



Alaskans Working For Alaska!

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July 22, 2009

Annette Kreitzer, Commissioner
Department of Administration
PO Box 110200
Juneau, AK 99811-0200

Dear Commissioner Kreitzer,

As you are aware, under the terms of Contract Article 17.02(B), ASEA selected the Administrative Clerk Series as the priority for a classification review for contract year 2008-2009. We received your final report on July 7, 2009. In accordance with Article 17.02(C) we are requesting reconsideration of the conclusions the State reached in this study.

We are concerned that as a result of the study some of our members will be moved into a different bargaining unit and that some of our members will become ineligible for overtime. Additionally, we believe the basic salary analysis is flawed.

The Union does not believe that any Range 12 Office Assistant IV should be considered a supervisor. We do not believe that employees in these positions have the authority to act on their own in filling positions, in assigning work, in planning, or in organizing the workforce. In our opinion the state would be hard-pressed to demonstrate that an OA IV does not have to consult with higher management before making such critical decisions.

Likewise, it is inappropriate to exclude an Office Assistant IV who is a Range 12 from being paid overtime. A Range 12 base salary is less than \$3000 a month before deductions. To ask these employees to work additional hours for free is unconscionable.

Our most serious concern is the basic salary analysis of the study. Out of the list of comparative job classes referenced by the state four were identified as most pertinent: Accounting Clerk, Retirement and Benefits Technician I, Statistical Clerk, and Supply Technician I. These are all Range 10 positions.

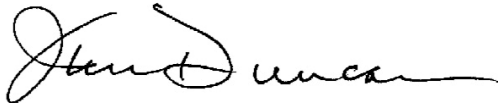
The state compared these positions to the Office Assistant I and asserted that there were few similarities in duties. The Union disagrees. All four of the above classes share with the new Office Assistant I similar regular and recurring duties, require a similar level of knowledge and supervision, have similar authority for decision making, similar guidelines to use when making the decisions, and similar consequences for errors.

For example, Accounting Clerks (SR10) and Statistical Clerks (SR10) both require specific knowledge or experience. The Office Assistant I drafts and edits correspondence, performs data entry, and is required to have programmatic or administrative knowledge. I believe that there is a very similar level of knowledge required. The Supply Technician I (SR10) and the Retirement and Benefits Technician (SR10) both use judgment and discretion, something the OAI does on a daily basis. The Retirement and Benefits Technician I, moreover, is only a trainee position, whereas the benchmark OAI is journey level.

The last observation I would make has to do with the overall findings of this study. The Union asked for the study because we believe that the nearly 1100 employees that were included are woefully underpaid. The base salary for a Range 8 is just under \$2300 a month or roughly \$28,000 a year. A single income family with a wage that low would qualify for public assistance through the State of Alaska. It is disheartening, indeed, to think that the State places so little value on its employees that it would agree to such a conclusion.

I look forward to your reconsideration and as always am available if you would like to discuss this matter in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Duncan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jim Duncan
Business Manager
ASEA/AFSCME Local 52

