



STATE OF ALASKA
DIVISION OF PERSONNEL

FY 06 - ISSUE 10
JUNE 16, 2006

UPDATE

HR.....PASSIONATE ABOUT YOUR SUCCESS.



5844 © Mark Wayne,
Alaska Division of Tourism

IN THIS ISSUE:

- Updating a Position Description (PD) Prior to Recruitment
- OPD Effective 6/1/06

HR UPDATE'S NEW LOOK

HR Update has evolved. Please let us know what you think of our new look. Comments may be directed to ([Julie_Russo @admin.state.ak.us](mailto:Julie_Russo@admin.state.ak.us)).

UPDATING A POSITION DESCRIPTION (PD) PRIOR TO RECRUITMENT

BY AMANDA HOLLAND
& PAM DAY

Effective May 31, 2006, the Division of Personnel revised its policy which required position descriptions be updated every five years. This policy was modified to require updated position descriptions on an as-needed basis. All active Workplace Alaska hiring managers received email notification of the policy change. A copy of the May 31st email notification follows:

Greetings!

We hope you are all enjoying spring 2006! As you are aware, the Online Position Description (OPD) system pilot is underway. The pilot agencies have been using the full range of features the OPD system offers, and their impressions and feedback have been very positive. The Division of Personnel is excited to offer OPD to all operating agencies beginning June 2006.

With the statewide implementation of the OPD system, and in our continued effort to provide effective and efficient integrated human resource

services, we are implementing a new procedure to replace the requirement to update a position description (PD) every five years as part of the recruitment and selection process. This procedure applies to all positions in the classified and partially exempt service, and Local 71 Labor, Trades & Crafts (LTC) positions.

Our current procedure requires that a PD five (5) years or older be updated and submitted to the Classification Section for review and update prior to recruitment. Effective immediately, we are amending the procedure to require updated PD's only on an as-needed basis. You will not have to update your PD in any set interval. You will need to update a PD when one or more of the following has occurred:

- The supervisory authority assigned to the position is changed or modified (e.g., direct report positions added, changed, deleted, etc.)
- Assignment of a new primary duty (the main duty for which the position exists to perform)
- A shift in the position's focus (e.g., responsibility shifts from reviewing a form for completeness to approving the action requested on the form, OR the position supports Program B while its PD indicates it supports Program A)
- The mission, goals, or objectives of the position, or the program the position supports changes (e.g., new statutory mandates alter the program function, department executive team establishes new goals or mission that impacts the work performed by the position in question)
- Essential duties have been added, deleted, or modified
- The physical requirement and potential hazards section has been modified. This information is necessary to ensure compliance with the Americans

with Disabilities Act (ADA) and OSHA bloodborne pathogens standards

In addition, the departmental Administrative Services Director (ASD) or the equivalent must be in agreement that the PD accurately reflects the current duties. The above list is not exhaustive; if you feel that there are other areas of the PD that have substantially changed, then you would need to update the PD prior to the recruitment and selection process.

The requirement outlined above does not affect the current practice of allowing a hiring manager to post a job announcement on Workplace Alaska (WPA) when the PD is concurrently submitted as an update to the Classification Section for review. This practice excludes positions recruited through the Labor, Trades & Crafts hiring hall. Employee Services will not approve any requests for hire approval until the PD has been finalized by the Classification Section. If for any reason the PD update process changes the title, range, bargaining unit, location, or alters the job responsibilities of the position, etc., the recruitment will be closed as "no hire made" and a NEW recruitment and selection process will need to be initiated.

While this new procedure will be more responsive to each of your individual staffing needs, it will require you to be proactively responsible for all of the PDs under your discretion. As a State of Alaska hiring manager and supervisor, you are responsible for ensuring that the PDs for all of your staff are current and accurate. This review should occur annually, as part of the performance appraisal process, or as needed for the recruitment and selection process.

The WPA Prior to Posting checklists and the Workplace Alaska Guidelines have been updated to reflect

HR UPDATE — FY 06 ISSUE 10

the new procedure and are available on the HR Forms page on the Division of Personnel's website. Please begin using the revised guidelines and checklists dated 5/31/06 immediately.

If you have any questions about this policy or how to determine significant changes, please do not hesitate to contact the Division of Personnel. DOP staff can be reached at the following website: <http://dop.state.ak.us>

If you have an updated Position Description in the Classification Section that is current and accurate, but more than five years old, you may withdraw the PD by contacting the Classification Section.

Blue Team
General Group
H&SS Group
Contact - Aimee Olejasz: 465-4426

Gold Team
Resources Group
DOT/PF Group
Public Protection Group
Contact – Chad Diekmann: 465-4078

OPD EFFECTIVE 6/1/06 BY AMANDA HOLLAND

The Online Position Description (OPD) system was implemented enterprise-wide on June 1, 2006. OPD is a web based electronic system for submitting,

approving and viewing position descriptions (PDs) and related position control actions such as location or status changes. The new system replaces paper documents and includes management reporting tools that allow agencies to track submissions, look up existing PDs, and view current and historical actions by a variety of search criteria. OPD can be used for partially exempt and classified positions in the Executive Branch. Please continue to work with your Management Services Consultant when processing exempt and emergency position actions.

All state employees with an LDAP username and password have access to the OPD system. You can log into the system at the OPD website:

<http://dop.state.ak.us/index.php?id=1059>

The web site also provides several training aids including the OPD Guide. Within the system there are online screen instructions and FAQs.

State employees have the ability to search for a public position description by entering the PCN of the position in the search field located on the upper right-hand corner of the OPD home page. Department and division approvers have the ability to view more detailed information for their department. The online position description system also allows electronic PDF, WORD, EXCEL, and Visio files to be attached to a submission. In addition, a PD in the OPD system may be used as a template when updating or editing other

PCNs, significantly reducing the data entry time that used to be associated with updating position descriptions.

OPD feedback has been very positive – many people have commented on the usefulness of the online training aids and help features. Nearly 300 managers, supervisors and administrative support staff located in Anchorage, Fairbanks and Juneau attended training sessions offered upon implementation. The training session's PowerPoint presentation is available online at the OPD web site. Users are not required to attend training or receive certification before using the OPD system.

The OPD Hotline is also available as a resource for users and can be reached by dialing 907-465-3009.

Look for additional OPD updates in future issues of HR Solutions and the HR Update.