



In response to a request from the Alaska State Employees Association (ASEA), the Department of Administration, Division of Personnel and Labor Relations (DOPLR) is conducting a classification study of the Administrative Clerk I, Administrative Clerk II, Administrative Clerk III and the Administrative Supervisor job classes. We are requesting that (a) all position descriptions (PDs) that are not already in the Online Position Description system (OPD) and/or (b) positions where the work has changed since a PD was last submitted to OPD, be updated and submitted via OPD for the study. **The cut-off date for updated PDs is November 15, 2008.** PDs must be fully entered into OPD at the Department level and ready for classification review by that date. Contact Mary Kay Palmateer [465-4427] if you or someone in your department needs help with OPD. For PDs that are not updated, we will make the allocations based on whatever is the most recent PD on file.

**You have been identified by your Administrative Services Director as a study contact for your department. As a study contact your general responsibilities are:**

- to serve as the liaison between your agency and the study analyst
- distribute information from the study analyst to appropriate agency staff
- receive and consolidate information from your agency's staff
- work with your agency management to resolve conflicts
- send your agency's comments, recommendations and concerns to the study analyst

Your specific tasks are:

- coordinate your agency's submission of position descriptions (due **11/15/08**). NO extensions or exceptions will be possible.
- work with your agency's management to identify positions by October 15<sup>th</sup> that should be included in desk audit interviews such as benchmarks for Administrative Clerks and Supervisors (employee is performing work typical of the occupation and your organization, and has been in the position long enough to be able to provide information during a desk audit interview)
- attend meetings with DOPLR staff
- coordinate any meetings between your agency's management or staff and the study analyst
- coordinate and consolidate your agency's management review and comments on draft specifications, proposed allocations, and other documents.