

Request for Allocation of a Classified or PX Position

- ❑ The supervisor prepares a Position Description (PD) using the form from the Division of Personnel web site:
http://dop.state.ak.us/index.cfm?pPNId=classification_templates
- ❑ Be sure to check that:
 - ✓ Correct information is on the front page of the PD.
 - ✓ The name of each signatory is typed in blocks 20, 28, and 29.
 - ✓ Signatures next to the printed name in Sections 20, 28, and 29. (If the position is vacant, no signature is required in block 20).
 - ✓ A current agency organization chart is attached.
 - ✓ The org chart reflects the duty and supervisory assignments.
 - ✓ The hard copy and electronic copies of the PD are identical.
 - ✓ Save the electronic copy using the following naming protocol –
PD PCN# DEPT.doc (For example: "PD 091234 DMVA.doc")
- ❑ When the PD is complete and appropriately signed by the employee, supervisor and division director, forward to the Administrative Services Director (ASD) for review and signature in Section 30. The signature of the ASD indicates budget authorization exists to take the requested action. If an RP is required, it should be completed before the PD is submitted to the Division of Personnel.
- ❑ E-mail the MS Word copy of the PD to: classification@admin.state.ak.us
- ❑ When signed, the ASD forwards the original PD to the Division of Personnel, Classification Section (Mail Stop 0201).
- ❑ Upon receipt of the signed PD form the Classification Section will review the PD, allocate it appropriately, and notify the requestor (Division Director and ASD) of the final classification action via e-mail. The message will contain the allocation memo and the final PD.
- ❑ You can verify receipt of the signed PD and follow the progress of its review by logging into PD Tracker on the Division of Personnel web page.
<http://dop.state.ak.us/pd/>

Request for Nonpermanent Positions

- ❑ The supervisor prepares a Request for Nonpermanent Employee form. Use the form from the Division of Personnel, Classification Section web page.

http://dop.state.ak.us/index.cfm?pPNId=classification_templates

- ❑ Be sure to:
 - ✓ Review all sections for completeness (as appropriate).
 - ✓ Ensure requestor signed Section A (type the name and phone number).
 - ✓ Ensure the reason for the request is indicated in Section B.
- ❑ If request is complete and appropriately signed, forward to the Administrative Services Director (ASD) for review and signature in Section B.
- ❑ The ASD's signature certifies that sufficient budget authority exists to establish the requested position. The Financial Services Section will provide the necessary funding information in Section C.
- ❑ The ASD's office will forward the original request to the Division of Personnel, Classification Section (Mail Stop 0201).
- ❑ The Classification Section will review the request, establish and allocate the position, and notify the requestors (Division Director and ASD) of the final classification action via e-mail. The message will include the PCN, the job class, the position type, and the expiration date. The Recruitment Section will receive a copy of the approved form.
- ❑ Short-term nonpermanent positions will not be extended beyond the limit imposed by the collective bargaining agreements. If you expect the work to last more than 90 or 120 days (depending upon the labor agreement), you should request a Long-term nonperm.