This is the standard worksheet required to establish or modify a flexibly staffed position and based on AAM 130.270 Flexibly Staffed Positions guidance. Classification is responsible for reviewing and approving all flexibly staffed training plans.

If you need assistance developing a plan unique for your position, please reach out to us via our Classification email ([doa.dop.classification@alaska.gov](mailto:doa.dop.classification@alaska.gov)) or visit our website and [staff contact list](http://doa.alaska.gov/dop/fileadmin/Classification/pdf/ClassificationStaff.pdf) to locate your agencies’ Classification Liaison for more assistance.

**Flexible Staffing Plan Worksheet**

**For (Class Title) to (Class Title)**

Use this worksheet to identify elements needed to create a training plan and rating device for flexibly staffed positions. A training plan and rating device will need to be created for movement to each higher job class within the position. Note: The training plan and rating device may be combined into one document.

**Steps**

1. Read the current position descriptions (PD) and job class specifications for each of the job classes within the position you are requesting to establish as flexibly staffed or multiple class-flexibly staffed.

2. Starting with the first movement between job classes, identify what knowledge and skills are needed to perform the higher-level work. Condense these into learning objectives.

3. In the table below, list the learning objectives the training is meant to achieve.

**Learning Objective**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

4. In the next table, identify segments, sources, length, and sequence of training that correspond to the learning objectives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Objectives and Training** | | | | |
| **Learning**  **Objectives** | **WHAT**  each segment of training covers. Identify whether courses will be in- house or outside and the name of course(s). If there are multiple options, provide a representative (or exclusive) list. | **WHO**  provides and certifies the training. If in- house, identify the position(s) responsible. If outside, identify the organization(s)  providing the courses. | **HOW MUCH TIME**  is scheduled for the training. How long is the plan expected to take? For in-house, what schedule has been set for each phase? For outside, list the length and time within which the incumbent is  expected to have completed the course if it isn’t available  year-round. | **WHEN**  does the training occur (in what sequence)? |
|  |  |  |  |  |

5. Use the information identified above to create the training plan.

6. Use the next table to identify the criteria that will be used to determine if the learning objectives have been met and how the criteria will be rated (e.g., proficiency rating, pass/fail for classes). An example of a proficiency rating method includes having columns titled “T” and “P” next to the criteria. T = training - needs continued training and development; P = proficient – needs little supervision, training is complete, performance is acceptable. Note: If there is a possibility that any of the criteria may not be attainable within the time frame described, it must be indicated whether there will be an exception made for that requirement. This is also an indicator that perhaps the training or criteria are not necessary to attain the knowledge and skills needed for the higher job class.

|  |  |  |
| --- | --- | --- |
| **Criteria and rating method** | | |
| **WHICH** objective is being evaluated | **WHAT** criteria needs to be met in order to complete this  objective | **HOW** the incumbent will be rated for each criterion |

7. Use the information above to create the rating device. The rating device is used to determine if the incumbent is prepared to perform the duties of the next level. Contact your department’s Classification Liaison ([staff contact list](http://doa.alaska.gov/dop/fileadmin/Classification/pdf/ClassificationStaff.pdf)) for examples of rating devices.

8. The rating device must include a certification and signature area below.

**Important: Performance evaluation information is not a part of the training plan and rating device.**

**For more information regarding Performance Evaluations contact your agencies’ HRBP or an Employee Relations Representative:** [**employeerelations@alaska.gov**](file:///\\doajnufps.soa.alaska.gov\doa\dop\shared\Classification\IA\IA_FlexibleCoupledMultipleClass_Staffing\employeerelations@alaska.gov)**.**

|  |
| --- |
| **Certification** |
| This document certifies the incumbent  HAS  HAS NOT   * Has met the criteria and completed the flex training plan; * Meets the minimum qualifications of the higher-level job class; and * Is capable of performing the duties at the higher level.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Supervisor Date Signature of Incumbent Date |

9. Once completed, review the training plan and rating device to ensure it is objective, observable, and reasonable. If there are more than two job classes within the flexibly staffed position, repeat these steps as needed for movement to each higher job class.