

## Classification Study Request Procedures

### Application:

The Classification Study Request Procedures apply to proposed changes that would establish a new job class or affect the class definition and distinguishing characteristics, class series structure, or salary range assignments of existing job classes.

### Format of Request:

The Classification Study Request must be submitted electronically using the template request form.

### Process:

1. The person making the request (agency representative or DOP&LR classifier) fills out the Classification Study Request Form located at <http://dop.state.ak.us/index.php?id=44> and forwards it to the DOP&LR Class Studies Supervisor <Cindy.Gouveia@alaska.gov>. Classification studies requested by State agencies must be approved and submitted by the department's Administrative Services Director (or equivalent) along with a revised, prioritized listing of the department's pending class study requests.
2. If DOP&LR agrees to conduct a study, depending on the priority ranking assigned to the new request, the study will be scheduled and assigned to an analyst or placed on the pending studies list for potential scheduling at a later date. Once the study is scheduled, DOP&LR will arrange a planning meeting to which affected departments or divisions will be invited to send a representative. The purpose of the meeting is to determine the scope, methods and impact of the proposed study, timelines, and responsibilities. The results of the meeting will be documented by completion of a draft Classification Study Plan.
3. Upon review and approval by the Class Studies Supervisor, a copy of the completed Classification Study Plan will be sent to the Administrative Services Director (or equivalent) and DOP&LR HR Manager of each affected department.
4. Classification studies are a collaborative effort of the Division of Personnel and the affected agencies. Agencies are asked to designate staff as primary contacts and information providers. Agencies have the opportunity to review and comment on draft class specifications, allocations and job class alignment within the State pay plan.

If you have any questions concerning study requests, please contact the Class Studies Supervisor, Cindy Gouveia, 465-4075.