**Maintenance Request Form**

Prior to completing this form, check with your supervisor to ensure that you have departmental approval to submit a Maintenance Request. You may also contact your department’s HRBP for additional guidance. The completed form must be submitted via email to doa.dop.classification@alaska.gov by your department’s Administrative Services Director with a cc to your department’s HRBP. If submitted by a delegate, also cc your Division’s Director.

Upon receipt, Classification will review the request and will reach out to the designated point of contact for further consultation.

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| **Contact Information** |
|      Division Director (or appropriate delegate)     Phone     Email |      Designated Contact for the request     Phone     Email |

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| **List the Job Class or Classes**  |
| List the title or titles for the job classes you are seeking maintenance on:        |
| **Describe the issue(s) with the current class specification and/or minimum qualifications.**  |
| Have there been licensing or regulatory changes that are affecting the class specification and/or minimum qualifications? Provide specific examples.       Have you been experiencing recruitment difficulties with the current minimum qualifications? Provide specific examples.      What are the issues that need to be ammended or changed with the current class specification and/or minimum qualifications? Provide specific examples.      Are there other issues that need to be addressed? Provide specific examples.       |

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| **What efforts have been made to address the issue(s)?** |
| Briefly explain what you have tried, and the results achieved (e.g., revised organizational structures, or enhanced recruitment efforts).       |

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| **What are the proposed changes?** |
| Describe the proposed changes to the class specification and/or minimum qualifications.       |

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| **How does the proposal resolve the issue(s)?** |
| Describe the service improvements you expect to see if this proposal is implemented.       |
| **Competency Based MQ Requests Only** |
| If requesting to move to Competency Based MQs, have hiring managers been apprised of their additional recruitment authorities and responsibilities when recruiting and selecting applicants for positions using Competency Bases MQs?       |

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| **Director or Designated Approving Authority**  |
|      Date |      Approving Administrative Service Director or Designee |