

## **Class Specification Maintenance Request Procedures**

### **Application:**

The Class Specification Maintenance Request Procedures apply to proposed minor changes to a job class specification, such as corrections of typos, Minimum Qualification revisions, title changes, and the removal of references to obsolete job classes.

Maintenance Requests do not affect class concepts, class series structure, or salary range assignment. Changes such as these should be submitted as a Classification Study Request.

### **Process:**

The person making the request completes the Class Specification Maintenance Request Form and sends it, through their Division Director, to the department's Administrative Services Director for review and forwarding to the Class Studies Supervisor ([cindy.gouveia@alaska.gov](mailto:cindy.gouveia@alaska.gov)). Please copy the Human Resource Manager of your appropriate Human Resources Service Center. Include the specific language from the current class specification, the specific changes proposed, and a rationale supporting the request. Also consider and address the impact the proposed change will have on other levels of the series or on related job classes.

The Class Studies team will provide initial review of the request, identify which departments use the job class, and forward the request to select Division of Personnel & Labor Relations staff and the Administrative Services Directors for other departments using the job class, for a 2-5 day review period. Comments are to be returned to the analyst disseminating the request.

If the requested change affects Minimum Qualifications, staff will check for open job postings on Workplace Alaska. If open postings are found the analyst will work with the recruiting agency to ensure the recruitments are closed before any changes are implemented. The analyst will notify Recruitment staff of the request and pending revision to prevent posting of new job openings before the changes are implemented.

Upon conclusion of the comment period, the Division of Personnel & Labor Relations will evaluate comments, determine appropriate changes, and implement the revisions once the closure of recruitments is confirmed.

Notification of the availability of the revised class specifications on Workplace Alaska will be distributed to impacted Administrative Service Directors and select Division of Personnel & Labor Relations staff. Questions? Please contact the Class Studies Supervisor, Cindy Gouveia, (907) 465-4075.