To Login:
1. Use Mozilla 1.6+ or Internet Explorer 6.0+ as the browser.
2. Go to https://dop.state.ak.us/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.
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.
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.
Once the PCN is searched for and verified, a submission management page is displayed.
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 actions(s).

Click here to make requested changes to the PCN.

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

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 actions(s).
Use this field only if the PD needs to be added to a study.

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.)

OPD User’s Guide
Submission Management Page

Once you’ve completed this field, click the Save button on either the top or bottom of the page.

This is an optional field used to enter a note to Division of Personnel staff.

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

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.

One-Time Reviewers will see the “Done with Review” button on the one-time reviewer submission list accessed through the homepage.
Data is not saved if the browser buttons are used before the save button is clicked.

Page data is saved whenever a user navigates between pages using the top (or bottom) row of page buttons.

Each section has a “Requested Final Changes” box. Changes are selected and displayed in the “Requested Final Changes” box.

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.
1.2. Contact Information

An incumbent's name will display here.

If the incumbent's name is incorrect or blank, enter and search for the correct name here.

Update these fields as necessary after the name search is completed.

If the supervisor information is incorrect or blank, enter the correct supervisor's name. -OR- Enter the supervisor's PCN if the supervisor's position is vacant.

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.
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.
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.).

This page is accessed by entering the PCN of the submission into the “Track Submissions” area on the homepage.
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).
This screen displays the last action taken to the nonperm position.

Click here to view the nonperm record.

Click on the type of action to view more details about the nonperm position (e.g. duties, department request and certification).
Use these buttons to navigate within the pages of the nonperm record.
Division & Department Reviewers and Approvers: Use this tool to reassign a submission.

Department Approvers: Use this tool to request PCN inactivations.

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

This page is accessed by clicking the Reports link on the homepage. Division or Department Reporters, Reviewers, or 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.

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.