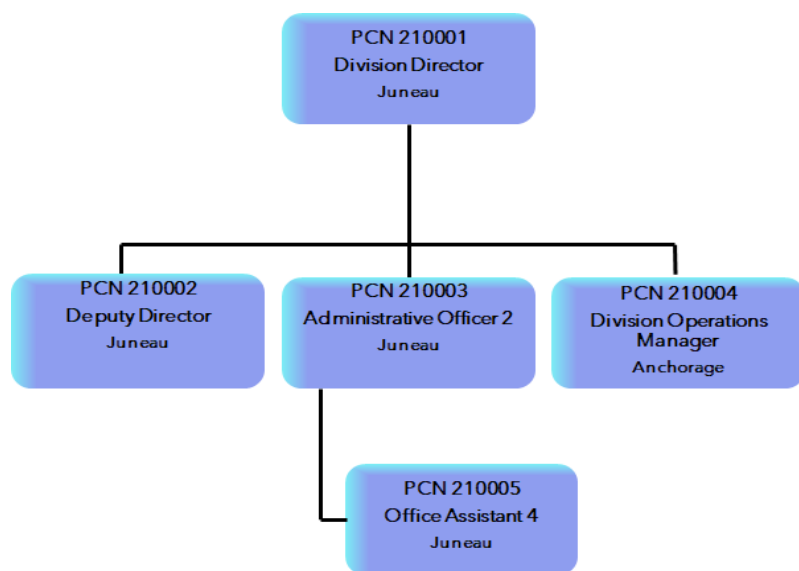


## Requirements of Staffing Charts submitted with Position Descriptions

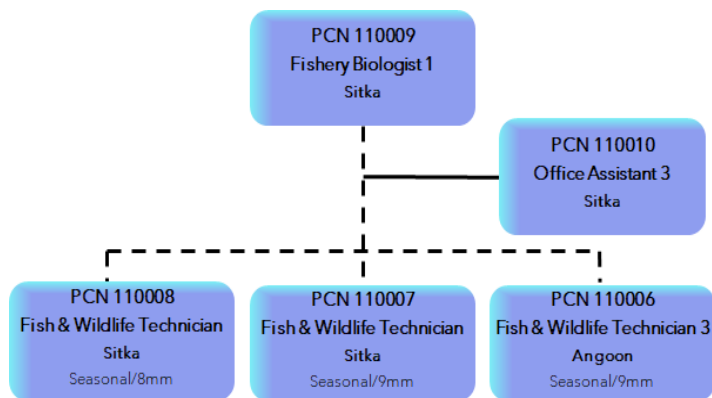
The DOP Classification Section is responsible for allocating new and existing positions. A position description must be submitted through OPD to the Classification Section for processing. In addition, an updated staffing chart, also known as an organizational chart, showing the relationship of the position to others in the section must be attached to the submitted position description (PD).

1. The staffing chart must include the subject position and any subordinate positions; the position's supervisor; and all subordinate positions of the subject position's supervisor.
2. For each position, at a minimum, the following data must be included: position control number (PCN), job class title, position location. For the subject position, the requested title should be used.
3. All job class titles for flexible, coupled, and multiple classes need to be listed, in addition to identifying the job class title the position is being allocated to. For example, if the position is being allocated from an Administrative Assistant 1 to a Retirement and Benefits Technician 1 (Flex 1/2), the title of the position should be Retirement and Benefits Technician 1 (Flex 1/2) to indicate it is also a flexibly staffed position.
4. The designation line needs to show the correct relationships between positions.
  - A solid line from one position to another, underneath, signifies a supervisory correlation in accordance with 8 AAC 97.990(5), between the two positions.
  - A dashed line signifies either a lead, indirect responsibility, or a correlation to a specific function of the position. Examples are listed below.

This example depicts the Division Director supervising the Deputy Director, Administrative Officer 2, and the Division Operations Manager; and the Administrative Officer 2 supervising an Office Assistant 4.



This example depicts the Fishery Biologist 1 leading three Fish and Wildlife Technicians and supervising an Office Assistant 3.



NOTE: On occasion, because positions inter-relate, updated PDs must be submitted for other positions in the organizational unit if they are affected by the requested allocation. These procedures will be incorporated into the Standard Operating Procedures for Classification, which are currently under revision.