



Personnel Classification Services Guidance

May 1, 2021

Supervision/Lead Documentation Guidance

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

Classification Services (CLS) Section allows the option for either supervisor, lead, or foreman positions to be listed in section 1.3 (Supervisor Information) in OPD.

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 **may** have the Lead or Foreman's position control number (PCN) information listed in section 1.3 instead of the supervisor's PCN.
 - a. 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 assigned to full Supervisory staff defined by 8 AAC 97.990(a)(5)."
 - b. The position designated as a Lead/Foreman **must** have lead-level responsibility designated in section 5 (Supervisory Authority) of its PD.
 - c. The bona-fide full supervisor's position control number will continue to be internally annotated in the classification analysis by CLS.
2. If the position does not have a Lead/Foreman position over it **or** the department has decided not to list the Lead/Foreman, you must list the bona-fide supervisor's information in section 1.3. A bona-fide supervisor consists of a position in the Supervisory or Confidential bargaining units, or the Partially-Exempt or Exempt Service, for which full supervisory authority is designated.

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

This policy memorandum supersedes all other policies with the same subject