To Login:
1. Use Mozilla 1.6+ or Internet Explorer 6.0+ as the browser.
2. Go to https://opd.doa.alaska.gov/opd
3. The Online Position Description Login page should display.
4. Enter your LDAP Username and Password in the text boxes.
5. Click the Login button or press enter.
6. The Online Position Description System Homepage should display.

Note: This system uses pop-up windows. Your browser preference setting must allow pop-up windows from the dop.state.ak.us site in order for some functions to work correctly.

Questions? Problems?
Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance, or email at doa.dop.classification@alaska.gov
OPD User’s Guide

**HOMEPAGE**

Users with Approver, Reviewer, or Reporter authority will see this link.

Use this link to turn off the automatic email notices. Users with Approver or Reviewer authority will have the “Reassign Submission” option to reassign active PCNs within their Division.

Use this field to view approved PDs, position control changes, and non-perms.

Use this field to view the status of submissions sent forward in the process.

Use the links in this area to view submissions you’ve created or have been given access to review. All users will see the One-Time Reviewer and My Submissions lists. Users identified as a supervisor or supervisor designee will see the Supervisor submission list. Users with approver or reviewer authority will see a Division and/or Department list.

Non-permanent (non-perm) positions only: Select the links “Request a nonpermanent position” or “Extend a nonpermanent position” in the middle area to create a new non-perm position, or extend a non-perm position. **Once a submission is created, it moves to the “Manage Submissions” area on the left.**

Permanent Positions only: All existing positions have a PCN. Use this link to edit the existing PCN.

The OPD Homepage contains areas to create, manage, and track submissions for partially exempt and classified positions. Submissions are requests created and processed through the system and require department and Division of Personnel approval before becoming part of the public record. The public record is accessible through the upper right field of the homepage.
To access a public record position description, type in the PCN here (located in upper right corner of OPD), and select go. This will take you to the “Current Position Information” page.

This is an example of what a completed position PCN will look like for the “Current Position Information” page. When selecting the “Last Full PD” option, all fields should contain the most accurate information. Positions that don’t are called System Startups.
The “Current Position Information” page reflects a combination of the last full PD on record and any position control changes made to the position. Use the buttons at the top of the page to navigate to the various records needed.

Note: If the position is anything other than a normal recruitment type, more than one class title, code, range, and FLSA exemption will display. For these types of positions, an indicator marks the level the position is currently allocated.
After choosing the “Edit an existing position” selection the below screen will be displayed. You type in the actual PCN you need to edit. NOTE: Please read the information above the Search boxes first to determine what kind of position you need to edit. There are two options; only choose one.

Use this field to edit the entire PD.

Use this field to edit the position control information (first page) of the PD.

Once the PCN is searched for and verified, a submission management page is displayed. (Illustrated on the Next Page)
Click here to see what requirements are left before a submission may be sent forward.

Click the “Attachments” button to add a staffing chart and other documents, such as a flexible staffing plan.

Click the “One-time Reviewer” button to give one or more users access to the submission.

Scroll down the list and add the appropriate action(s).

This field is updated automatically when information on the form is changed.

Click here to make requested changes to the PCN.

Click the “Attachments” button to add a staffing chart and other documents, such as a flexible staffing plan.

Click here to see what requirements are left before a submission may be sent forward.

Click the “One-time Reviewer” button to give one or more users access to the submission.

Scroll down the list and add the appropriate action(s).

(Screen print continued on next page)
Once you’ve completed this field, click the Save button on either the top or bottom of the page.

Supervisors, Reviewers, & Approvers: The “Return” button will display here.

Caution! Use this button to delete the entire submission. (Note: This does not delete the public record.)

Reviewers: The “Done With Review” button will display here.

One-Time Reviewers will see the “Done with Review” button on the one-time reviewer submission list accessed through the homepage.

Approvers: The “Send Forward” button will display here when all requirements are met, there are no active one-time reviewers listed, and the submission is not part of a group.
Data is not saved if the browser buttons are used before the save button is clicked.

This page is divided into three sections: Position Information, Contact Information, and Supervisor Information. Each section has a gray box labeled “Information at Time of Request.” The information in the gray box is a snapshot of the public record at the time the submission was created.

Note: For system startup records, certain fields on the Position Control Information and the rest of the form will be blank until the form is filled in and submitted for an update or other classification action.
The supervisory information is used later in the workflow to route the submission to the supervisor or supervisor designee. **The name of a supervisor designee should not be added to this section.** There is an opportunity to select a supervisor designee later in the certification process. At that time, if the supervisor’s position is vacant, the submission must be sent to a designee. A designee may also be chosen if the supervisor is otherwise unavailable to certify the submission.
If the recruitment type is anything but normal (e.g. flexibly staffed), a drop down list displays to navigate between the PDs required for each class title.

Click here for more detail about functional areas and duty statements. Use Ctrl-P to print information in a pop-up window.

Each functional area is a box containing duty statements. More functional areas or duty statement boxes may be added by clicking on the buttons in the desired area.

Click here to spell check text entered into the text box (save text first).

To copy and paste from a WORD document into OPD, use this tool, or use Ctrl-C to copy and Ctrl-V to paste directly into the appropriate text box.

More than one duty statement may be entered here if the “E/M” and “% of Time” apply to all statements.

(Screen print continued on next page)
To move a functional area, click the drop-down arrow next to the “Move” button, select the desired movement, then click the “Move” button.

Caution! Click this button only if you want to remove an entire functional area and the duty statements within.

The system automatically calculates the total percentage as data is entered. The percentage must be 100% before a submission may be sent forward to the next step.

When a functional area has more than one duty statement, the “Move” feature appears for each duty statement box.

To move a duty statement within a functional area, click the drop-down arrow next to the “Move” button, select the desired movement, then click the “Move” button.
Certification pages will differ depending on a user’s authority. This is the page an originator will see if the user is not the direct supervisor. If the supervisor listed is not available, a supervisor designee may be selected.

Note: The incumbent’s signature is not required; however, the supervisor, division approver, and department approver signatures are required. A user’s LDAP username and password is used to “sign” the submission.

Once the appropriate radio button is selected, click the “Send” button. Once the “Send” button is clicked, the submission is removed from your submission list and moved to the next step in the process.

An email is sent when a submission moves into a new step. These steps are supervisor, division, department, and Division of Personnel. A final email is sent when a submission is approved.
After choosing the “Create a new position” selection the below screen will be displayed. Select the appropriate type of position you need to create and select <<Continue>>. NOTE: Please read the information. There are four options; only choose one.
The next screen will look like the example below. OPD will automatically generate a temporary position control number (PCN) to use for approval documents. In the example below the temporary PCN is “New137008.” Please note that the word “New” is also part of the PCN. Once the position arrives in Classification Services, a permanent PCN will be assigned.

Fill in all information in the form as above with “Edit an existing position” instruction.
This page is accessed by entering the PCN of the submission into the “Track Submissions” area on the homepage.

Track Submissions View.
From this selection, the below page will appear. If the page does not appear, then the position is not in workflow or has not reached Classification. Check with your Supervisor, Division or Department.

Click this icon to quickly view the submission’s history (i.e. who signed it, who reviewed it, comments made by the department and DOP, etc.).
A group of submissions may be created by clicking on the box to the left of each PCN you would like to group, and then clicking the “Group” button.

Groups appear at the top of submission lists. Use these buttons to manage the group.

In this example, the name of a division reviewer who last finished a review of the submission appears here.

Use the “attach” or “comment” button to add the same attachment or comment to each submission within a group.

Reviewers and approvers see the same submission list (the submissions do not "move" within the Division or Department steps).
To view a non-permanent position PCN, type the PCN into the Public Position Description box located in the upper right corner of OPD. This will bring up the Current Position Information page. Example located below.

Click here to view the non-perm record.

This screen displays the last action taken to the non-perm position.
Click on the type of action to view more details about the non-perm position (e.g. duties, department request and certification). Clicking “Establish Project Nonpermanent” will display the page (exampled with second diagram on this page) with additional buttons to select. Selecting “Extension of End Date” will only display the most current information concerning the position.

Use these buttons to navigate within the pages of the non-perm record.
The tools and settings page is accessed by clicking the “Tools and Settings” link on the homepage.

All Users: Use this tool to turn on or off “movement of submission” email notices.

Department Approvers: use this tool to submit a PCN Inactivation request.

Department Reviewers: Have access to initiate the request, but only the Approver can send forward to Classification.

Division & Department Reviewers and Approvers: Use this tool to reassign a submission.
This page is accessed by clicking the “Reports” link on the homepage. Division or Department Reporters, Reviewers, and Approvers can view this link.
The templating function allows the use of a public “Last Full PD” or a draft PD as a template to copy the following pages to a new submission: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority.

Any “Last Full PD” in the public PD view may be used as a template. A draft submission may be used as a template once access is given through the "Allow Template Use" function.

Note: Templating may be used for submissions with more than one class title, such as a flexibly staffed position. For example, within the same submission, the work demands page from one PD may be copied to the work demands page of another PD.
Example of allowing template use for a draft submission

If copying from a submission that’s not public, this must be changed to “yes” in the template submission (the one you are copying from).
Example of the submission you are copying to.

**TEMPLATING**

Click this button to see the “Template Search” area.

Enter the PCN of the submission or public record you would like to copy, and click the “Search” button.

The search results will display:

Click this button to copy from the selected submission.
Choose the pages you want to copy and click the “submit” button.

This message displays when the templating is complete.
OFPD User’s Guide

ONLINE POSITION DESCRIPTION (OPD) QUICK START GUIDE

Login
1. Use Mozilla 1.6+ or Internet Explorer 6.0 as the browser.
2. Go to: https://opd.doa.alaska.gov/opd/
3. The Online Position Description Login page should display.
4. Enter your LDAP Username and Password in the text boxes. NOTE: Some departments have separate ldap login for their computer and Outlook. If the ldap login you use for your computer does not work, use your Outlook login.
5. Click the Login button or press enter.
6. The Online Position Description System Homepage should display.

Homepage

The OPD homepage contains areas to create, manage, and track submissions. Go to the Create a

Submission area to:
• edit an existing position
• create a position description for a new position
• request a nonpermanent position, or
• request a nonpermanent extension.

Go to the Manage Submissions area to:
• review,
• edit, and/or
• approve a submission.

Go to the Track Submissions area to:
• track the progress of a submission from origination to finalization. NOTE: This option only works for positions that are actively in workflow.

Submission Management Page

All submissions have a Submission Management Page. Use the GO TO FORM button on this page to enter information into the form. To see what requirements are needed before a submission may be sent forward, click the # requirements left link below the Quick Data header on the left side of the Submission Management Page. Once the requirements are met, the Send Forward button will display at the bottom of the Submission Management Page.

Certification Page

The certification page will display when the Send Forward button is clicked. Different options display depending on the authority of the user and the submission’s step. Once the certification is complete, the system routes the submission to the next step.

Questions? Problems?

Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance.