Online Position Description (OPD) Submission Checklist

Performing all the following steps will ensure mandatory requirements are met, prevent the submission from being returned, and help Classification Services provide a timely review. For additional tips see OPD Submissions-Helpful Tips at Classification Resources.

Position Description Form
☐ Position Control Information updated to show desired changes

☐ Duties clear and concise with percentages and essential/marginal set

☐ Other Work Details updated and consistent with duty statements

☐ Work Demands reviewed and updated consistent with duty statements and other work details

☐ Supervisory Information reviewed; all subordinate pcns listed; authority levels consistent with duty statements and level of authority in other work details

Submission Management
☐ Questionnaire completed with mandatory information (see Questionnaire Guidance and Examples at Classification Resources)

☐ Requested Actions completed with each desired change

☐ Reason for the Request completed

☐ "Recruitment Pending" stated in Reason for Request if the position is to be recruited for within 90 days (see Recruiting and Updating a PD Guidance at Classification Resources)

☐ Labor Distribution Profile (LDP) completed if it is new or to be changed concurrent with classification action (enter in Notice to Personnel until OPD is updated to show the LDP box)

☐ Staffing Chart attached showing results of desired changes

☐ Department Approval is received (to see if OMB approval is required go to OMB Position Changes Matrix at Classification Resources)

<u>Special Handling</u>
Flexible Staffing
☐ PD Form includes updated duty statements for each class level

☐ Training Plan updated and attached (see guidance at Classification Resources)

☐ Training Evaluation Criteria updated and attached (see guidance at Classification Resources)

☐ If submission is to establish flexible staffing for a position, the position is vacant (if currently filled contact Classification Services)

Classification Study
☐ PD is for a Classification Study and the Study is selected from drop-down list on the Submission Management page