Utility Engineering Analyst II	P8704	1	1
		PK0364 Utility Engineering Analyst IV	P8706	1	1
		PK0365 Utility Engineering Analyst V	P8707	1	1
	<b>PK04</b>	<b>Engineering, Licensed Sub-Total</b>		<b>245</b>	<b>193</b>
		PK0411 Engineer/Architect I	P8913	51	29
		PK0412 Engineer/Architect II	P8914	36	26
		PK0413 Engineer/Architect III	P8915	44	40
		PK0414 Engineer/Architect IV	P8916	25	22
		PK0415 Engineer/Architect V	P8918	6	6
		PK0435 Environmental Engineer I	P8657	12	10

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		PK0436 Environmental Engineer II	P8658	12	10
		PK0443 Village Safe Water Engineer I	P8662	8	5
		PK0444 Village Safe Water Engineer II	P8663	4	4
		PK0445 Village Safe Water Engineer III	P8664	1	1
		PK0453 Communications Engineer I	P8675	2	2
		PK0454 Communications Engineer II	P8676	1	1
		PK0471 Technical Engineer I/Architect I	P8920	27	24
		PK047 Technical Engineer II/ Architect II	P8921	16	13
	<b>PK05</b>	<b>Architecture and Landscape Architecture Sub-Total</b>		<b>2</b>	<b>2</b>
		PK0503 Architectural Assistant III	P8434	1	1
		PK0541 Landscape Specialist	P8644	1	1
	<b>PK06</b>	<b>Vessel Construction Sub-Total</b>		<b>9</b>	<b>7</b>
		PK0603 Vessel Construction Assistant III	P8682	1	0
		PK0611 Vessel Construction Manager I	P8683	1	1
		PK0612 Vessel Construction Manager II	P8684	5	4
		PK0613 Vessel Construction Manager III	P8685	2	2
	<b>PK07</b>	<b>Land Surveying Sub-Total</b>		<b>44</b>	<b>33</b>
		PK0702 Land Survey Assistant II	P8833	3	3
		PK0711 Land Surveyor I	P8835	12	8
		PK0712 Land Surveyor II	P8836	8	5
		PK0741 Survey, Sub-Journey I	P9591	1	1
		PK0742 Survey, Sub-Journey II	P9591	6	4
		PK0743 Survey, Journey	P9591	7	6
		PK0744 Survey, Lead	P9591	7	6
	<b>PK08</b>	<b>Cartography and Drafting Sub-Total</b>		<b>52</b>	<b>39</b>
		PK0801 Drafting Technician I	P8423	2	1
		PK0803 Drafting Technician III	P8425	29	19
		PK0811 Cartographer I	P8414	1	1
		PK0812 Cartographer II	P8415	11	10
		PK0813 Cartographer III	P8416	5	5
		PK0814 Cartographer IV	P8417	4	3
<b>PL</b>		<b>Craftwork and Labor Total</b>		<b>1808</b>	<b>1637</b>
	<b>PL01</b>	<b>Food and Custodial Services Sub-Total</b>		<b>317</b>	<b>310</b>
		PL0111 Food Service, Sub-Journey	P9101	66	62
		PL0112 Food Service, Journey	P9101	35	35
		PL0113 Food Service, Lead	P9101	43	40
		PL0114 Food Service, Foreman	P9101	6	6
		PL0115 Food Service Supervisor	P9104	8	8
		PL0121 Environmental Services, Journey I	P9171	51	51
		PL0122 Environmental Services, Journey II	P9171	95	95
		PL0123 Environmental Services, Lead	P9171	2	2
		PL0124 Environmental Services, Foreman	P9171	9	9
		PL0125 Custodial Services Supervisor	P9189	2	2

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	<b>PL02</b>	<b>Aircraft, Automobile, or Vessel Maintenance Sub-Total</b>			<b>162</b>	<b>156</b>
		PL0211	Mechanic, Automotive, Sub-Journey	P9331	5	5
		PL0212	Mechanic, Automotive, Journey	P9331	6	4
		PL0213	Mechanic, Automotive, Advanced Journey/Lead	P9331	124	121
		PL0214	Mechanic, Automotive, Foreman I	P9331	1	1
		PL0215	Mechanic, Automotive, Foreman II	P9331	12	12
		PL0223	Mechanic, Aircraft, Advanced Journey/Lead	P9336	6	6
		PL0225	Mechanic, Aircraft, Foreman II	P9336	1	1
		PL0240	Aircraft Maintenance Inspector	P9636	1	1
		PL0262	Vessel Technician II	P9665	6	5
	<b>PL03</b>	<b>Equipment Operation Sub-Total</b>			<b>619</b>	<b>559</b>
		PL0301	Equipment Operator, Sub-Journey I	P9511	24	18
		PL0302	Equipment Operator, Sub-Journey II	P9511	11	8
		PL0303	Equipment Operator, Journey I	P9511	58	50
		PL0304	Equipment Operator, Journey II	P9511	331	302
		PL0305	Equipment Operator, Lead / Journey III	P9511	146	138
		PL0306	Equipment Operator Foreman I	P9516	24	22
		PL0307	Equipment Operator Foreman II	P9517	4	4
		PL0311	Rural Airport Foreman	P9518	17	15
		PL0312	International Airport Foreman	P9519	4	2
	<b>PL04</b>	<b>Building and Facility Maintenance Sub-Total</b>			<b>428</b>	<b>393</b>
		PL0401	Maintenance Generalist, Sub-Journey I	P9311	32	28
		PL0402	Maintenance Generalist, Sub-Journey II	P9311	18	17
		PL0403	Maintenance Generalist, Journey	P9311	128	118
		PL0404	Maintenance Generalist, Lead	P9311	9	9
		PL0405	Maintenance Generalist, Foreman	P9311	10	8
		PL0411	Maintenance Specialist, Bldg/Facility/Const, Journey I	P9323	49	47
		PL0412	Maintenance Specialist, Bldg/Facility/Const, Journey II/Lead	P9323	46	46
		PL0413	Maintenance Specialist, Bldg/Facility/Const, Foreman	P9323	21	20
		PL0421	Maintenance Specialist, Electronics, Journey I	P9324	1	1
		PL0422	Maintenance Specialist, Electronics, Journey II/Lead	P9324	33	30
		PL0423	Maintenance Specialist, Electronics, Foreman	P9324	1	1
		PL0425	Electronic Maintenance Supervisor	P8346	1	1
		PL0432	Maintenance Specialist, Electrician, Journey II/Lead	P9325	49	38
		PL0433	Maintenance Specialist, Electrician, Foreman	P9325	1	1
		PL0442	Maintenance Specialist, Electrical Utility, Journey II/Lead	P9326	1	1
		PL0452	Maintenance Specialist, Plumbing, Journey II/Lead	P9328	18	18
		PL0461	Building Maintenance Superintendent	P8460	2	1
		PL0462	Building Maintenance Manager	P8461	5	5
		PL0472	Maintenance Specialist, Traffic Cntrl & Elec Sys,	P9329	3	3

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Group No	Family No	Group Name/Family Name/Job Class Title	Job Class Code	Position Count	Emp. Count
		Jrny II/Lead			
<b>PL05</b>		<b>Instrument Technicians Sub-Total</b>		<b>2</b>	<b>2</b>
	PL0510	Survey Instrument Technician Trainee	P9461	1	1
	PL0512	Survey Instrument Technician II	P9463	1	1
<b>PL06</b>		<b>Construction Support Sub-Total</b>		<b>196</b>	<b>140</b>
	PL0611	Engineering Technician, Sub-Journey I	P9571	1	0
	PL0612	Engineering Technician, Sub-Journey II	P9571	68	46
	PL0613	Engineering Technician, Sub-Journey III	P9571	42	33
	PL0614	Engineering Technician, Journey	P9571	55	40
	PL0632	Materials Laboratory Technician, Sub-Journey II	P9581	1	1
	PL0633	Materials Laboratory Technician, Sub-Journey III	P9581	1	1
	PL0634	Materials Laboratory Technician, Sub-Journey IV	P9581	7	3
	PL0635	Materials Laboratory Technician, Journey	P9581	6	6
	PL0636	Materials Laboratory Technician, Specialist/Lead	P9581	3	2
	PL0637	Materials Laboratory Technician, Foreman	P9581	1	1
	PL0641	Driller, Sub-Journey	P9551	2	2
	PL0642	Driller, Journey	P9551	9	5
<b>PL07</b>		<b>Vessel and Aircraft Operation Sub-Total</b>		<b>35</b>	<b>33</b>
	PL0711	Aircraft Pilot I	P9631	3	3
	PL0712	Aircraft Pilot II	P9632	7	6
	PL0721	Boat Officer I	P9655	6	6
	PL0722	Boat Officer II	P9656	4	3
	PL0723	Boat Officer III	P9657	9	9
	PL0724	Boat Officer IV	P9658	6	6
<b>PL08</b>		<b>Office Equipment Operation Sub-Total</b>		<b>43</b>	<b>39</b>
	PL0821	Microfilm/Imaging Operator I	P9811	10	9
	PL0822	Microfilm/Imaging Operator II	P9812	5	5
	PL0823	Microfilm/Imaging Operator III	P9813	1	1
	PL0825	Micrographics Services Manager	P9814	1	0
	PL0831	Offset Duplicating Machine Operator I	P1169	1	1
	PL0832	Offset Duplicating Machine Operator II	P1170	1	1
	PL0835	Duplication Supervisor	P1171	1	1
	PL0841	Mail Services Courier	P1132	14	13
	PL0842	Mail Services Lead Courier	P1130	2	2
	PL0845	Mail Services Manager	P1915	1	0
<b>PL09</b>		<b>Facility Security Sub-Total</b>		<b>6</b>	<b>5</b>
	PL0921	Security Guard I	P7820	6	6
	PL0922	Security Guard II	P7821	1	1
	PL0931	Psychiatric Safety and Security Officer I	P7822	5	4