

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: Multiple Class Positions 61350 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>	
Links: <a href="#">CLS 61350 EXM</a> <a href="#">AAM 130.275 Multiple Class Positions</a>	
Policy: <a href="#">AAM 130.275 Multiple Class Positions</a>	

## PROCEDURE:

### I. Requesting Approval to Establish a Multiple Class Position

- A. It is recommended that an agency contact the Division of Personnel & Labor Relations (DOPLR), Classification Section, to verify the appropriateness of requesting multiple class positions before submitting a request through the Online Position Description system (OPD).
1. If the requested job class is not already being used and listed in OPD as a multiple class, the Classification section will need to add it to the list before an agency can submit a request.
  2. The requesting agency will be required to work with Classification to establish a license or certification requirement memorandum (see [CLS 61350 EXM](#) for a sample memorandum).
- B. To submit a request, the agency creates a submission in OPD.
1. If the position control number (PCN) currently exists, use the “Edit an existing position” link.
  2. If the position is new, use the “Create a new position” link.
  3. On the “Main Page” of the submission management page, select the “Multiple Class” box in the recruitment type section. If flexible staffing is being utilized also, select the “Flexibly Staffed” box.
  4. In the class titles section, select “add another job class” until the number of job classes needed for the position is shown. The text under “Requested Class Title” displays the current job class title(s) of the position and indicates “Not Yet Selected” for the added job classes until a new class title is selected within the form.
  5. In the “Requested Action” section, select “Establish Multiple Class” as an action. Also select “Establish Flexible Staffing” if flexible staffing is being requested.

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6. Go to the form and complete a full position description for each job class requested. The form for each job class is selected in the drop-down box under “Requested Class Title” at the top of each form page.
  7. The description of work must total 100% for each job class.
  8. As appropriate, duties and other sections may be templated using the “Template” function.
  9. For positions that are also flexibly staffed, attach a flexible staffing plan, which consists of a training plan and rating device, for movement to each of the higher job classes.
  10. Click the “Questionnaire” button and answer the questions listed.
  11. Once all requirements are met, send the submission forward for required certification and approval. Steps include: Origination, Supervisor, Division, and Department.
- C. Upon department certification and approval, the submission is sent to the DOPLR, Classification Section, for review and allocation.
  - D. Classification reviews the submission and determines the appropriate allocation of each requested job class within the position.
  - E. When the submission has been finalized by Classification, the position may be advertised and recruited for at any or all of the approved job classes. The job class the position is allocated to is indicated by arrows on each side of the job class title on the “Current Position Information” page in OPD.

## II. Reclassifying a Multiple Class Position Upon Appointment

- A. Concurrent with granting hire approval, DOPLR recruitment staff creates a Position Control Change (PCC) action in OPD to change the allocation of the position to the job class for which the hire was approved, if different.
  1. The effective date of the action is typically the hire approval date, and is not later than the date the new hire begins employment.
  2. If the position is being allocated from one class series to another class series (e.g. Social Worker II (CS) to Children’s Services

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Specialist II), the final action of the PCC is “Multiple Class Level Change.”

3. If the position is being allocated between flexibly staffed job classes (e.g. Social Worker II (CS) to Social Worker I (CS)), the final action of the PCC is “Flex Down” or “Flex Up” as appropriate.
  4. The reason for the request is “Hire made at the (title) job class.”
  5. An email notification is created and the appropriate recipients are selected (e.g. hiring manager and departmental administrative contact).
  6. Additional comments about the request may be added to the OPD internal record by using the “DOP Internal Notes” or “Comments” areas.
- B. The PCC action reports on the OPD “Allocation Grid” report, which Classification uses to enter the changes into the position control screens of AKPAY, generally on the following business day.
- C. When the selected applicant begins employment, the agency must provide the employee with a copy of the licensing or certification requirement memorandum, have it signed and dated by the employee and supervisor, and distribute copies of the signed memorandum to the departmental administrative contact and the assigned DOPLR Service Center contact. The DOPLR Service Center contact ensures a copy of the signed memorandum is placed in the employee’s official personnel file housed at Employee Records.
- D. If the position is flexibly staffed, the agency must also provide the employee with a copy of the flexible staffing plan and ensure the requirements of the plan are completed as part of the employee’s regularly assigned duties.

### III. Reclassifying a Filled Multiple Class Position

This process is used to reclassify a filled multiple class position from a non-licensed job class to a licensed class (e.g. Children’s Services Specialist I to Social Worker I (CS)).

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To reclassify a filled position between flexibly staffed job classes (e.g. Children's Services Specialist I to II), refer to the procedures for flexibly staffed positions.

- A. When an incumbent meets the requirements and obtains the required license or certificate, the agency contacts Classification and requests reclassification of the position and incumbent to the approved licensed job class. The request may be an email from the departmental administrative contact stating the incumbent has obtained the necessary license. A copy of the license must be submitted with the request. Classification ensures a copy of the license is filed in the incumbent's official personnel file.
- B. Classification creates a "super" PCC action in OPD, reclassifying the position to the approved licensed job class.
  1. The effective date is no sooner than the 1<sup>st</sup> or 16<sup>th</sup> of the month following approval of the final action. There are no retroactive actions.
  2. The final action is "Reclass Up".
  3. The reason for the request is "Incumbent obtained license."
  4. An email notification is created and the appropriate recipients are selected (e.g. supervisor, DOPLR Service Center contact, and departmental administrative contact).
  5. Additional comments about the request may be added to the OPD internal record by using the "DOP Internal Notes" or "Comments" areas.
  6. No documentation referring to the incumbent's name is attached to the public action; supporting documentation is filed in the incumbent's official personnel file.
- C. The action reports on the OPD "Allocation Grid" report, which Classification uses to enter the changes into the position control screens of AKPAY, generally on the following business day.
- D. The action also reports on the OPD "TS Allocation Grid" report, which payroll staff uses to enter the changes to the incumbent screens of AKPAY.

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#### **IV. Voluntary Demotion of Incumbent Upon Loss of Required License**

In accordance with policy, statutes, and regulations, an employee who is employed in a job class that requires specific licensure or certification may not be employed in that job class without the required license or certification. An incumbent who is working in the job class which requires licensure or certification for employment, who subsequently loses or fails to renew the required license or certification and is not dismissed for cause, may be reclassified to the unlicensed or uncertified job class, as approved by the agency's DOPLR Management Services contact. If the incumbent is retained, the action will be treated as a voluntary demotion.

- A. Upon notification or recognition that an employee no longer has the required license or certificate, the agency must immediately notify their DOPLR Management Services contact. The DOPLR Management Services contact verifies with the state licensing agency that the license has not been obtained, and ensures a copy of the documentation is filed in the incumbent's official personnel file
- B. If the incumbent is retained, the Management Services contact notifies Classification that a reclassification action is needed.
- C. Classification creates a "super" PCC action in OPD, reclassifying the position to the appropriate lower multiple class job class.
  1. The effective date is no sooner than the 1<sup>st</sup> or 16<sup>th</sup> of the month following approval of the final action. There are no retroactive actions.
  2. The final action is "Reclass Down" and "Voluntary Demotion."
  3. The reason for the request is "Incumbent is no longer licensed."
  4. An email notification is created and the appropriate recipients are selected (e.g. supervisor, DOPLR Service Center contact, and departmental administrative contact).
  5. Additional comments about the request may be added to the OPD internal record by using the "DOP Internal Notes" or "Comments" areas.

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6. No documentation referring to the incumbent's name is attached to the public action; supporting documentation is filed in the incumbent's official personnel file.
- C. The action reports on the OPD "Allocation Grid" report, which Classification uses to enter the changes into the position control screens of AKPAY, generally on the following business day.
  - D. The action also reports on the OPD "TS Allocation Grid", which payroll staff uses to enter the changes to the incumbent screens of AKPAY.