

Focus: Departmental and Division of Personnel & Labor Relations Procedures	State of Alaska Department of Administration Division of Personnel & Labor Relations <b><u>Policies and Procedures</u></b>
Topic: Coupled Job Classes 61304 PRO	Effective Date: May 19, 2008  Supercedes: SOP 07-VIII
Authorities: <a href="#">2 AAC 07.020 Allocation of positions</a> <a href="#">2 AAC 07.025 Maintenance of descriptions</a> <a href="#">2AAC 07.035 Effective dates of allocation action</a>	
Link(s): <a href="#">AAM 130.280 Coupled Job Classes</a>	
Policy: <a href="#">AAM 130.280 Coupled Job Classes</a>	

## PROCEDURE:

### I. Request Approval to Establish Coupled Classes

Coupled classes are requested and established through the classification study process.

- A. The requesting agency submits a completed coupled class study request packet to Classification. The completed packet includes the following:
  1. Class study request form;
  2. Documented curriculum and training requirements for the coupled classes; and
  3. Memorandum documenting authority for the required specialized training.
- B. Classification studies requested by state agencies must be approved, prioritized, and submitted by the department's Administrative Services Director.
- C. Classification reviews the request and schedules and conducts the class study.
- D. If approved as a coupled class, the class specifications for the lower level job class are described as a trainee level in the class series; the class specifications for the higher level job class are described as the journey or full working level of the class series.

### II. Processing Level Changes for Filled Positions

- A. The requesting agency submits the required completion of training documentation to their DOPLR Service Center. The documentation typically includes:
  1. Management's certification that the incumbent has successfully completed training and meets the minimum qualifications of the higher level; and
  2. Any other documentation as required by the department or DOPLR (e.g. APSC certification).

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- B. The Service Center notifies payroll staff of the incumbent's eligibility to promote.
  - 1. Payroll staff processes the incumbent's reclassification action.
  - 2. Payroll staff distributes the required paperwork as appropriate.
- C. No changes to the 6XX screens in AKPAY are necessary as the coupled class positions always remain allocated to the higher level.
- D. If a position is mistakenly allocated to the lower level, Classification must be notified in order to correct the allocated level.

### III. Processing Level Changes for Vacant Positions

- A. No changes are required for vacant positions in coupled classes. The position is permanently allocated to the higher level job class, even when recruitments are filled at the lower level job class.
- B. If a position is mistakenly allocated to the lower level job class, Classification must be notified in order to correct the allocated level.