

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

Classification
DOPLR-07

V. Classifying Positions and Reporting Position Allocations

A. Purpose.

The purpose of this SOP is to describe methods for analyzing and classifying positions and to establish procedures for reporting classification actions.

B. Scope.

These methods and procedures apply to all permanent positions in the classified and partially exempt service.

C. Authority

AS 39.25.150(1) - Requires Rules on a Classification plan.

2 AAC 07.020 - Allocation of position.

2 AAC 07.025 - Maintenance of descriptions.

2 AAC 07.030 - Review of allocations.

2 AAC 07.035 - Effective dates of allocation action.

2 AAC 07.165 - Positions must be allocated to a job classification.

D. General

1. Analysis

a. Allocating or classifying positions is defined as the process of determining the most appropriate job class for a position.

b. The process has two critical steps:

- Determine the kind of work, then
- Compare the position to class specifications in the occupational area to determine the class series and level of the position.

c. A position may be considered properly classified when all the following criteria are met:

- The position description (PD) accurately reflects the critical elements of the job.
- The position fits the description set forth in the Definition and Distinguishing Characteristics of the job class to which it is assigned.
- The position is assigned a significant number of duties equivalent to the type and level described in the Examples of Duties of the class specification.

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- The kind and amount of knowledge, skills, abilities, and the minimum qualifications (MQs) required for the position are consistent with the class specification.
- There is no other class specification that is a more specific match for the position.

2. Kind of Work

- a. Determine the occupational area of the position or the kind of work. This is usually a routine matter. Problems in determining the occupational area arise when a position includes primary responsibilities from more than one occupational area (mixed-occupation position) or the duties are so general in nature as to make it difficult to choose any predominant occupational area.
 - b. In the case of a mixed-occupation position (which is a very rare occurrence) two options are available: establish a new "combination" job class, **OR** select the most appropriate existing class or series for the position(s). In choosing between these options, consider which option will produce the best results for recruitment and selection issues such as KSAs required upon entry, lines of promotion, and the reasons for the position's existence. It is usually the better practice to classify a position to the series of the predominant occupation based on the purpose of the position and the most important duties. The situation may indicate the need for "unique and unusual" circumstances in selection for the position. NOTE: All unique and unusual circumstances must be in compliance with DOPLR SOP 11. Classification will maintain a log of positions approved to have unique and unusual circumstances. (See section 4)
 - c. If recruitment difficulty exists, consider the more important set of MQs or contact Classification Services Studies Supervisor for possibly broadening MQs, if feasible.
4. The discussion and questions following each factor in SOP 07-I provide an expanded explanation. Classification review is not a mechanical process but rather is analytical and evaluative. No hard and fast rules exist regarding the time dedicated to the duties that are class distinguishing. In extreme cases, an incumbent might rarely perform a critical duty, however, the incumbent might have to be prepared to perform the critical duty at all times. For example, a State Trooper may never use deadly force during a career, but must be prepared to do so at any time.
 5. After considering each factor as it applies to the position, the position must be considered as a whole. The relative weight of the various factors needs to be evaluated and a judgment made as to the position's assignment among existing classes. If no existing class is appropriate, revision of an existing class or establishment of a new class must be considered.

E. Miscellaneous Actions and Information

1. Effective Date: Classification Services establishes effective dates in compliance with 2 AAC 07.035 for types of Classification actions. Guidelines for effective dates are posted on the

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DOPLR Intranet under Classification Services. The major factors must be considered in the establishment of an effective date of any transaction. Request for effective dates outside of established criteria must be approved by Director, DOPLR through Classification Services.

2. The allocation guide memorandum for writing analyses can be requested through the Classification Section. This document is updated periodically.
3. Bona-fide Occupational Qualification

Bona-fide Occupational Qualification: The Bona-Fide Occupational Qualification (BFOQ) is a legitimate reason that employers can exclude a person from consideration for hiring. The State of Alaska allows BFOQ for gender and age only. This is overseen by the DOPLR Equal Employment Opportunity Program (EEOP).

- a. All BFOQs must be approved by the EEOP manager in writing. BFOQs will be approved on a case-by-case basis.
- b. Examples of authorized BFOQs are positions that specifically require a female in a Correctional Institution; or a bartender position on the AMHS ferry serving alcohol which subsequently requires the person to be over the age of 21.
- c. BFOQ approvals are documented in one or more of the following instances:
 - Annotated inside PDs
 - i. Classification Services will notify and provide recommendation for approval to the EEOP office.
 - ii. Section 3.7. (Other Work Details - List critical requirements of the position not previously described); and
 - iii. Section 4.4. (Work Demands - Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed).
 - Request for a specific recruitment announcement. The EEOP will provide the agency's approval in writing. Annotation in a PD is not required as it only pertains to that specific recruitment. EEOP will notify Classification Services and direct the agency to place inside the PD, if needed.
4. Unique and Unusual (2 AAC 07.096 (b)). Unique and Unusual circumstances for selection are appropriate when the appointing authority expects that some of the applicants who would meet the MQs for a class of positions would not be able to perform the duties of a specific position. This is different from the BFOQ that can exclude a person from consideration for hiring that are not within a certain definable group/class (e.g.: age or sex). For further information and guidelines, refer to SOP I-VIII (Unique and Unusual).

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5. The State of Alaska uses the Online Position Description (OPD) system to record job and position information for classification purposes. OPD provides a certification/approval process for the following levels prior to Classification Services receipt and review:
- a. Supervisor or Designee
 - b. Division – Certification/Approval by the Division Director. The responsible Director may delegate this authority.
 - c. Department – Certification/Approval by the Administrative Services Director/Equivalent. The responsible Director may delegate this authority. NOTE: Some budget actions/approval may not be delegated. See OMB Revised Program Manual for authorized actions/approvals.

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