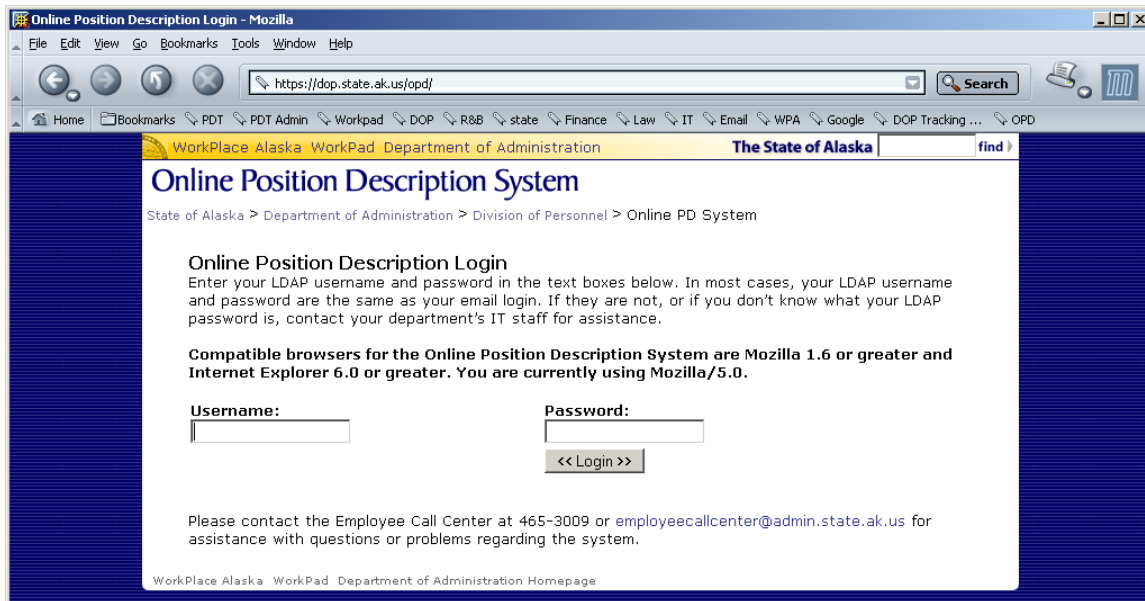


OPD Guide Login



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.

The **Online Position Description 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 Employee Call Center at 465-3009 or employeecallcenter@admin.state.ak.us for assistance.

OPD Guide Homepage

The screenshot shows the OPD Homepage with several callout boxes:

- Top Left:** "Users with approver, reviewer, or reporter authority will see this link." (points to the 'Manage Submissions' section)
- Top Center:** "Use this link to turn off the automatic email notices." (points to the 'Extend a nonpermanent position' link)
- Top Right:** "Use this field to view approved PDs, position control changes, and nonperms." (points to the 'Public Position Descriptions' PCN field)
- Middle Left:** "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." (points to the 'Manage Submissions' section)
- Middle Center:** "Use the links in the middle area to edit a PD, create a PD for a new position, and request or extend a nonperm position. Once a submission is created, it moves to the 'Manage Submissions' area on the left." (points to the 'Create Submissions' section)
- Middle Right:** "Use this field to view the status of submissions sent forward in the process." (points to the 'Submission's PCN:' field)
- Bottom Right:** "Most PCNs have an existing public record in OPD, called a system startup action. Use this link to edit the system startup record for these PCNs." (points to the 'How Do I...' section)

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.

OPD Guide Public Record

The screenshot shows a web browser window displaying the 'Current Position Information' page for PCN 081104. The page includes a navigation bar with buttons for 'Current Position Information', 'Last Full PD', 'Position History', 'Printer friendly Version', and 'Return to the Home Page'. Two callout boxes point to the 'Last Full PD' and 'Position History' buttons, explaining their functions. The main content area displays the State of Alaska seal and position details in a table format. A second callout box points to a 'Last Full PD' record that is mostly blank, identifying it as a system startup record.

Callout 1: Use this button to view the entire PD.

Callout 2: Use this button to view more detail about position control changes and other actions taken on the position.

Callout 3: This is an example of a system startup record. The "Last Full PD" will be mostly blank for startup records.

STATE OF ALASKA Current Position Information		Position Control Number (PCN): 081104
		Recruitment Type: Normal
Class Title: Human Resource Specialist IV	Code: P1413	Range: 22
Bargaining Unit: Confidential Unit	Bargaining Unit Code: KK	
Department: Administration	Department Number: 02	
Division: Personnel		
Region/Section/Unit:		
Location: Juneau	Location Code: AWA	
Position Type: Full Time/OMB Authorized	Position Type Code: FAFL	
FLSA Exempt: Yes	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		No
Position requires possession of, or access to, firearms or ammunition:		No
AKPAY Organizational Routing Code: 02012002		
Physical Work Address: 333 Willoughby 10th Fl, Juneau		
Work Phone: 907-465-4431		
Supervisor Information		
PCN: Title:		
Physical Work Address:		
Work Phone:		

Last action effective:	12/23/2005
Type of last action:	System Startup
Last full PD effective:	

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.

OPD Guide

Edit an Existing Position

The Online Position Description System - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=createSub.editFullStepOne

Home Bookmarks PDT PDT Admin Workpad DOP R&B LR state Finance Law IT Email WPA Google

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions

PCN: go >>

Homepage > Edit a Position Description

Edit a full position description

Use this option to edit a full position description for a position. The full position description includes the following pages: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority. A revised staffing chart is required before this type of submission may be forwarded to the Division of Personnel.

To create a full position description submission, enter the PCN (without dashes) of the position to edit and click the search button. Once the PCN is verified, a new submission is created.

Note: There may be only one full position description submission for a PCN in the system at a time.

PCN << Search >>

Edit position control information

This option is used primarily by Management Services and department administrative staff when changes to only the Position Control Information page are necessary. Position control changes may be submitted for simple changes to location, organizational routing code, position types, and transfers between divisions and departments that require no change in duties. It may be necessary to contact your Management Services consultant to determine if it is appropriate to use a position control change.

To create a position control change submission, enter the PCN (without dashes) of the position to edit and click the search button. Once the PCN is verified, a new submission is created.

Note: There may be only one position control change submission for a PCN in the system at a time.

PCN << Search >>

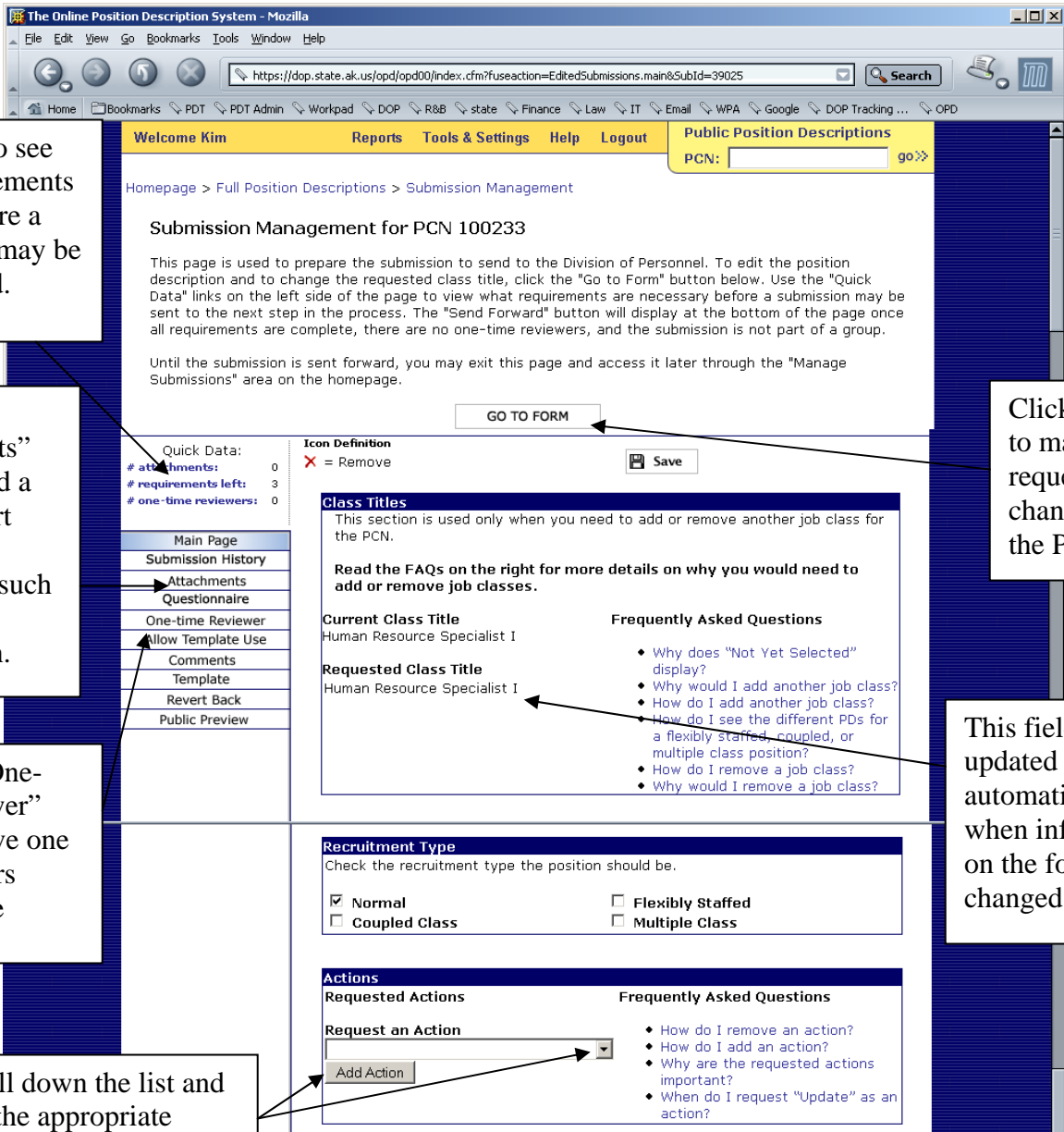
Use this field to edit the entire PD.

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.

OPD Guide

Submission Management 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 actions(s).

Click here to make requested changes to the PCN.

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

(Screen print continued on next page)

OPD Guide

Submission Management Page

(Screen print continued from previous page)

Reason for the Request
Briefly describe the reason for the request in the form field below.

Classification Studies
A submission may be added to a study by selecting from the list below. If the display is blank, the submission is not part of a study. If a study name displays, the submission is included in that study.

Notice to the Division of Personnel (optional)
Enter a message for the Division of Personnel in the form field below. This message does NOT become part of the public record.

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

Use this field only if the PD needs to be added to a study.

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.

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.

Reviewers: The "Done With Review" button will display here.

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

Done

Delete

Save

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

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions
PCN: go>>

Homepage > One-Time Reviewer Submissions

One-Time Reviewer Submissions
Click on either the PCN or class title to review the submission. When you are done with your review, click the "Done with Review" button below.

PCN	Class Title
Done with review	New3988 Analyst/Programmer IV

OPD Guide

Position Control Information Page

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.

(Screen print continued on next page)

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.

OPD Guide

Position Control Information Page

(Screen print continued from previous page)

1.2. Contact Information

Information at Time of Request

This position is: Vacant	Physical Work Address: 550 W. 7th Avenue Suite 1120 (Street/Building) Anchorage (City)
Work Phone: 907-465-4368	

Requested Final Changes

If there is an incumbent's name listed and the position is currently vacant, click the red "X" to remove the incumbent. If the incumbent's name is incorrect, search for the incumbent by entering the first and last name in the fields below and clicking the "Search" button.

Incumbent's First Name:	<input type="text"/>	
Incumbent's Last Name:	<input type="text"/>	<input type="button" value="Search"/>

This position is: Vacant	Physical Work Address:
Work Phone: 907 - 465 - 4368	550 W. 7th Avenue Suite 1120 (Street/Building) Anchorage (City)

An incumbent's name will display here.

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

1.3. Supervisor Information

How is the supervisory information used?
What if I need to use a supervisor designee?

Information at Time of Request

Supervisor: Ima Worker	Email: ima_worker@admin.state.ak.us
PCN: 071601	Class Title: Human Resource Specialist III
Work Phone: 907-465-5490	Physical Work Address: 450 Whittier St (Street/Building) Juneau (City)

Requested Final Changes

Supervisor: Ima Worker	Email: ima_worker@admin.state.ak.us
PCN: <input type="text" value="071601"/>	Class Title: <input type="text" value="Human Resource Specialist III"/>
Work Phone: <input type="text" value="907"/> - <input type="text" value="465"/> - <input type="text" value="5490"/>	Physical Work Address: <input type="text" value="450 Whittier St"/> (Street/Building) <input type="text" value="Juneau"/> (City)

Updated supervisor information will display here.

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

If the supervisor's position is filled, enter in the supervisor's first and last name.

Supervisor's First Name:	<input type="text"/>	
Supervisor's Last Name:	<input type="text"/>	<input type="button" value="Enter"/>

OR

If the supervisor's position is vacant, enter in the supervisor's PCN.

Supervisor's PCN:	<input type="text"/>	<input type="button" value="Enter"/>
-------------------	----------------------	--------------------------------------

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.

- Position Control Information
- Duties
- Other Work Detail
- Work Demands
- Supervisory Authority
- Return to Submission Management Page

Transferring data from dop.state.ak.us...

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.

OPD Guide Duties Page

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.

Requested Class Title: Position Control Number (PCN): New47350

- Position Control Information
- Duties**
- Other Work Detail
- Work Demands
- Supervisory Authority
- Return to Submission Management Page

Note: When copying and pasting into the fields below, the formatting language from the original document may be displayed. Clicking the save button will remove the formatting language in most cases. To print the text entered on this page, you must use the print view.

2. Duties
[show instructions](#) Save Print View

2.1. In one or two sentences, state the main purpose of the position.

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, and Spell Check.

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

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Percentage Total: **0%**

Add a Functional Area Here

Move Remove this Functional Area

Functional Area Title:

Add a Duty Statement Here

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.

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.

E/M	% of Time	Duty Statement
<input type="text"/>	<input type="text"/> %	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, and Spell Check.</p> </div>

Add a Duty Statement Here

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)

OPD Guide Duties Page

(Screen print continued from previous 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.

The screenshot shows the 'Duties' page interface. At the top, there are buttons for 'Add a Functional Area Here' and 'Remove this Functional Area'. Below these is a 'Functional Area Title' input field. A central table is titled 'Add a Duty Statement Here' and contains a table with columns 'E/M', '% of Time', and 'Duty Statement'. The table has a rich text editor for the 'Duty Statement' column. Below the table are buttons for 'Add a Duty Statement Here' and 'Add a Functional Area Here'. At the bottom, it shows 'Percentage Total: 0%'.

E/M	% of Time	Duty Statement
	%	

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.

Save Print View

Position Control Duties Other Work Detail Work Demands Supervisory Authority Return to Submission Management Page

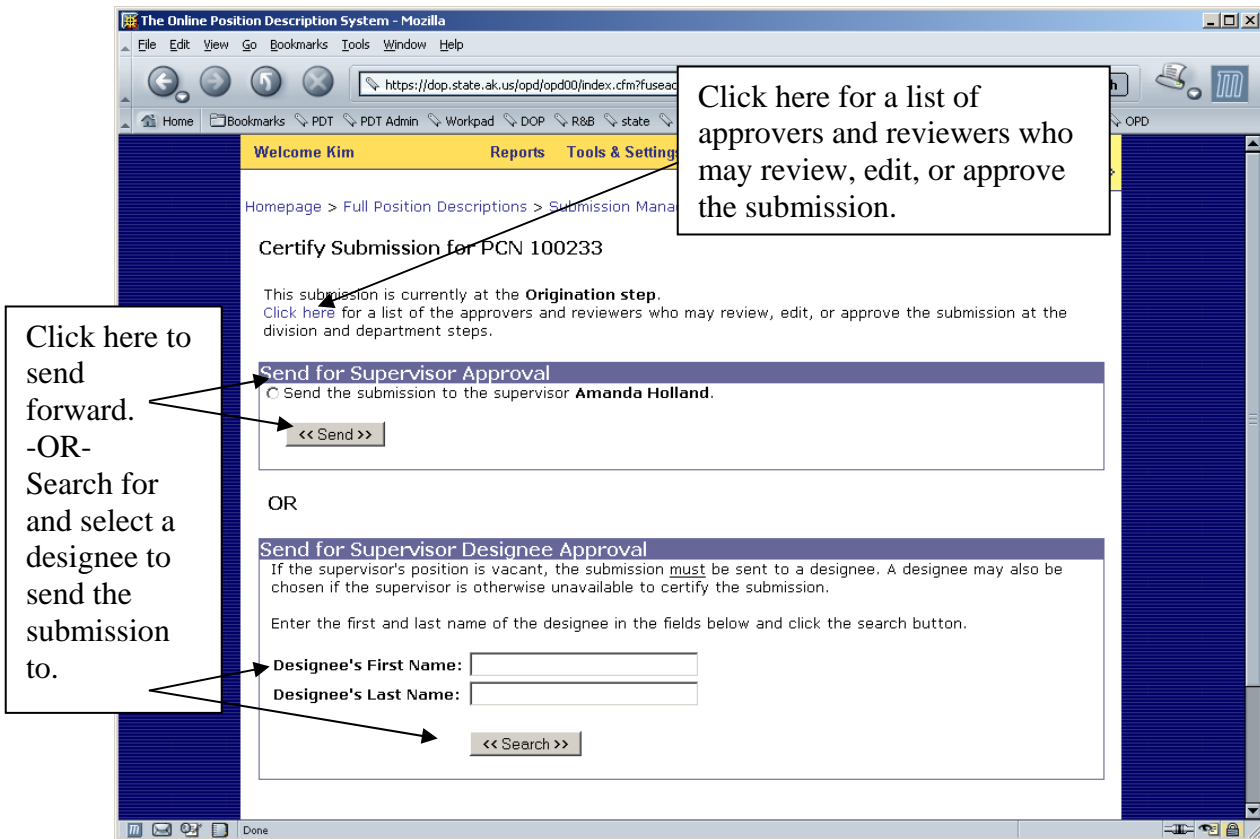
When a functional area has more than one duty statement, the "Move" feature appears for each duty statement box.

This screenshot shows the same interface as above, but with two duty statements in the table. Each 'Duty Statement' cell now includes a 'Move' button and a 'Remove this Duty Statement' button. Arrows point from the text boxes to these buttons.

E/M	% of Time	Duty Statement	Move	Remove this Duty Statement
	%			
	%			

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.

OPD Guide Certification



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.

OPD Guide

Track Submissions View

The screenshot shows a web browser window titled "The Online Position Description System - Mozilla". The address bar contains the URL: <https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=subStatus.main>. The page has a yellow navigation bar with "Welcome Kim" and links for "Reports", "Tools & Settings", "Help", and "Logout". A "Public Position Descriptions" section includes a search box for "PCN:" with a "go" button. Below this, the breadcrumb "Homepage > Single Submission History" is shown. The main content area is titled "PCN Status Search Results" and includes instructions on how to use icons and links to view submission details and approvers. A table lists "Submissions found that have not been made public" with columns for PCN, Class Title, Incumbent, Section, Step, and Received Date. One submission is listed with PCN 100233, Class Title "Human Resource Specialist I", and Received Date "05/17/07". A callout box points to a small icon next to the PCN, stating: "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.)."

PCN	Class Title	Incumbent	Section	Step	Received Date
100233	Human Resource Specialist I		Management Services	Origination	05/17/07

This page is accessed by entering the PCN of the submission into the "Track Submissions" area on the homepage.

OPD Guide

Submission Lists

The screenshot shows the 'Public Position Descriptions' page in the OPD system. The page includes a search bar for PCN, a 'Group' button, and a table of submissions. The table has columns for PCN, Class Title, Incumbent, Section, and Last Reviewed Received By. Below the table are buttons for 'Ungroup All', 'Ungroup Selected', 'Attach Document', 'Comment', 'Return', and 'Send Submission'.

Callout 1 (Left): 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.

Callout 2 (Right): In this example, the name of a division reviewer who last finished a review of the submission appears here.

Callout 3 (Bottom Left): Groups appear at the top of submission lists. Use these buttons to manage the group.

Callout 4 (Bottom Right): Use the "attach" or "comment" button to add the same attachment or comment to each submission within a group.

PCN	Class Title	Incumbent	Section	Last Reviewed Received By
251247	Human Resource Assistant	Vacant	Management Services-Resources/General	Unreviewed 05/02/06
201070	Human Resource Assistant	Vacant	Management Services - Public Protection	Nicki Neal 01/05/06
022056	Human Resource Specialist I	Vacant	Southeast / Employee Services	Pamela Day 05/01/06
041019	Human Resource Technician II	Jane Doe	Southeast / Employee Services	Unreviewed 05/01/06
110230	Human Resource Technician II	John Public	Southeast / Employee Services	Unreviewed 05/01/06
New5555	Human Resource Technician II	Vacant	Southeast / Employee Services	Unreviewed 05/01/06
022016	Human Resource Technician I	Vacant	Southeast / Employee Services	Unreviewed 05/01/06
066158	Accounting Technician II	Vacant	Southeast / Employee Services	Unreviewed 05/01/06
060453	Human Resource Technician I	Ima Worker	Southeast / Employee Services	Unreviewed 05/01/06
060522	Human Resource Technician I	Vacant	Southeast / Employee Services	Unreviewed 05/01/06

Reviewers and approvers see the same submission list (the submissions do not "move" within the Division or Department steps).

OPD Guide Nonperm Positions

This screen displays the last action taken to the nonperm position.

Click here to view the nonperm record.

Current Position Information

STATE OF ALASKA
Current Position Information

Position Control Number (PCN): 11N06205
Start Date: 05/11/2006
End Date: 06/30/2006

Class Title: Fish And Wildlife Technician II	Code: P6113	Range: 09
Bargaining Unit: General Government Unit	Bargaining Unit Code: GG	
Department: Fish & Game	Department Number: 11	
Division: Wildlife Conservation		
Region/Section/Unit: Region II		
Location: Juneau	Location Code: AWA	
Position Type: Short Term Project Classified	Position Type Code: TJCL	
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):	No	
Position requires possession of, or access to, firearms or ammunition:	No	
AKPAY Organizational Routing Code: 11012011		
Hours: Will vary each week		
Funding Source: 11582001-11582001		
Supervisor Information		
PCN: 112179	Title: Wildlife Biologist III	
Physical Work Address: 333 Raspberry Road		
Work Phone: 907-267-2332		

Type of Last Action:	Establish Project Nonpermanent
Last Action Approved:	05/10/2006
Approved Recruitment Method:	Other/Job Center (short term)
Division of Personnel Section:	Classification

Click on the type of action to view more details about the nonperm position (e.g. duties, department request and certification).

Position History

STATE OF ALASKA
Position History

Position Control Number (PCN): 11N06205
Start Date: 05/11/2006
End Date: 06/30/2006


Type of Action	Start Date	End Date
Establish Project Nonpermanent	05/11/2006	06/30/2006

OPD Guide Nonperm Positions

[Current Position Information](#)
 [Position History](#)
 [Printer friendly Version](#)
 [Return to the Home Page](#)

[Position Control Information](#)
 [Duties](#)
 [Department Request and Certification](#)

Use these buttons to navigate within the pages of the nonperm record.



STATE OF ALASKA
Class Title:
Fish And Wildlife Technician II

Position Control Number (PCN): 11N06205

Start Date: 05/11/2006
End Date: 06/30/2006

1. Position Control Information	
Class Title: Fish And Wildlife Technician II	Code: P6113 Range: 09
Bargaining Unit: General Government Unit	Bargaining Unit Code: GG
Department: Fish & Game	Department Number: 11
Division: Wildlife Conservation	
Region/Section/Unit: Region II	
Location: Juneau	Location Code: AWA
Position Type: Short Term Project Classified	Position Type Code: TJCL
FLSA Exempt: No	Strike Class: 3
Position requires possession of a Commercial Drivers License (CDL): No	
Position requires possession of, or access to, firearms or ammunition: No	
AKPAY Organizational Routing Code: 11012011	
Hours: Will vary each week	
Funding Source: 11582001-11582001	
Supervisor Information	
PCN: 112179 Title: Wildlife Biologist III	
Physical Work Address: 333 Raspberry Road	
Work Phone: 907-267-2332	

Type of Action:	Establish Project Nonpermanent
Effective Date:	05/11/2006
Approved Recruitment Method:	Other/Job Center (short term)
Division of Personnel Section:	Classification
Reviewed By:	Patrick Morrissey, Human Resource Technician II, on 05/09/2006
Approved By:	Aaron Gelston, Human Resource Specialist I, on 05/10/2006
Closed out by:	Patrick Morrissey, Human Resource Technician II, on 05/11/2006

OPD Guide Tools & Settings and Reports

The screenshot shows the 'Tools & Settings' page in the OPD system. The page includes a navigation menu with 'Reports', 'Tools & Settings', 'Help', and 'Logout'. A 'Public Position Descriptions' section has a search bar for 'PCN:'. The main content area is titled 'Tools & Settings' and contains two sections:

- Personal Settings:** A question 'Do you want to receive email notifications from the system for actions concerning you?' with two radio button options: 'Yes, I want to receive email notifications' (selected) and 'No, I do not want to receive email notifications'. A '<< Set Email Setting >>' button is below.
- Department Tools:** Two links: 'Inactivate PCNs' and 'Reassign Submission'.

Callout boxes provide the following instructions:

- All Users:** Use this tool to turn on or off "movement of submission" email notices. (Points to the Personal Settings section)
- Department Approvers:** Use this tool to request PCN inactivations. (Points to the 'Inactivate PCNs' link)
- Division & Department Reviewers and Approvers:** Use this tool to reassign a submission. (Points to the 'Reassign Submission' link)

The screenshot shows the 'Reports' page in the OPD system. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Reports' and contains several sections:

- Reports:** A general notice about user access levels.
- PCN History:** A report on submission history.
- Submission Counts:** A report on the number of submissions in the workflow.
- Assigned Roles and Users:** A report on roles and users.
- Allocation Grid:** A report on public submissions within a date range.
- TS Allocation Grid:** A report on public submissions within a date range for Technical Services.

A callout box on the right states: 'This page is accessed by clicking the Reports link on the homepage. Division or Department Reporters, Reviewers, or Approvers can view this link.'

OPD Guide Templating

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.

The screenshot shows a web browser window titled "The Online Position Description System - Mozilla Firefox". The page content includes a navigation bar with "Welcome Kim", "Reports", "Tools & Settings", "Help", "Logout", and "Public Position Descriptions". Below the navigation bar is a breadcrumb trail: "Homepage > Full Position Descriptions > Submission Management". The main heading is "Submission Management for PCN NewTemplate".

The page contains several sections:

- Quick Data:** # attachments: 0, # requirements left: 7, # one-time reviewers: 0.
- Template Users:** The "Allow Template Use" feature gives any OPD user access to copy the form pages of this submission. Access may be allowed at any department step; however, it is reset to "No" when a submission moves to a new step. Once a submission is made public the final record may be used as a template by any user.
- Form:** A question: "Do you want to give template access to all users?" with two radio button options: "YES, I DO want to allow all users to use this submission as a template." (selected) and "NO, I DO NOT want to allow all users to use this submission as a template." Below the question is a "Set Template Use" button.

A callout box on the left side of the screenshot contains the text: "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)." with arrows pointing to the "Allow Template Use" menu item and the "YES" radio button.

At the bottom of the page, there is a "Delete" button.

OPD Guide Templating

Example of the submission you are copying to.

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions
PCN: go>>

Homepage > Full Position Descriptions > Submission Management

Submission Management for PCN 100233

This page is used to prepare the submission to send to the Division of Personnel. To edit the position description and to change the requested class title, click the "Go to Form" button below. Use the "Quick Data" links on the left side of the page to view what requirements are necessary before a submission may be sent to the next step in the process. The "Send Forward" button will display at the bottom of the page once all requirements are complete, there are no one-time reviewers, and the submission is not part of a group.

Until the submission is sent forward, you may exit this page and access it later through the "Manage Submissions" area on the homepage.

Quick Data:
attachments: 0
requirements left: 2
one-time reviewers: 0

Main Page
Submission History
Attachments
Questionnaire
One-time Reviewer
Allow Template Use
Comments
Template
Revert Back
Public Preview

Template Search

The templating function allows the use of a public or draft PD form as a template to copy the following pages to the new submission: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority. If you want to template from a draft PD, you must be given access through the "Allow Template Use" function. A draft PD may be used as a template while it is at the department steps only. Once a draft PD is within the Division of Personnel steps it may not be used as a template until it is made public.

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 the other PD.

Search for the Position Description you want to use as a template.

PCN:

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:

Quick Data:
attachments: 0
requirements left: 3
one-time reviewers: 0

Templating Search Results

Select the position description you would like to use as a template from the results below. If the position description you want to use is not in the results, you can search again or continue to use the current form.

Draft Position Descriptions

New45251 P1135 - Administrative Clerk III
(NewTemplate)

Search Again?

Search for the Position Description you want to use as a template.

PCN:

Click this button to copy from the selected submission.

OPD Guide Templating

The Online Position Description System - Mozilla

File Edit View Go Bookmarks Tools Window Help

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=editedSubmissions.templating&modAction=matchup&subI Search

Home Bookmarks PDT PDT Admin Workpad DOP R&B state Finance Law IT Email WPA Google DOP Tracking ... OPD

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions

PCN: go>>

Homepage > Full Position Descriptions > Submission Management

Submission Management for PCN 100233

This page is used to prepare the submission to send to the Division of Personnel. To edit the position description and to change the requested class title, click the "Go to Form" button below. Use the "Quick Data" links on the left side of the page to view what requirements are necessary before a submission may be sent to the next step in the process. The "Send Forward" button will display at the bottom of the page once all requirements are complete, there are no one-time reviewers, and the submission is not part of a group.

Until the submission is sent forward, you may exit this page and access it later through the "Manage Submissions" area on the homepage.

GO TO FORM

Quick Data:

- # attachments: 0
- # requirements left: 7
- # one-time reviewers: 0

Template Selection

Choose the items you want to copy from PCN 201020 .

- Position Control Information Page
- Duties Page
- Other Work Detail Page
- Work Demands Page
- Supervisory Authority Page
- All of the above

submit

Main Page
Submission History
Attachments
Questionnaire
One-time Reviewer
Allow Template Use
Comments
Template
Revert Back
Public Preview

Done

Choose the pages you want to copy and click the "submit" button.

The Online Position Description System - Mozilla

File Edit View Go Bookmarks Tools Window Help

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=editedSubmissions.templating&modAction=search&subId Search

Home Bookmarks PDT PDT Admin Workpad DOP R&B state Finance Law IT Email WPA Google DOP Tracking ... OPD

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions

PCN: go>>

Homepage > Full Position Descriptions > Submission Management

Submission Management for PCN 100233

This page is used to prepare the submission to send to the Division of Personnel. To edit the position description and to change the requested class title, click the "Go to Form" button below. Use the "Quick Data" links on the left side of the page to view what requirements are necessary before a submission may be sent to the next step in the process. The "Send Forward" button will display at the bottom of the page once all requirements are complete, there are no one-time reviewers, and the submission is not part of a group.

Until the submission is sent forward, you may exit this page and access it later through the "Manage Submissions" area on the homepage.

GO TO FORM

Quick Data:

- # attachments: 0
- # requirements left: 2
- # one-time reviewers: 0

Template Search

You have successfully templated this submission with information from another submission or public position description.

The templating function allows the use of a public or draft PD form as a template to copy the following pages to the new submission: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority. If you want to template from a draft PD, you must be given access through the "Allow Template Use" function. A draft PD may be used as a template while it is at the department steps only. Once a draft PD is within the Division of Personnel steps it may not be used as a template until it is made public.

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 the other PD.

Main Page
Submission History
Attachments
Questionnaire
One-time Reviewer
Allow Template Use
Comments
Template
Revert Back
Public Preview

Done

This message displays when the templating is complete.