

DOP Classification Guidance

Parallel/Closely Relation Determination Guidelines

Introduction: This guidance addresses how to review whether job classes are parallel or closely related or when to submit a determination request to Classification Services.

1. Establish the type of determination by evaluating the salary ranges of the job classes:

- If the salary ranges are the same, it is a Parallel determination per AAM 130.260
- If the salary ranges are different, it is a Closely Related determination per AAM 130.265.

2. Access the Job Class Specifications for the job classes being evaluated (accessible on [Workplace Alaska](#)). At the top of the Job Class Specifications, identify the class code. For example, a Fishery Biologist 1 (job title) is PH0111 (job class code) and an Office Assistant 2 (job title) is PB0130 (job class code).

3. The first two letters of the Class Code indicate the Occupational Group. The Occupational Group encompasses relatively broad occupations. For example, PH (Biological Sciences) is the occupational group of the Fishery Biologist 1 job class and PB (Administrative and Office Support) is the occupational group of the Office Assistant 2 job class.

4. If the job classes being evaluated are in different Occupational Groups, they will not meet the criteria to be considered for either Parallel or Closely Related.

- a. For example, a Fishery Biologist 1 (job title) PH0111 (job class code) RG 14 and an Office Assistant 2 (job title) PB0130 (job class code) RG 10 would not be considered closely related (different pay grades) because they are in different Occupational Groups.
- b. If the job classes are in different occupational groups, the evaluation is complete.

5. If the job classes being evaluated are in the same Occupational Group, review the parallel or closely related log on the [Classification Resources page](#) and check if a determination has been logged. If not, request a determination from Classification Services.

6. Request either a parallel or closely related determination, not both (refer to step 1) using the Parallel and Closely Related Request Template on the [Classification Resources](#) website.

7. Requests for a Parallel or Closely Related determination are submitted to: Classification, Section (DOA sponsored) doa.dop.classification@alaska.gov. The Client Service Standard to complete a request is 3 business days.