

AAM 250. POSITION CONTROL

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| 250.010 | Overview of Classified, Partially Exempt, and Exempt Services | 01/07 |
| 250.020 | Authorization for Classified, Partially Exempt, and Exempt Positions | 01/07 |
| 250.030 | Establishing Classified, Partially Exempt, and Exempt Positions | 01/07 |
| 250.040 | Classification of Classified and Partially Exempt Positions | 01/07 |
| 250.050 | PCNs for Classified, Partially Exempt, and Exempt Services | 01/07 |
| 250.060 | Authorization for Nonpermanent Positions | 10/07 |
| 250.070 | Types of Nonpermanent Positions | 10/07 |
| 250.080 | Establishing Nonpermanent Positions in AKPAY | 01/07 |
| 250.090 | Extension of Nonpermanent Positions | 10/07 |
| 250.100 | Overtime Eligibility for Nonpermanent Positions | 10/07 |
| 250.110 | Authorization for Emergency Positions | 01/07 |
| 250.120 | Establishing Emergency Positions | 01/07 |
| 250.130 | Temporary Positions | 01/07 |

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| AAM 250.010 Overview of Classified, Partially Exempt, and Exempt Services (01-07) |
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As provided in [AS 39.25.100](#), the classified service consists of all State executive branch positions that are not included in the exempt service or in the partially exempt service. Classified positions are covered by the merit principles outlined in [AS 39.25.010](#) and by the Personnel Rules [2 AAC 07](#).

The partially exempt service consists of State executive branch positions specified in [AS 39.25.120](#) or for which the partially exempt service has been extended by the personnel board under [AS 39.25.130](#). Positions in the partially exempt service are included in the position classification plan and compensated according to the statutory pay plan under [AS 39.27.011](#). Partially exempt positions are subject to Personnel Rules relating to classification and pay, but are not subject to rules governing recruitment and examination, probationary periods, disputes, nor most rules governing appointments and separations. Partially exempt positions are specifically exempt from the rules established under [AS 39.25.150\(3\) - \(10\), \(12\), \(13\), and \(16\)](#).

Positions in the exempt service are identified in [AS 39.25.110](#). Exempt employees are not subject to the provisions of [AS 39.25](#), known as the Personnel Act, or the provisions of [2 AAC 07](#), known as the Personnel Rules.

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| AAM 250.020 | Authorization for Classified, Partially Exempt, and Exempt Positions (01-07) |
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The Department of Administration, Division of Personnel and Labor Relations, is mandated to prepare and maintain a position classification plan for all positions in the classified and partially exempt services.

Each position in state service is distinguished by the duties and responsibilities assigned to the position. A position is independent of and distinct from the person or persons who perform the duties and exercise the responsibilities of the position. Positions may be permanent or temporary and the work schedule of a position may be full- or part-time, or seasonal.

It is the responsibility of each agency to obtain budgetary approval from the Office of Management and Budget (OMB) prior to creating a position.

An agency may not appoint an individual to a position until the position has been authorized. If a position is subject to classification action by the Division of Personnel and Labor Relations, it may not be filled until it has been classified.

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| AAM 250.030 | Establishing Classified, Partially Exempt, and Exempt Positions (01-07) |
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It is the responsibility of the Division of Personnel and Labor Relations to establish a position by assigning a position control number (PCN), job classification title, location, salary range, bargaining unit, overtime indicator, position type, and the agency from which the salary will be paid.

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| AAM 250.040 | Classification of Classified and Partially Exempt Positions (01-07) |
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It is the responsibility of the Division of Personnel and Labor Relations to assign positions to the classified or partially exempt service based on statutory provisions. Additionally, the Personnel Board may move positions between the classified and partially exempt services based on whether positions meet or fail to meet certain requirements of either service.

It is the responsibility of the Division of Personnel and Labor Relations to classify positions assigned to the classified and partially exempt services. In most cases, classification actions consist of allocating positions to existing job classes. Classification of positions may be requested by agencies after the positions have been authorized.

The Division of Personnel and Labor Relations reviews a classification request, makes a classification determination, and establishes the position control record in AKPAY.

To request the classification of positions, agencies use the Online Position Description (OPD) system found on the Division of Personnel and Labor Relations's website at: <http://doa.alaska.gov/dop/classification/opdOverview/>. Reclassification requests, position location and status changes are also requested via the OPD system.

For additional information or state policies on classification, refer to [AAM 130.010](#) Classification and Pay.

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| AAM 250.050 | PCNs for Classified, Partially Exempt, and Exempt Services (01-07) |
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Positions are identified by position control numbers (PCNs) assigned by the Division of Personnel and Labor Relations.

Detailed information about positions is maintained in the position control segment of AKPAY. Position control screens contain information such as the type, start and end dates, position routing, location, Fair Labor Standards Act (FLSA) overtime status, strike class, bargaining unit, pay entity, job class, and range of the position.

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| AAM 250.060 | Authorization for Nonpermanent Positions (10-07) |
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[AS 39.25.195 - 200](#) provides for the establishment of nonpermanent positions in the classified service. An appointment may not be made to a nonpermanent position unless the position has been approved by the Director of the Division of Personnel and Labor Relations. This applies to normal, project, program and substitute nonpermanent positions. The vehicle for requesting the director's authorization is the Online Position Description (OPD) system. Instructions on completing a Request for Nonpermanent Position are at the OPD login page: <http://doa.alaska.gov/dop/classification/opdOverview/>, as well as throughout the OPD system.

A Request for Nonpermanent Position must be certified by a designated certifying officer affirming that funds are available for the anticipated

duration of the position and that the establishment of the nonpermanent position is in compliance with statutory requirements. For these purposes, a certifying officer may be the Administrative Services Director, Administrative Operations Manager, Finance Officer, or other similar officer approved by the agency head. The Division of Personnel and Labor Relations is responsible for maintaining a current list of department certifying officers.

The Division of Personnel and Labor Relations establishes appropriate employee benefits based on the type of nonpermanent appointment.

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| AAM 250.070 Types of Nonpermanent Positions (10-07) |
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A normal nonpermanent position may be established to perform a given work assignment which does not exceed 120 calendar days in a 12-month period. The duration of the position may vary depending on the needs of the agency and the governing collective bargaining agreement.

A project or program nonpermanent position may continue for, at most, the duration of a specific project or program that is not a regular and continuing function of a department or agency and that has an established date of completion.

1. A project employee performs work of a restricted duration which is directed toward an explicit objective, following a specific plan or design. A project is characterized by specificity of nonrecurring activities, issues and objectives.
2. A program employee is a high school, college or graduate student participating in a planned internship program performing assignments which are pertinent to both the student's educational goals and the department's needs.

A nonpermanent substitute position may be established when the incumbent of a permanent position is temporarily unavailable. Appointments are limited to the duration for which the incumbent is unavailable or an earlier date specified by the department and typically do not exceed 12 months.

On-call substitute positions are authorized under some collective bargaining agreements and are defined as those nonpermanent positions whose incumbent(s) are sporadically scheduled, or called to work to temporarily substitute for other employees of the bargaining unit. Sporadically is defined as "occurring occasionally, singly or in scattered instances."

AAM 250.080 Establishing Nonpermanent Positions in AKPAY (01-07)

The Division of Personnel and Labor Relations establishes position control numbers (PCNs) for nonpermanent positions. The position control number for most nonpermanent positions has eight characters. The first two digits identify the agency from which the salary will be paid.

The position control number for a nonpermanent substitute is the PCN originally assigned to the permanent position with “S” as the seventh character.

AAM 250.090 Extension of Nonpermanent Positions (10-07)

Various bargaining unit agreements allow for the creation of either short-term (typically 90 or 120 day maximum length) or long-term nonpermanent positions, depending on the needs of the agency.

Extension of a nonpermanent position beyond the date initially established as the end date must be approved by the Director of the Division of Personnel and Labor Relations, or the Director’s designee, prior to the end date of the position. No incumbent may be employed in the position beyond the end date of the position.

Normal nonpermanent positions are typically established for up to 120 days and may vary within that limit depending on the respective collective bargaining agreements. [AS 39.25.195](#) provides for the Director of the Division of Personnel and Labor Relations to extend a position beyond this statutory limit only when an immediate need is established. Requests for extension of normal nonpermanent positions beyond 120 days will be considered based on the following:

- a. the compelling reason that the position is needed to benefit the state and the public interest, and
- b. any efforts which have been made to complete the work through overtime or reassignment of other staff, if possible.

Project, program and substitute nonpermanent positions do not have a statutory duration limit, and should be initially established for the duration of the project, program, or for the length of time a substitute is needed, respectively. However, an extension may be granted by the Director of the Division of Personnel and Labor Relations in order to meet the needs of the state.

Several bargaining unit agreements require the state to review the reasonableness of establishing a permanent position if the nonpermanent position is extended beyond a 12-month period. Therefore, requests for

extension will be considered based on the total length of time the position has been already approved and the duration of the additional time requested.

A project or substitute position initially established under a collective bargaining agreement as a short-term nonpermanent position will not be approved for extension to a long-term nonpermanent position without extremely compelling reasons.

Program nonpermanent positions related to a planned student, college or graduate internship programs do not have a statutory limit in duration. Extensions will be considered based on the length of employment of the current incumbent and the continuing programmatic opportunities for intern training.

AAM 250.100 Overtime Eligibility for Nonpermanent Positions (10-07)

Short-term nonpermanent positions and those established under statute are overtime eligible. The overtime eligibility of long-term nonpermanent positions will be determined based on [AAM 130.160](#).

AAM 250.110 Authorization for Emergency Positions (01-07)

There are three types of statutorily authorized emergency employees:

1. [AS 39.25.195](#) authorizes the appointment of an employee for a period not to exceed 30 days under conditions requiring immediate action to carry on work that is required in the public interest. These employees are assigned to the classified service, excluded unit.
2. [AS 39.25.120 \(15\)](#) authorizes the appointment of guards within the Department of Public Safety when circumstances that constitute an emergency exist. Emergency guards are assigned to the partially exempt service.
3. [AS 39.25.110 \(19\)](#) authorizes the appointment of firefighters with the Department of Natural Resources for a fire emergency or for fire prevention and related activities. Emergency firefighters are assigned to the exempt service.

AAM 250.120 Establishing Emergency Positions (01-07)

An appointing authority may make an emergency appointment without prior approval, without first establishing a position, and by any reasonable means available. The agency is required to notify the director of the

Division of Personnel and Labor Relations of all emergency appointments in the classified service.

The Division of Personnel and Labor Relations assigns a position control number (PCN) and establishes position control records for emergency positions in AKPAY.

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| AAM 250.130 Temporary Positions (01-07) |
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An agency head may request approval from the Governor to establish a temporary position and appoint an individual in a professional capacity to perform a temporary or special inquiry, study, or examination. Temporary positions are established in the exempt service by authority of [AS 39.25.110 \(9\)](#).

Upon approval by the Governor, the agency requests the Division of Personnel and Labor Relations to establish an appropriate exempt class, including title and range for the position. The Division of Personnel and Labor Relations establishes the position control record for the temporary position in AKPAY prior to appointment.

An agency head may establish temporary positions in the partially exempt service. Temporary positions in the partially exempt service serve the same purpose as nonpermanent positions in the classified service.