

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

Classification  
DOPLR-07

**IV. Position Control**

A. Purpose

The purpose of this SOP is to describe forms and procedures needed to assign position control numbers and to establish, transfer, delete or change the status of positions.

B. Scope

These procedures cover all positions in the classified and partially exempt service. These guidelines may also serve as a model for establishing positions in the exempt service.

C. Authority

AS 39.25.150 - Scope of the Rules  
2 AAC 07.235 – Effective Dates of Allocation Action  
AAM 250 – Position Control  
AKPAY Procedural Manual

D. Position

A position is a set of duties and responsibilities assigned to be performed by an individual. A position may be full-time, part-time, or seasonal and either filled or vacant. A permanent position does not exist until it has been budgetarily authorized and established by the Division of Personnel and Labor Relations (DOPLR).

E. Position Control Data Entry Delegation

1. Position Control data is maintained in the state's payroll system. According to the guidelines set forth in the AKPAY Procedural Manual, DOPLR authorizes and establishes the use of PCNs for new permanent and nonpermanent positions in the classified and partially exempt services.
2. DOPLR Classification Services enters Classified and Partially-Exempt Service information into the AKPAY position control screen. Department HR staff enter Exempt position information into the AKPAY position control screen. DOPLR Payroll enters information into the AKPAY employee screen.

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F. Position Control Number (PCN)

1. Each individual position is associated with a unique number called the position control number, or PCN, which identifies it as an entity. A PCN is typically a six-digit number, eg: 02-0001.
2. The first two digits of the PCN identify the department in which the position was *originally* created, but not necessarily the department in which it currently resides.

**Department numbers**

01	Office of the Governor
02	Administration
03	Law
04	Revenue
05	Education and Early Development
06	Health and Social Services
07	Labor and Workforce Development
08	Commerce, Community and Economic Development
09	Military and Veterans Affairs
10	Natural Resources
11	Fish and Game
12	Public Safety
18	Environmental Conservation
20	Corrections
21	(Formerly) Community and Regional Affairs
25	Transportation and Public Facilities

3. The third through sixth digits identify a specific position. **NOTE:** Most digits are numerical for permanent positions; however there are some that may also have a letter.
4. Additional digits (alpha/numerical) are reserved exclusively to identify nonpermanent or substitute positions such as 10N0001 or 250000S.

G. Establishing a New Position

1. The Classification Section issues a new PCN when a PD for a new position or request for non-permanent position is received in DOPLR. Refer to DOPLR Standard Operating Procedure (SOP) 09 for non-permanent positions.
2. The Administrative Services Director (ASD) of each department is responsible for ensuring proper budget authorization for new positions. The ASD certifies the position is funded and approved in the online position description system (OPD) and forwards to the Classification Section. In addition to the PD, the department should include, at a minimum, the following information in the OPD to Classification Services:

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- a. Staff months for part-time or seasonal positions.
- b. Special Request/Authorization Date: Classification is responsible for establishing the effective date.
- c. Agencies needing to have the position effective on a specific date due to legislature requirement must place this request inside the Notice to Division of Personnel notes and the public Comments section.
- d. Authorized Approval: All new permanent positions must have OMB approval. Verification of this must be attached to OPD.

H. Inactivating Positions (also referred to as deleting positions)

- 1. When an agency determines through the budget process that positions should be deleted, the department sends notification to DOPLR, via OPD, requesting deletion of the position. OPD and AKPAY do not delete positions; they inactivate them. The PCN for the position remains within the systems for historical purposes.
- 2. Classification Services will inactivate the position in OPD first, then AKPAY.
- 3. DOPLR maintains files of deleted positions in accordance with the State of Alaska Records Retention and Disposition Schedule.

I. Location Transfers

The following are procedures for a location transfer. All position transfers must have OMB or appropriate delegated authority verification.

- 1. If there will be a significant change to the duties of the position being transferred or to other positions in the former or new location as a result of the transfer, the department must initiate a classification review of all positions affected simultaneous with consideration of the location transfer.
- 2. DOPLR approves transfers on or before the effective date. Department HR staff are delegated to approve positions in which only a location transfer is occurring, and the transfer does not affect the work to be performed. Payroll Services and the respective department are notified of the approval and final action through OPD. Classification Services updates the position control screen actions into AKPAY. Payroll Services updates the employee screen actions into AKPAY.

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J. Position Type Changes (aka Time Status Change)

1. Position type changes may occur during the budget process. The recognized types are full-time, part-time, and seasonal. Position status is combined with type of state service and funding source to create the Position Type Code and for the Position Control fields of the payroll system. (Available codes are listed in the AKPAY Manual)
  - a. Position type changes concurrent with an update or reclassification request require Classification Services review.
  - b. Position type changes without duties changes for a vacant or filled position can be accomplished by submitting a Position Control Change (PCC) in OPD to department HR staff.
  - c. Agencies must ensure compliance with status layoff procedures of collective bargaining agreements (e.g. GGU Section 12.01.C).

K. Position Control Changes

1. Position control changes, such as AKPAY Organizational Routing Code changes or Division transfers, can be a PCC in OPD to department HR staff.
2. Changes are entered into the AKPAY Position Control screen after OPD is updated by Classification Services.

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