

**OPD:**  
**Online Position Description**

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The new online classification system  
from  
the Division of Personnel

Effective June 1, 2006

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**Learning Objectives**

- Have knowledge of OPD's functionality
- Learn how the OPD process will be different from the current classification process

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**OPD Positions**

- OPD is designed for partially exempt and classified positions.
- Contact your Management Services consultant when working with exempt or emergency positions.

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### OPD Functionality

<p>OPD will:</p> <ul style="list-style-type: none"> <li>■ Process position descriptions</li> <li>■ Process position control changes</li> <li>■ Create nonperm positions</li> <li>■ Report real time status</li> </ul>	<p>OPD will not:</p> <ul style="list-style-type: none"> <li>■ Replace the Personnel Action Request Form (PARF)</li> <li>■ Automatically update information in AKPAY</li> <li>■ Change the workflow for classification actions</li> </ul>
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### How is OPD Different?

<p>Current System:</p> <ul style="list-style-type: none"> <li>■ Paper and electronic PD, hard copy signatures</li> <li>■ Manual data entry</li> <li>■ Multiple systems</li> </ul>	<p>OPD:</p> <ul style="list-style-type: none"> <li>■ Online system PD and signatures</li> <li>■ Single system</li> <li>■ Automatic routing</li> <li>■ Reporting functions</li> <li>■ Online access to classification history</li> </ul>
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### OPD Terminology

- Submission: A position description, position control change, or nonperm position request that requires department and Division of Personnel approval
- Full PD: A submission that requires a complete PD with an updated staffing chart (reclassification, update, new position)
- Position Control Change: A submission for a permanent position that does not require a full PD (e.g., location change, AKPAY org code routing change)

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### OPD Actions List

May be requested by all users:

- Location changes
- Position type changes
- AKPAY organizational routing code changes
- Transfer between departments or divisions with no change in duties
- Allocation requests
- Nonperm requests

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### Routing Within the Agency

OPD has a four-step review and approval process for most submissions:

- Origination
- Supervisor
- Division
- Department

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### OPD Actions List, cont.

May be created by Division of Personnel only:

- Flex up and down
- Multiple class level change
- Pending bargaining unit changes for filled positions
- Corrections to actions

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### Roles for All Users

Originator	A user who creates a new submission. Submission is forwarded to supervisor or other required approver.
Supervisor or Supervisor Designee	Reviews and edits position description and nonperm submissions. Approves and forwards submission to division approver step, or returns submission to originator.
One-Time Reviewer	A user who may be chosen at any step to either review, or review and edit, a submission.

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### Assigned Department Roles

Types of Roles	Associated Functionality
Division Reporter	Ability to view reports and track submissions for the division.
Division Reviewer	Reviews and edits all types of incoming submissions; returns submission or recommends division approval.
Division Approver	Edits all types of submissions, approves and forwards to department approver.
Department Reporter	Ability to view reports and track submissions for the department.
Department Reviewer	Reviews and edits all types of incoming submissions; returns submission or recommends department approval.
Department Approver	Edits all types of submissions, approves and forwards to DOP.

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### Routing the Actions Inside DOP

Classification	New position, reclassification, update, establish flexibly staffed, coupled or multiple class position, bargaining unit change, union request for classification review, study PD's, transfer between departments w/new duties, nonperm position requests
Management Services	Location change (except ADFG seasonal), position type change, AKPAY org code change, transfer w/out change in duties. Created in DOP: Change in levels for filled flex and/or multiple class positions
Technical Services	ADFG seasonal positions only: location change or combined location and AKPAY org code change
Employee Services	Created in DOP: Change in levels for vacant flex and/or multiple class positions – for recruitment purposes

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## OPD Resources

- OPD Guide
- Online Screen Instructions
- OPD Online Help feature
- OPD Hotline: 465-3009 (Employee Call Center)

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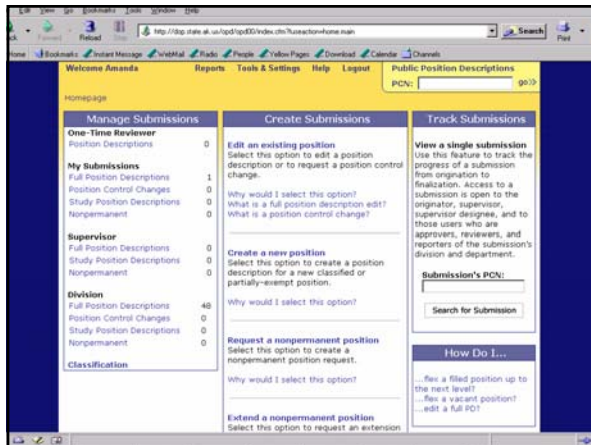
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The screenshot shows the 'Public Position Descriptions' interface. It features a navigation menu on the left with categories like 'Manage Submissions', 'Create Submissions', and 'Track Submissions'. The main content area is divided into three columns: 'One-Time Reviewer', 'My Submissions', and 'Supervisor'. Each column contains a list of actions and their counts. For example, under 'My Submissions', there are 1 'Full Position Descriptions' and 0 'Position Control Changes'. The 'Create Submissions' column includes options like 'Edit an existing position' and 'Create a new position'. The 'Track Submissions' column includes a 'View a single submission' section and a search box for 'Submission's PCN'.

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