

## AAM 130. CLASSIFICATION AND PAY

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### **AAM 130.010 Classification and Pay Plans (07-12)**

The Division of Personnel, Classification Section, is responsible for ensuring that the State's Classification and Pay plans meet the requirements of the merit principle as set forth in the State Personnel Act.

The Classification Plan is a framework of job descriptions wherein positions are assigned to a class based on duties, responsibilities, and requirements of training or experience.

The Pay Plan is the system by which job classes are assigned to salary ranges, and pay rates are established for each salary range.

### **AAM 130.020 Not Used (07-12)**

### **AAM 130.030 Classification System Components (07-06)**

The Classification System is a device by which individual positions are assigned to job classes. A set of classes may constitute a class series.

Individual job classes and class series comprise job families. Job families make up occupational groups.

The basic components of the classification system, in order from smallest to largest, are:

1. Position
2. Job Class
3. Class Series
4. Job Family
5. Occupational Group

The State of Alaska Classification Outline contains codes, titles and descriptions for each occupational group and job family.

<b>AAM 130.040 Job Class Specifications (07-06)</b>
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Each job class within the Classification System is described in a class specification. The Classification Manager, under delegated authority of the Director of the Division of Personnel, must review and approve each class specification and salary range assignment before the specification is implemented.

<b>AAM 130.100 Position Descriptions (07-06)</b>
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Each permanent classified and partially exempt position must have a position description and must be assigned to a job class. A position is a set of duties and responsibilities assigned to be performed by an individual. A permanent position may be full-time, part-time, or seasonal and either filled or vacant. A permanent position does not exist until it has been budgetarily authorized, and then established by the Division of Personnel. Each individual position is associated with a unique position control number, or PCN, which identifies it as an entity. The Division of Personnel maintains all position control data for permanent classified and partially exempt positions.

The State of Alaska uses the Online Position Description (OPD) system to record job and position information for classification purposes. Incumbents may participate in preparing position descriptions. The incumbent's involvement in no way diminishes management's right to assign and describe the work.

## **AAM 130.120 Position Description Submission (10-06)**

A new or revised position description (PD) is submitted when one or more of the following has occurred:

- The supervisory authority assigned to the position is changed or modified (e.g., direct report positions added, changed, deleted, etc.)
- A new primary duty (the main duty for which the position exists to perform) has been assigned
- The position's focus has shifted (e.g., responsibility shifts from reviewing a form for completeness to approving the action requested on the form, OR the position supports Program B while its PD indicates it supports Program A)
- The mission, goals, or objectives of the position, or the program the position supports is changed or modified (e.g., new statutory mandates alter the program function, department executive team establishes new goals or mission that impacts the work performed by the position in question)
- Essential duties have been added, deleted, or modified
- The work demands section has been modified. This information is necessary to ensure compliance with the Americans with Disabilities Act (ADA) and Occupational Safety and Health Act (OSHA) blood borne pathogens standards.

## **AAM 130.150 Whole Job Classification (07-06)**

The State of Alaska uses whole job classification. This is a system by which the full duties of a position are compared to relevant job class specifications in order to assign the position to a specific job class.

The State of Alaska uses eight factors in classification to assign a position to a specific job class:

- Nature, variety and complexity of work
- Nature of supervision received by the incumbent
- Nature of available guidelines for performance of work
- Initiative and originality required
- Purpose and nature of person-to-person work relationships
- Nature and scope of recommendations, decisions, commitments, and consequences of error
- Nature and extent of supervision exercised over the work of other employees
- Qualifications required.

### **AAM 130.160 Overtime Eligibility (07-06)**

Positions may be overtime eligible by collective bargaining agreement, by application of the Fair Labor Standards Act (FLSA), or by determination of the Commissioner, Department of Administration.

For positions that are not eligible for overtime by collective bargaining agreement, exemption and eligibility is determined by following FLSA guidelines.

Pursuant to the [AAM 270.100](#), a department head may petition the Commissioner of Administration to authorize overtime payments for overtime exempt employees in unusual situations.

### **AAM 130.200 Classification Studies (07-06)**

Classification Studies are conducted to establish a new job class, or when proposed changes affect the definition and distinguishing characteristics, class concepts, class series structure, or salary range assignments of one or more existing job classes.

### **AAM 130.260 Parallel Job Classes (10-06)**

The following criteria must be met to consider two classes or class series to be “parallel” for the purpose of transfer or rehire:

The class definitions must be so closely related that typical incumbents of either class series could satisfactorily perform the duties of the corresponding level in the other class series, and typical incumbents of either class series could satisfactorily perform the duties of lower levels in the other class series; the educational requirements must be interchangeable; the experience requirements must be sufficiently related to be interchangeable in type and level of experience required; the length of experience required must be related to the point that advancement in either class series is not unreasonably accelerated or retarded by the movement between the two class series; experience in either class should qualify an employee for promotional examination in the other class series; and parallel job classes are at the same pay range.

Note: The positions are normally in the same bargaining unit. The bargaining unit of each position is a consideration in analyzing whether criteria #1 is met.

## **AAM 130.265 Closely Related Job Classes (10-06)**

The following criteria must be met to consider two job classes or class series closely related for the purpose of voluntary demotion or rehire to a lower class:

1. the class definitions must be so closely related that typical incumbents of the current class series could satisfactorily perform the duties of the lower levels in the other class series;
2. the educational requirements of the current class series must be the same as or correspond with those of the lower class series;
3. experience in the lower level series should qualify an employee for promotional examination in the current class series; and
4. the range must be lower for a voluntary demotion or rehire.

Note: Educational requirements are deemed to correspond when it can be reasonably concluded a candidate has gained the same type and level of knowledge in the theories and principles of the educational requirements of the lower class.

## **AAM 130.270 Flexibly Staffed Positions (07-12)**

Flexible staffing is a management tool originally designed for use when the entry level of a job classification series is a trainee. Use of this tool has been expanded to aid in recruitment, provide for retention of employees, and allow maximum flexibility to hiring managers while streamlining the “reclassification” process. Flexible staffing is designed to aid in the recruitment and retention of employees within a job class series by facilitating entry into a job class series and providing a training path in order for journey or higher (e.g., advanced) level work to be performed.

Flexible staffing plans are established individually for single positions, identified by the Position Control Number (PCN). The Division of Personnel and Labor Relations, Classification Section, must approve and establish positions as flexibly staffed before recruitment or reallocation of a position is conducted using the flexible staffing provisions.

### Flexible Staffing Guidance

The following information provides guidance to determine if requesting flexible staffing for a position is appropriate. Flexibly staffed positions may be established in a class series that includes one or more lower levels that provide a training path appropriate for the highest level of work to be performed (e.g., journey level or higher). Flexible staffing makes possible

the entry into a chosen occupational field, provides on-the-job training, and can result in upward movement within the series as appropriate.

Not all job classes/positions are eligible or suitable to be covered by a flexible staffing agreement. The work of the position must exist at the highest level of the included job classes. Flexible staffing is used simply to train the incumbent to perform at the highest level and to allow for attainment of the minimum qualifications. For example, flexible staffing would not be appropriate for all positions in a unit as potentially all positions could be classified at the same level. There must be staff available to perform the work at the highest level while other staff members are appropriately allocated to lower levels performing the lower-level work of the unit. Similarly, it is very rare that all work within the unit is at the highest level.

Work at the highest level must exist at the time of the request to establish a flexibly staffed position. The position must be vacant for a flexible staffing agreement to be established at a level higher than its current classification. If the position is filled, a flexible staffing agreement can only be established for levels in the series below the current classification to prepare for a vacancy.

Typically, flexibly staffed positions are established when the job class or individual position has a demonstrated history of recruitment difficulty, the department has applied assertive recruitment strategies to attract applicants, and the job class is in a class series with a lower level appropriate for training.

#### Requesting Approval to Establish

It is recommended that an agency contact the Classification Section to verify the appropriateness of requesting a flexibly staffed position before submitting a request through the Online Position Description (OPD) system. When submitting a request, an agency must:

1. Create a position description submission describing the duties and other responsibilities for each level of the job classes included in the plan; and
2. Develop a flexible staffing plan, which consists of a training plan and rating device, for movement to each of the higher job class levels.

The Division of Personnel and Labor Relations may approve the establishment of a flexible staffing plan for a position when the following conditions are met:

1. The job class series includes a journey or higher level;

2. Management certifies there is a consistent need for, and sufficient work exists at, the journey level or higher level;
3. Management certifies the work at the highest level will be reassigned to other positions should an incumbent be hired at the lower level;
4. Experience in the lower level class(es) will qualify an employee to advance to the higher level class(es);
5. Position descriptions (PDs) exist describing the duties for each level (e.g., trainee and journey or journey and advanced);
6. The work at all levels must be within the same bargaining unit; and
7. The employing agency has developed a formal approved flexible staffing plan for movement to each level.

#### Flexible Staffing Plan

A flexible staffing plan must be directly related to achieving the ability to perform the duties required of the next higher-level job class. It must contain the following:

1. A list of the criteria required to perform at the next higher level job class (e.g., duration and type of training required to build the knowledge, skills, and abilities needed);
2. A list of the knowledge and skills that are to be acquired in each segment of the training;
3. A description of how the incumbent will be trained to perform the higher level work (e.g., training classes, job shadowing, etc.);
4. If the training includes subjects or courses that must be taught sequentially, this must be indicated in the plan;
5. A rating device to record whether or not the criteria has been met;
6. A section for the supervisor to certify whether or not the incumbent:
  - a. Has met the criteria and completed the flex training plan;
  - b. Meets the minimum qualifications of the higher-level job class;
  - c. Is capable of performing the duties at the higher level; and
7. An incumbent signature line.

### Recruitment

Under an approved flexible staffing plan, the agency has the option of filling the position at any level in the plan. Recruitments may be posted at all levels simultaneously, using competitive recruitment methods.

### Reallocation of Filled Positions upon Completion of Flexible Staffing Criteria

An incumbent at a lower level job class may be advanced to a higher level job class ONLY after agency management has certified:

1. All criteria have been met including successful completion of the approved training plan for advancement to the next level;
2. Minimum qualifications of the next higher level job class have been met; and
3. The incumbent is capable of performing duties at the higher level.

An incumbent who is not certified by agency management as meeting all the conditions above will not be advanced to the higher-level job class.

Failure to successfully complete training within a reasonable period of time, including time to correct deficiencies, is cause for non-retention or separation for cause from the flexibly staffed position.

### Layoff Consideration

Bargaining unit contracts may contain specific language regarding layoff from, and recall to, flexibly staffed positions.

<b>AAM 130.275 Multiple Class Positions (04-08)</b>
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A multiple class position is a recruitment and retention tool that allows management to fill a position for either licensed or non-licensed work, depending on applicant qualifications. Multiple class positions use more than one job class, all of which are performing related work (e.g., Licensed Practical Nurse, Nurse I, and Nurse II). Typically, recruitment difficulties exist at the highest licensed level before this option is implemented.

### Requesting Approval to Establish

The Division of Personnel and Labor Relations, Classification Section, must approve and establish a position as multiple class before recruitment or reallocation of a filled position may be conducted using the multiple class provisions. It is recommended that an agency contact the



Classification Section to verify the appropriateness of requesting multiple class positions before submitting a request through the Online Position Description (OPD) system.

The Division of Personnel and Labor Relations may approve the establishment of a multiple class position under the following conditions:

1. The highest level job class requires licensure to perform specific duties (e.g., Nurse); and
2. Similar work is performed in the non-licensed, or differently-licensed, lower level job classes (e.g., Licensed Practical Nurse); and
3. The job classes must be determined closely related for purposes of voluntary demotion; and
4. Management must be able to assign either licensed or non-licensed duties to the position; and
5. Position descriptions (PDs) exist describing the duties for each job class (e.g., licensed and non-licensed work); and
6. The work at all levels must be within the same bargaining unit; and
7. A memorandum outlining the licensing or certification requirements is drafted and approved.

Multiple class positions may be combined with flexible staffing. In the Licensed Practical Nurse, Nurse I, and Nurse II example a flexible staffing agreement may be established for Nurse I and Nurse II; however, movement from a Licensed Practical Nurse to a Nurse I occurs through an expedited reclassification process only if the incumbent obtains the required registered nursing licensure.

#### Recruitment

Under an approved multiple class position plan, the user agency has the option of filling the position at any job class in the multiple class agreement. Recruitments may be posted for all job classes simultaneously, using competitive recruitment methods.

#### Reallocation of Filled Positions

An incumbent at a lower level job class may be advanced to a higher level job class ONLY after agency management has certified:

1. Minimum qualifications of the higher level have been met; and
2. Flexible staffing criteria have been met, if applicable.

Continued employment upon loss of a license is not guaranteed; an incumbent may be voluntarily demoted to the appropriate lower level job class.

### **AAM 130.280 Coupled Job Classes (10-13)**

Coupled job classes are used to fill positions where the journey (or full working) level of work requires specific certification and training (e.g., Correctional Officer I/II). Employees are hired at the trainee level and must complete specialized training before advancing to the journey level. Because of the specialized training requirements, positions may be filled at the journey level job class only by transfer, rehire, or layoff recall.

The Division of Personnel and Labor Relations may establish coupled job classes under the following conditions:

1. A trainee level job class exists in the class series; and
2. The journey level of the class series has specific certification and training requirements; and
3. For every position in the trainee job class, the same specific training program is needed and provided to all new employees, and must be completed by an employee prior to advancement to the journey level in the class series; and
4. The work at all levels must be within the same bargaining unit.

The Division of Personnel and Labor Relations, Classification Section, must approve and establish a coupled class before recruitment or reclassification is conducted using the coupled class provisions.

To establish a coupled class, an agency must contact the Classification Section for consultation. Prior to the contact the agency should document the authority for the required specialized training, and develop the curriculum and training requirements.

Position descriptions must describe the duties for each level. All positions allocated to coupled classes are permanently allocated to the journey level of the job class series.

### **AAM 130.300 Reallocation Action of a Filled Position (07-12)**

A reallocation request of a filled position which results in a range change (increase or decrease) of more than three (3) ranges and/or allocation to a class unrelated to the original class must include:

- An explanation of the compelling business reason that justifies reallocation of a filled position rather than creating a new position or submitting a vacant position for reallocation; and either
- An explanation of how the incumbent meets the requested job class's minimum qualifications; or
- Justification for reclassifying an incumbent who doesn't meet the minimum qualifications of the requested job class including an explanation of how the incumbent is qualified to perform the work.