



Port of Juneau

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From: Teena Larson

To: Operations/Planning Committee

Date: 01/18/23

Re: Admin Restructure FTE changes

Docks & Harbors administrative needs have changed and staff requests a small increase in FTE's.

Below is a chart showing our current and requested changes in FTE's for Docks and Harbors Administrative personnel.

Harbors				Current FTE		Same/Change		
20043	7.5	1.00	Split	0.50	16	0.5	ADMIN OFFICER	Teena Larson
20051	7.5	1.00	Split	0.50	12	0.5	ADMIN ASSISTANT	Nichole Benedict
20015	7.5	1.00		1.00	12	1	ADMIN ASSISTANT	Montel Willis
20426	7.5	0.50		0.50	12	2	ADMIN ASSISTANT	Leah Narum & Vacant
20465	7.5	0.42	New Split	0.42	12	0.25	ADMIN ASSISTANT	VACANT
20015	7.5	0.50		0.50	12	0	ADMIN ASSISTANT	Moved .5 FTE to 20426
20016	7.5	0.42	Old Split	0.21	12	0.5	ADMIN ASSISTANT	Dale Kelley
20044	7.5	1.00		1.00	15	1	ADMIN SUPERVISOR	Cierra Kendrick
20415	7.5	1.00		1.00	12	0.5	ADMIN ASSISTANT	Dordie Carter/moved .5 FTE to 20426
				5.63		6.25		

.62 FTE increase Harbors

Docks								
20043	7.5	1.00	Split	0.50	16	0.5	ADMIN OFFICER	Teena Larson
20051	7.5	1.00	Split	0.50	12	0.5	ADMIN ASSISTANT	Nichole Benedict
20016	7.5	0.42	Old Split	0.21	12	0	ADMIN ASSISTANT	Moved FTE to 20016(Harbors)
20465	7.5	0.42	New Split	-	12	0.25		VACANT
				1.21		1.25		
						.04 FTE increase Docks		

Changes per office are as follows -

Statter Harbor Office- The above changes provide for an additional full time admin so there will be two year around positions at this location and a decrease in the seasonal positions by one.

Aurora office - The increase in FTE's came out to be more than originally thought due to the decision to keep a seasonal admin in Aurora. Staff believes there is a need for this seasonal position because of the busy summer season and the desire to keep the downtown Harbor office open on Saturday's during the summer. Having the extended hours will require the additional staff for downtown.

Port Field Office - The current administrative support at the Port Directors office will move to the Port Field office full time due to the administrative support needs for that office.

Port Office - The seasonal staff for Docks will be located at the Port Directors Office and is requested to be increased to a full .50 FTE which will be split between Docks & Harbors operations. The seasonal position will also need to work at the Port Field Office on the two days the full time position is off.

Looking at our current budgeted FTE's to the requested change, we will need to increase Harbor's FTE's by .62 and Docks FTE's by .04.

This request is added in the budget numbers and if approved it will be final.

Thank you for considering this change,

Teena Larson
Administrative Officer