

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL**

**STANDARD OPERATING PROCEDURE**

IV. DETERMINING PARALLEL OR CLOSELY RELATED JOB CLASSES/CLASS SERIES FOR THE PURPOSE OF TRANSFER, REHIRE, OR VOLUNTARY DEMOTION.

A. Purpose

The purpose of this SOP is to give guidelines and criteria to department personnel officers and human resources managers for determining if job classes and class series are closely related or "parallel" and can therefore be considered as the same class or class series for purposes of transfer, rehire, or voluntary demotion.

A transfer or rehire may be effected without selecting the individual from an eligible list. Step placement may be above the minimum in the salary range for these employees and, in some cases, a new probationary period is not required.

Voluntary demotion is the appointment of an employee to a lower level in the same class series or a job class which is closely related and can be considered in the same class series. A voluntary demotion is a noncompetitive appointment, made without selecting the individual from an eligible list, and the step placement is based on creditable State service rather than the minimum rate of pay. In addition, the employee does not serve a new probationary period.

For these reasons it is important to assure that consistency is maintained in determining parallel or closely related job classes or class series for the purpose of transfer, rehire, or voluntary demotion. The following criteria have been established in determining if two job classes or class series can be considered closely related for these purposes to provide the needed consistency.

B. Scope

This SOP applies to employees in the General Government, Supervisory, and Confidential Bargaining Units and to employees whose terms and conditions of employment are regulated by the Personnel Rules. It applies to current employees who wish to transfer to a closely related job class, current employees who separated in good standing from another job class and wish to be rehired to a job class that is closely related to the former job class or to a lower level in a closely related class series, and to former employees who wish to be rehired noncompetitively to a closely related job class or a lower level in a closely related class series to the one from which they separated.

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C. Authority

Personnel Rule 2 AAC 07.425 allows for voluntary demotion in the same class series or a class series to which the employee is eligible to transfer. Personnel Rule 2 AAC 07.999(44) defines transfer as the lateral movement of an employee within the same job class or to a closely related but different job class. Personnel Rule 2 AAC 07.225 allows for noncompetitive rehire in the same job class or in a lower class in the same series.

Article 11, Section 7, of the General Government Unit (GGU) Agreement allows for transfer of employees to parallel job classes. Article 11, Section 6, of the GGU Agreement allows for noncompetitive rehire to a parallel job class. Article 11, Section 8(C)(2), of the GGU Agreement allows for voluntary demotion to a lower class in the same class series or a class which is closely related and can be considered in the same class series.

Article 18, Sections 10, 11, and 14(B)(2) of the Supervisory Unit (SU) Agreement provide the corresponding provisions for that unit.

D. Guidelines

1. The following criteria must be met to consider two job classes or class series to be "parallel" or closely related for the purpose of transfer, rehire, or voluntary demotion:
  - a. 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;
  - b. the educational requirements must be the same or sufficiently related to be interchangeable;
  - c. 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;
  - d. experience in either class should qualify an employee for promotional examination in the other class series.

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2. Parallel or closely related job classes are normally the same pay range. The range must be the same for a transfer and lower for a voluntary demotion. The positions are normally in the same bargaining unit. The bargaining units of the positions are a consideration in analyzing whether criteria 1. a. is met.
- E. Procedure
1. Analysis is made from available documents including class specifications for the job classes and position description questionnaires for each position. Other documents that may be informative are the performance evaluation given while the employee held his/her current position and the employee's application in which current job duties are described, and T&E rating sheets.
  2. Evidence that analysis has been made according to the criteria given above must be retained by the department personnel officer or human resources manager. This may be done in the format suggested in Addendum A.
  3. An annual report for the fiscal year on determining relatedness of job classes for the purpose of voluntary demotion must be compiled and submitted to the director of the Division of Personnel by the personnel officer or human resources manager prior to July 15. This report will include the names of employees involved, classification titles of the closely related job classes, and dates of approval.
  4. For departments not accepting the authority delegated by the director of the Division of Personnel to approve these actions, similar procedures will be followed. The personnel officer or human resources manager is responsible for providing the information necessary for analysis including employee name, PCN and classification of each position, organizational placement of the positions and any other information which may not be contained in available documents but would be valuable in analyzing the relatedness of the job classes. Files containing analysis of the job classes will be maintained by the Division of Personnel. The annual report described in D(3) above will not be required of departments who have not accepted the delegated authority.
  5. Addendum B will contain a list of job classes/class series determined by the Division of Personnel to be closely related. The date of the class specifications in place at the time of determination will be shown. Agencies may rely on Addendum B provided they confirm that there is

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**ADDENDUM A**  
Analysis of Request to Determine if Job  
Classes are Closely Related or Parallel

Employee Name \_\_\_\_\_

Requesting Department/Division \_\_\_\_\_

Current PCN \_\_\_\_\_ Classification \_\_\_\_\_ Pay Range \_\_\_\_\_

Moving to PCN \_\_\_\_\_ Classification \_\_\_\_\_ Pay Range \_\_\_\_\_

Documents reviewed:

Analysis:

Recommendation:

Name \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

ADDENDUM B

**Job Classes/Class Series for which a determination has been made or confirmed by the Division of Personnel. Further analysis is not required unless there is a change in the class specification.**

<b>Job Class/Series</b>	<b>Spec. Date</b>		<b>Job Class/Series</b>	<b>Spec. Date</b>
_____	_____	<b>CL</b>	_____	_____
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