



Personnel and Labor Relations Classification Services Guidance

January 11, 2016

Supervision/Lead Documentation

The following guidance supersedes all other guidance regarding documenting supervision and/or lead-level responsibilities in the Online Position Description (OPD) system.

With the implementation of IRIS HRM the Classification Services Section will be revising some of the fields in OPD to coincide with the new naming conventions and functions within this new system. One of the features of IRIS HRM is the system will be able to generate organizational charts. In order to accurately document the reporting relationships on the organizational chart, lead and foreman positions will now be allowed to be listed in section 1.3 (Supervisor Information) in OPD.

Currently section 1.3, has been restricted to the bona-fide supervisor of the position. This section was only to be used for positions in the Supervisory and Confidential bargaining units or the Partially-Exempt or Exempt Service for which full supervisory authority was designated. The implementation of IRIS HRM requires Classification Services to broaden the scope of this section to also include the Lead or Foreman over a position.

Effective the date of this memo, the following policy concerning section 1.3. in OPD applies:

1. A position with a permanent Lead or Foreman position between it and its supervisor will now have the Lead or Foreman's position control number (PCN) information listed in section 1.3 instead of the supervisor's PCN. Note: A Lead is defined as "A position assigned regular and recurring responsibility for common supervisory duties such as writing performance evaluations, mentoring, training, determining how work is performed, assigning work and monitoring workloads. Lead employees may participate in interviews and rating applicants but **don't** typically exercise the level of authority to act or effectively recommend actions regarding hiring, discipline, or grievance adjudication as full Supervisory staff defined by 8 AAC 97.990(a)(5)." The position designated as a Lead/Foreman must have lead-level responsibility designated in section 5 (Supervisory Authority) of its PD. The bona-fide full supervisor's position control number will continue to be annotated in the classification analysis.
2. If the position does not have a Lead/Foreman position over it, list the bona-fide supervisor's information in section 1.3.

If you have any questions, please contact your department HR staff or DOPLR Classification Services.