



OPD Submissions – Helpful Tips

Submission Processing will Take Longer when:

- There are internal inconsistencies (such as: duties that do not require a license to be performed but a license is listed as a requirement; physical requirements that do not match the job or environment, like claiming exposure to wild animals for an office worker; etc.).
- The position is, or is requested to become, flexibly staffed.
- Multiple positions in a unit are being changed but are not submitted together.
- The position is filled and is changing bargaining unit.
- The requested reclassification is more than three (3) ranges or to an unrelated job class and the position is filled.

Approval Documents

If budget approval is needed, the following items are acceptable attachments:

1. Office of Management and Budget (OMB) Position Approval Form signed by Administrative Services Director or higher;
2. Email from OMB staff verifying approval/verification; or
3. Signed memo from OMB that includes the Director, Office of Management and Budget's approval signature or initials.

Driver's License Required

If driving is an essential function of the position, ensure:

1. Section 2.2 Driving is substantiated as necessary to perform the duties and responsibilities;
2. Section 3.2 identifies what type of vehicle, i.e.: "uses state and/or personal vehicle";
3. Section 3.8 includes "Valid Drivers License required"; **and**
4. Section 4.1 Driving Cars, light duty trucks is marked Occasional or Frequent

OR if not essential to the duties, but desired and assigned if incumbent capable

1. Section 3.2 "may use state and/or personal vehicle"
2. Section 3.8 "Valid Drivers License desired"
3. Section 4.1 Driving Cars, light duty trucks – Present

Work Demands

The physical requirement ratings in section 4.1 are determined based on the position's duties **and** consideration of whether a person in a wheelchair; with a back problem; limited mobility or dexterity; or impaired vision can perform the essential tasks assigned the position.

Subordinate Position Changes

- Increasing the number of subordinate positions under a supervisor/lead that already has subordinates will not affect the bargaining unit when the authority levels are the same as the other subordinates. It may affect the classification of a position (some job classes require specific subordinate position(s) for allocation).
- Adding subordinate positions to a position that did not previously have any may result in a bargaining unit change, depending on the levels of authority assigned.

- Removing all subordinate positions from a supervisory position will result in a bargaining unit change. A position will not be kept in the Supervisory Unit if it has no subordinates.

Non-Permanent Positions

- A staffing chart is only required for long-term non-permanent positions.
- OMB memos are not required for: short-term, on-call, and Intern nonpermanent positions
- Ensure there is no reference to Family Medical Leave Act (FMLA) in the submission. If submission is due to someone on leave simply state, “incumbent is on leave.” Classification Services will delete any FMLA reference.