



Personnel & Labor Relations Classification Section

The Classification section is staffed by a DOPLR Human Resource Manager, Specialists and Technicians. Their collective experience and competence provide professional human resource services in the area of classification consulting.

Classification staff is available to provide the following assistance:

Consult with agencies on organizational development and reorganization, accurate position descriptions, and appropriate position classification to ensure current and future organizational needs.

Guidance on how to accurately describe a position for position description (PD) writing purposes. How to conduct a job analysis to determine the role of the position in the organization, primary job duties, and the knowledge, skills, and abilities most essential for successful job performance. Certify for EEO and ADA compliance or other requirements of the position.

Work with agencies to develop and/or modify class specifications to reflect the State's current workforce. Collaborate with agencies during the class studies process.

Assist managers and employees with non-permanent position establishment and extension process. Including notice to agency of position expiration, position control changes, and inactivations.

Assist agencies with the interpretation of class specifications and application of minimum qualifications.

Coach supervisors and managers who are responsible for position management. Position management is the structuring of positions, functions, and organizations in a manner that optimizes productivity, efficiency and organizational effectiveness. Help them become acquainted with the classification standards applicable to jobs under their supervision and gain a better understanding of the basis for job class allocation in the State classified system.

Coach and assist managers and supervisors on the use of the On-line Position Description (OPD) system.

Assist employees with navigating the Classification website and Frequently Asked Questions feature.

Explain the procedures for requesting to establish a flexibly staffed position and how to write a flex training plan. Provide guidance and assistance on determining if a flexibly staffed position is appropriate within the work unit.

Explain Fair Labor Standards Act (FLSA) overtime eligibility determinations and bargaining unit changes.

Explain and provide guidance on the various reasons, conditions and other criteria that would initiate the updating of a position description (PD) for review.

Assist employees through the various classification processes.

If you have any questions, please feel free to contact the Classification Section at doa.dop.classification@alaska.gov