

State of Alaska FY2021 Governor's Operating Budget

**Department of Administration
Alaska Public Offices Commission
RDU/Component Budget Summary**

RDU/Component: Alaska Public Offices Commission

Contribution to Department's Mission

Administer Alaska's disclosure statutes and publish financial information regarding the activities of election campaigns, public officials, lobbyists and lobbyist employers.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

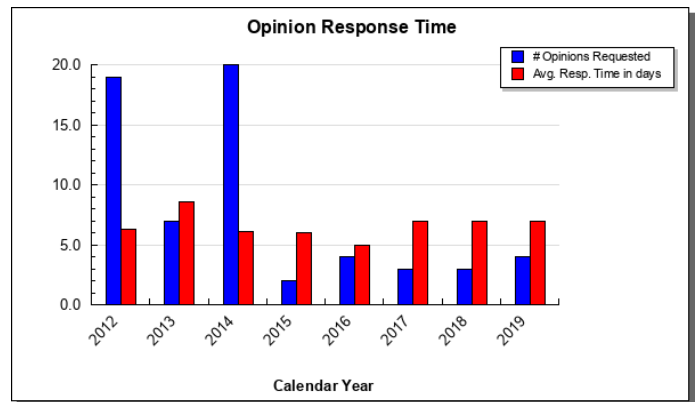
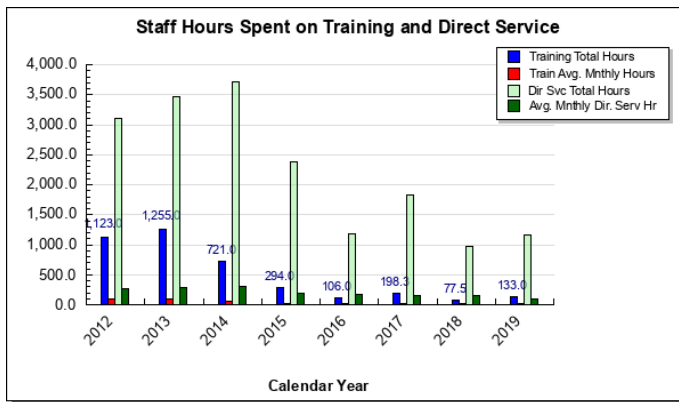
Core Services

- Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.
- Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.
- Examine and compare reports for possible violations of disclosure law.
- Publish reports filed by election campaigns, public officials, lobbyists and lobbyist employers.

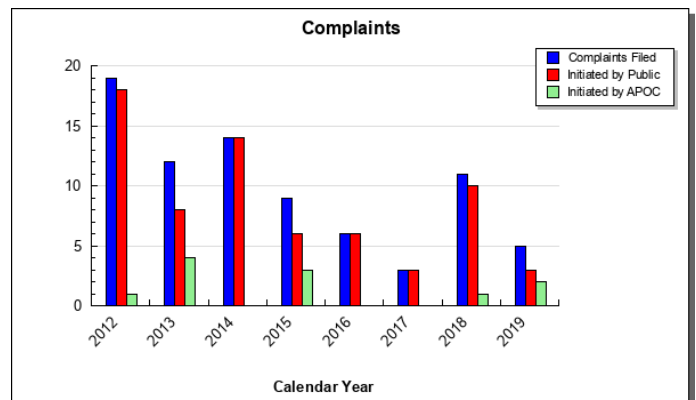
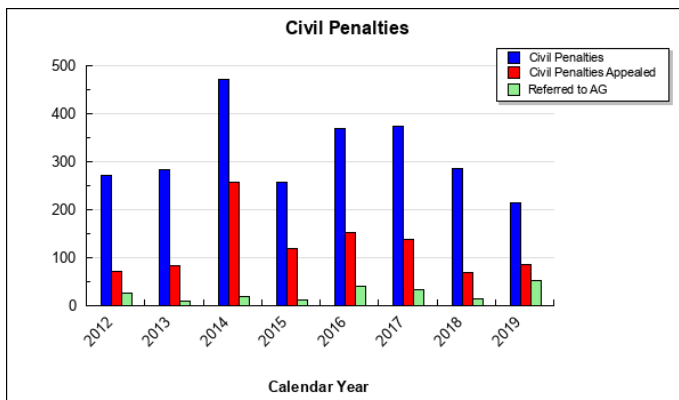
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

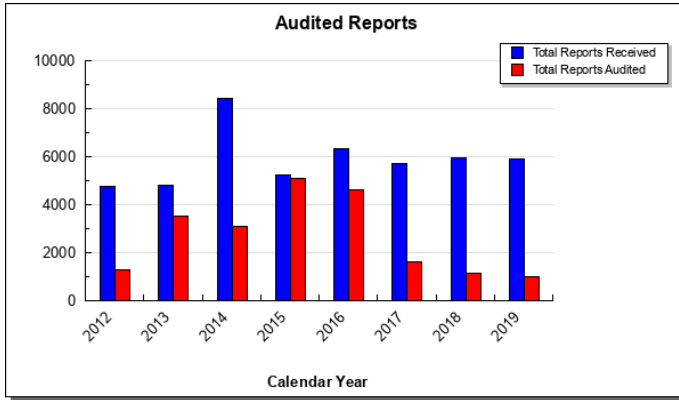
1. Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



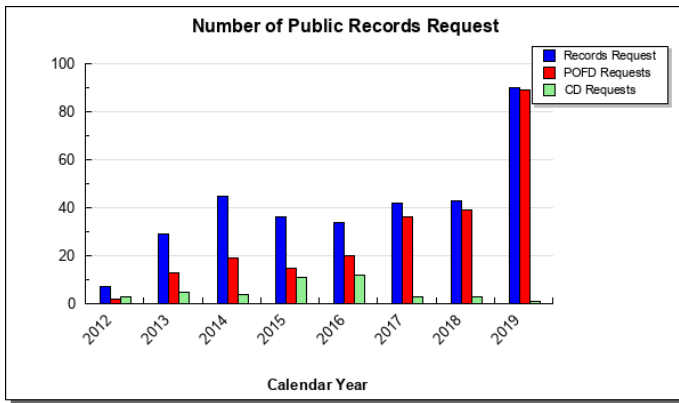
2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



3. Examine and compare reports for possible violations of disclosure law.



4. Publish reports filed by election campaigns, public officials, lobbyists and lobbyist employers.



Major Component Accomplishments in 2019

No major component accomplishments in 2018.

Key Component Challenges

Administrative Functions – A professional staff of five regulates four types of complex disclosure laws. Each law has its own separate and distinct filers with differing reporting requirements. Auditing every filed report, as mandated by statute, is not possible at current staffing levels. The agency relies heavily on various third-party sources to identify many of its public official filers and to provide timely notice of filing requirements. When this information is delayed, it curtails timely notification resulting in larger civil penalties for filers. Coordination of these efforts is ongoing.

Education – The agency continues to focus heavily on its education efforts by providing direct public service and filer training opportunities. Time spent educating filers, however, leaves less time to audit reports. Although the continued focus on training may minimize the number of complaints, it may also result in larger civil penalties as staff is unable to identify issues and request corrective action through the auditing process prior to publicly-initiated complaints being filed.

Electronic Filing System – A significant portion of the agency’s personal services budget is dedicated to its Analyst Programmer position. This position has proven difficult to recruit for and fill for any substantial length of time resulting in what appears to be substantial budget surpluses. Because it is the agency’s sole technical position, another byproduct of the turnover is a continual loss of institutional knowledge of the system. Further, the system’s associated business rules and logic create a substantial learning curve resulting in significant lag time between time of hire and proficiency. Given the critical role of the filing system to the agency’s mission, it is crucial to maintain its stability, and to continue efforts to refine and automate other agency functions.

Significant Changes in Results to be Delivered in FY2021

No significant changes in results to be delivered in FY2020.

Statutory and Regulatory Authority

| | |
|--------------------------|---|
| AS 15.13.010 – 15.13.400 | Campaign Disclosure Law |
| 2 AAC 50.250-405 | Administrative Regulations for Campaign Disclosure |
| AS 24.45.010 – 24.45.181 | Regulation of Lobbying Law |
| 2 AAC 50.550 - 590 | Administrative Regulations for Lobbying |
| AS 24.60.200-260 &990 | Legislative Financial Disclosure Law |
| 2 AAC 50.680-799 | Administrative Regulations for Legislative Financial Disclosure Law |
| AS 39.50.010 – 39.50.200 | Public Official Financial Disclosure Law |
| 2 ACC 50.680-799 | Administrative Regulations for Public Official Financial Disclosure Law |
| 2 AAC 50.801 – 990 | Administrative Regulations Implementing Procedures including Advisory Opinions and Complaints |
| Article II, Sec 12 | Alaska State Constitution-Lobbying |

| Contact Information |
|---|
| <p>Contact: Heather Hebdon, Executive Director, APOC Phone: (907) 334-1724 E-mail: heather.hebdon@alaska.gov</p> |

| Alaska Public Offices Commission Personal Services Information | | | | | |
|---|------------------------------|--------------------|----------------------------------|--|----------------|
| Authorized Positions | | | Personal Services Costs | | |
| | FY2020 Management Plan | FY2021 Governor | | | |
| Full-time | 8 | 8 | Annual Salaries | | 485,568 |
| Part-time | 0 | 0 | Premium Pay | | 0 |
| Nonpermanent | 0 | 0 | Annual Benefits | | 316,524 |
| | | | <i>Less 1.84% Vacancy Factor</i> | | (14,781) |
| | | | Lump Sum Premium Pay | | 0 |
| | | | Board Honoraria | | 2,690 |
| Totals | 8 | 8 | Total Personal Services | | 790,000 |

| Position Classification Summary | | | | | |
|---------------------------------|-----------|-----------|----------|----------|----------|
| Job Class Title | Anchorage | Fairbanks | Juneau | Others | Total |
| Analyst/Programmer IV | 1 | 0 | 0 | 0 | 1 |
| Associate Attorney II | 1 | 0 | 0 | 0 | 1 |
| Exec Dir APOC | 1 | 0 | 0 | 0 | 1 |
| Law Office Assistant I | 1 | 0 | 0 | 0 | 1 |
| Law Office Assistant II | 1 | 0 | 0 | 0 | 1 |
| Paralegal I | 2 | 0 | 0 | 0 | 2 |
| Paralegal II | 0 | 0 | 1 | 0 | 1 |
| Totals | 7 | 0 | 1 | 0 | 8 |

| Component Board Summary | | | | | |
|--|-----------------|----------------|------------------|-------------------|-----------------|
| Board Description | Member Count | Pay Per Day | Budgeted Days | Additional Pay | Total Cost |
| Alaska Public Offices Commission Board | 5 | 50.00 | 10 | 0.00 | 2,689.50 |
| Total | | | | | 2,689.50 |

Component Detail All Funds
Department of Administration

Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

Non-Formula Component

| | FY2019 Actuals | FY2020 Conference Committee | FY2020 Authorized | FY2020 Management Plan | FY2021 Governor | FY2020 Management Plan vs FY2021 Governor | |
|-----------------------------------|----------------|-----------------------------|-------------------|------------------------|-----------------|---|-------------|
| 71000 Personal Services | 716.9 | 790.0 | 790.0 | 790.0 | 790.0 | 0.0 | 0.0% |
| 72000 Travel | 6.9 | 1.5 | 1.5 | 2.8 | 2.8 | 0.0 | 0.0% |
| 73000 Services | 138.3 | 141.8 | 141.8 | 140.5 | 140.5 | 0.0 | 0.0% |
| 74000 Commodities | 15.8 | 16.0 | 16.0 | 16.0 | 16.0 | 0.0 | 0.0% |
| 75000 Capital Outlay | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| 77000 Grants, Benefits | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| 78000 Miscellaneous | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| Totals | 877.9 | 949.3 | 949.3 | 949.3 | 949.3 | 0.0 | 0.0% |
| Fund Sources: | | | | | | | |
| 1004 Gen Fund (UGF) | 767.9 | 804.0 | 804.0 | 804.0 | 804.0 | 0.0 | 0.0% |
| 1005 GF/Prgm (DGF) | 110.0 | 145.3 | 145.3 | 145.3 | 145.3 | 0.0 | 0.0% |
| Unrestricted General (UGF) | 767.9 | 804.0 | 804.0 | 804.0 | 804.0 | 0.0 | 0.0% |
| Designated General (DGF) | 110.0 | 145.3 | 145.3 | 145.3 | 145.3 | 0.0 | 0.0% |
| Other Funds | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| Federal Funds | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| Positions: | | | | | | | |
| Permanent Full Time | 8 | 8 | 8 | 8 | 8 | 0 | 0.0% |
| Permanent Part Time | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Non Permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

| Scenario/Change Record Title | Trans Type | Totals | Personal Services | Travel | Services | Commodities | Capital Outlay | Grants, Benefits | Miscellaneous | Positions | | NP |
|---|------------|--------------|-------------------|------------|--------------|-------------|----------------|------------------|---------------|-----------|----------|----------|
| | | | | | | | | | | PFT | PPT | |
| ***** Changes From FY2020 Conference Committee To FY2020 Authorized ***** | | | | | | | | | | | | |
| FY2020 Conference Committee | | | | | | | | | | | | |
| ConfCom | | 949.3 | 790.0 | 1.5 | 141.8 | 16.0 | 0.0 | 0.0 | 0.0 | 8 | 0 | 0 |
| 1004 Gen Fund | | 804.0 | | | | | | | | | | |
| 1005 GF/Prgm | | 145.3 | | | | | | | | | | |
| Subtotal | | 949.3 | 790.0 | 1.5 | 141.8 | 16.0 | 0.0 | 0.0 | 0.0 | 8 | 0 | 0 |
| ***** Changes From FY2020 Authorized To FY2020 Management Plan ***** | | | | | | | | | | | | |
| Align Authority with Anticipated Expenditures | | | | | | | | | | | | |
| LIT | | 0.0 | 0.0 | 1.3 | -1.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| Transfer authority from services to cover anticipated travel costs. The remaining services authority is sufficient to cover anticipated expenditures. | | | | | | | | | | | | |
| Subtotal | | 949.3 | 790.0 | 2.8 | 140.5 | 16.0 | 0.0 | 0.0 | 0.0 | 8 | 0 | 0 |
| ***** Changes From FY2020 Management Plan To FY2021 Governor ***** | | | | | | | | | | | | |
| Totals | | 949.3 | 790.0 | 2.8 | 140.5 | 16.0 | 0.0 | 0.0 | 0.0 | 8 | 0 | 0 |

Line Item Detail (1676)
Department of Administration
Travel

Component: Alaska Public Offices Commission (70)

| Line Number | Line Name | | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|----------------------------------|------------------------------|--|----------------|------------------------|-----------------|
| 2000 | Travel | | 6.9 | 2.8 | 2.8 |
| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
| 2000 Travel Detail Totals | | | 6.9 | 2.8 | 2.8 |
| 2000 | In-State Employee Travel | Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions | 4.7 | 1.8 | 1.8 |
| 2001 | In-State Non-Employee Travel | Transportation costs for travel relating to meetings and boards for non-employees | 0.0 | 1.0 | 1.0 |
| 2002 | Out of State Employee Travel | Transportation costs for staff travel out of state to national organization meetings, conferences, and training | 2.2 | 0.0 | 0.0 |

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

| Line Number | Line Name | | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|------------------------------------|--|--|----------------|------------------------|-----------------|
| 3000 | Services | | 138.3 | 140.5 | 140.5 |
| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
| 3000 Services Detail Totals | | | 138.3 | 140.5 | 140.5 |
| 3000 | Education Services | Training, educational conferences, agency memberships, and employee tuition | 1.0 | 1.0 | 1.0 |
| 3001 | Financial Services | Management and consulting services | 2.5 | 1.5 | 1.5 |
| 3002 | Legal and Judicial Services | Legal and judicial services, including costs to conduct hearings and mediation | 0.0 | 0.3 | 0.3 |
| 3003 | Information Technology | Software licensing and maintenance, training, and consulting | 0.3 | 4.7 | 4.7 |
| 3004 | Telecommunications | Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors | 10.7 | 9.0 | 9.0 |
| 3006 | Delivery Services | Freight, courier services, and postage | 11.1 | 6.0 | 6.0 |
| 3009 | Structure/Infrastructure/Land | Structure, infrastructure and land repairs, maintenance, rental, and leases | 0.2 | 1.0 | 1.0 |
| 3010 | Equipment/Machinery | Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases | 3.6 | 8.3 | 8.3 |
| 3011 | Other Services | Building security and maintenance | 0.5 | 2.8 | 2.8 |
| 3017 | Inter-Agency Information Technology Non-Telecommunications | Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services | 27.5 | 23.0 | 23.0 |

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|------------------------------------|---|--|----------------|------------------------|-----------------|
| 3000 Services Detail Totals | | | 138.3 | 140.5 | 140.5 |
| 3018 | Inter-Agency Information Technology Telecommunications | Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services | 0.7 | 13.9 | 13.9 |
| 3021 | Inter-Agency Mail | Admin - Print Services (2333) Centralized mail services chargeback | 2.9 | 5.0 | 5.0 |
| 3022 | Inter-Agency Human Resources | Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel | 4.5 | 6.0 | 6.0 |
| 3023 | Inter-Agency Building Leases | Rent for state-owned facilities and lease payments | 35.4 | 0.0 | 0.0 |
| 3023 | Inter-Agency Building Leases | Admin - Facilities (2429) Rent for state-owned facilities and lease payments | 5.9 | 13.9 | 13.9 |
| 3023 | Inter-Agency Building Leases | Admin - Facilities Administration (2430) Rent for state-owned facilities and lease payments | 1.2 | 1.1 | 1.1 |
| 3023 | Inter-Agency Building Leases | Admin - Leases (81) Rent for state-owned facilities and lease payments | 15.9 | 23.0 | 23.0 |
| 3026 | Inter-Agency Insurance | Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges | 0.5 | 1.0 | 1.0 |
| 3027 | Inter-Agency Financial | Admin - Finance (59) State payroll and accounting system chargeback | 0.9 | 1.0 | 1.0 |
| 3028 | Inter-Agency Americans with Disabilities Act Compliance | Admin - Personnel (56) Americans with Disabilities Act (ADA) chargeback | 0.1 | 0.0 | 0.0 |
| 3038 | Inter-Agency Management/Consulting | Admin - Accounting (3134) SSoA Travel chargeback | 2.8 | 0.0 | 0.0 |
| 3038 | Inter-Agency Management/Consulting | Admin - Administrative Services (46) Administrative chargeback | 6.1 | 7.0 | 7.0 |
| 3038 | Inter-Agency Management/Consulting | Admin - Office of the Commissioner (45) Commissioner Office chargeback | 3.5 | 5.0 | 5.0 |
| 3038 | Inter-Agency Management/Consulting | Admin - Purchasing (60) SSoA Procurement chargeback | 0.5 | 6.0 | 6.0 |

Line Item Detail (1676)
Department of Administration
Commodities

Component: Alaska Public Offices Commission (70)

| Line Number | Line Name | | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|---------------------|-------------------------|---|-----------------------|-------------------------------|------------------------|
| 4000 | Commodities | | 15.8 | 16.0 | 16.0 |
| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
| | | 4000 Commodities Detail Totals | 15.8 | 16.0 | 16.0 |
| 4000 | Business | General business supplies such as office consumables, furniture, and computer equipment | 15.8 | 16.0 | 16.0 |

Revenue Detail (1681)
Department of Administration

Component: Alaska Public Offices Commission (70)

| Revenue Type (OMB Fund Code) Revenue Source | Component | Comment | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|--|-----------|-----------------------------------|----------------|---------------------------|-----------------|
| 5005 GF/Prgm (1005 GF/Prgm) | | | 111.2 | 145.3 | 145.3 |
| 5101 Program Receipts Public Protection - Licenses and Permits | | License and permit fee collection | 111.2 | 145.3 | 145.3 |
| 6004 Gen Fund (1004 Gen Fund) | | | 87.3 | 0.0 | 0.0 |
| 6003 General Fund Pblc Prtctn - Miscellaneous Fines/Forfeitures | | | 74.0 | 0.0 | 0.0 |
| 6027 General Fund Grants/Contracts - Contributions | | | 13.2 | 0.0 | 0.0 |
| 6046 General Fund - Prior Year Reimbursement Recovery | | | 0.1 | 0.0 | 0.0 |

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

| | | | | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|-----------------------------------|---|---|-----------------------|-----------------------------------|---------------------------|-----------------|
| Component Totals | | | | 73.0 | 105.9 | 105.9 |
| With Department of Administration | | | | 73.0 | 105.9 | 105.9 |
| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor | |
| 3017 | Inter-Agency Information Technology Non-Telecommunications | Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services | 27.5 | 23.0 | 23.0 | |
| 3018 | Inter-Agency Information Technology Telecommunications | Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services | 0.7 | 13.9 | 13.9 | |
| 3021 | Inter-Agency Mail | Admin - Print Services (2333) Centralized mail services chargeback | 2.9 | 5.0 | 5.0 | |
| 3022 | Inter-Agency Human Resources | Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel | 4.5 | 6.0 | 6.0 | |
| 3023 | Inter-Agency Building Leases | Admin - Facilities (2429) Rent for state-owned facilities and lease payments | 5.9 | 13.9 | 13.9 | |
| 3023 | Inter-Agency Building Leases | Admin - Facilities Administration (2430) Rent for state-owned facilities and lease payments | 1.2 | 1.1 | 1.1 | |
| 3023 | Inter-Agency Building Leases | Admin - Leases (81) Rent for state-owned facilities and lease payments | 15.9 | 23.0 | 23.0 | |
| 3026 | Inter-Agency Insurance | Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges | 0.5 | 1.0 | 1.0 | |
| 3027 | Inter-Agency Financial | Admin - Finance (59) State payroll and accounting system chargeback | 0.9 | 1.0 | 1.0 | |
| 3028 | Inter-Agency Americans with Disabilities Act Compliance | Admin - Personnel (56) Americans with Disabilities Act (ADA) chargeback | 0.1 | 0.0 | 0.0 | |
| 3038 | Inter-Agency Management/Consulting | Admin - Accounting (3134) SSoA Travel chargeback | 2.8 | 0.0 | 0.0 | |
| 3038 | Inter-Agency Management/Consulting | Admin - Administrative Services (46) Administrative chargeback | 6.1 | 7.0 | 7.0 | |
| 3038 | Inter-Agency Management/Consulting | Admin - Office of the Commissioner (45) Commissioner Office chargeback | 3.5 | 5.0 | 5.0 | |

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

| Object Class | Servicing Agency | Explanation | FY2019 Actuals | FY2020 Management Plan | FY2021 Governor |
|--|-------------------------|-----------------------------|-----------------------|-----------------------------------|------------------------|
| 3038 Inter-Agency Management/Consulting | Admin - Purchasing (60) | SSoA Procurement chargeback | 0.5 | 6.0 | 6.0 |

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2021 Governor (16414)
Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

| PCN | Job Class Title | Time Status | Retire Code | Barg Unit | Location | Salary Sched | Range / Step | Comp Months | Split / Count | Annual Salaries | COLA | Premium Pay | Annual Benefits | Total Costs | UGF Amount |
|---------|-------------------------|-------------|-------------|-----------|-----------|--------------|--------------|-------------|---------------|-----------------|------|-------------|-----------------|-------------|------------|
| 02-0026 | Associate Attorney II | FT | A | XE | Anchorage | N00 | 19D | 12.0 | | 71,268 | 0 | 0 | 43,202 | 114,470 | 111,036 |
| 02-0030 | Paralegal I | FT | A | XE | Anchorage | N00 | 14A / B | 12.0 | | 46,250 | 0 | 0 | 34,596 | 80,846 | 76,804 |
| 02-1301 | Exec Dir APOC | FT | A | XE | Anchorage | N00 | 24D / E | 12.0 | | 101,730 | 0 | 0 | 53,681 | 155,411 | 147,641 |
| 02-1303 | Law Office Assistant II | FT | A | XE | Anchorage | N00 | 13C / D | 12.0 | | 45,734 | 0 | 0 | 34,419 | 80,153 | 76,145 |
| 02-1310 | Paralegal I | FT | A | XE | Anchorage | N00 | 14A / B | 12.0 | | 46,572 | 0 | 0 | 34,707 | 81,279 | 78,841 |
| 02-1311 | Analyst/Programmer IV | FT | A | XE | Anchorage | N00 | 20B / C | 12.0 | | 72,570 | 0 | 0 | 43,650 | 116,220 | 0 |
| 02-1319 | Law Office Assistant I | FT | A | XE | Anchorage | N00 | 11C / D | 12.0 | | 41,232 | 0 | 0 | 32,870 | 74,102 | 70,397 |
| 02-1369 | Paralegal II | FT | A | XE | Juneau | N05 | 16C / D | 12.0 | | 60,212 | 0 | 0 | 39,399 | 99,611 | 99,611 |

| | Total Positions | New | Deleted |
|--------------------------|-----------------|-----|---------|
| Full Time Positions: | 8 | 0 | 0 |
| Part Time Positions: | 0 | 0 | 0 |
| Non Permanent Positions: | 0 | 0 | 0 |
| Positions in Component: | 8 | 0 | 0 |

Total Component Months: 96.0

| | |
|---|----------|
| Total Salary Costs: | 485,568 |
| Total COLA: | 0 |
| Total Premium Pay: | 0 |
| Total Benefits: | 316,524 |
| Total Pre-Vacancy: | 802,092 |
| Minus Vacancy Adjustment of 1.84%: | (14,781) |
| Total Post-Vacancy: | 787,311 |
| Plus Lump Sum Premium Pay: | 0 |
| Plus Board Honoraria Pay: | 2,690 |
| Personal Services Line 100: | 790,001 |

| PCN Funding Sources: | Pre-Vacancy | Post-Vacancy | Percent |
|------------------------------------|----------------|----------------|----------------|
| 1004 General Fund Receipts | 660,474 | 648,302 | 82.34% |
| 1005 General Fund/Program Receipts | 141,618 | 139,008 | 17.66% |
| Total PCN Funding: | 802,092 | 787,311 | 100.00% |

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Department of Administration
Alaska Public Offices Commission

