# **Individual Position Description (PD) Allocation Workflow Chart**

Current as of 9/1/2024 - previous editions are obsolete



# Start:

Complete & Submit PD in Online Position Description (OPD)

# **Supervisor:**

- 1) Review/Edit PD
- 2) Certify PD in OPD

# **Division:**

- 1) Review/Edit PD:
- a) Management approves work
- b) Complete questionnaire
- c) New positions = include labor distribution profile code 2) Certify/Approve PD

# **Department**:

- 1) Review PD
- 2) Ensure budgetary component
- 3) Attach staffing chart
- 4) Certify/Approve PD

Classification Receives PD in OPD Classification (CLS) Operations Staff

<u>Technical Review Only</u>

Clock starts for Client Service Standard

### **Technical Review**

- 1) Check for missing information see action guidelines below
- Check Position Control Information
   (PCI) with IRIS-HRM and spreadsheet
   (i.e: location change) Correct as
   needed
- 3) Convert attachments to \*.pdf if saved in Visio or Excel
- 4) Assign priority to PD if not already accomplished

Action guideline if information is Needed

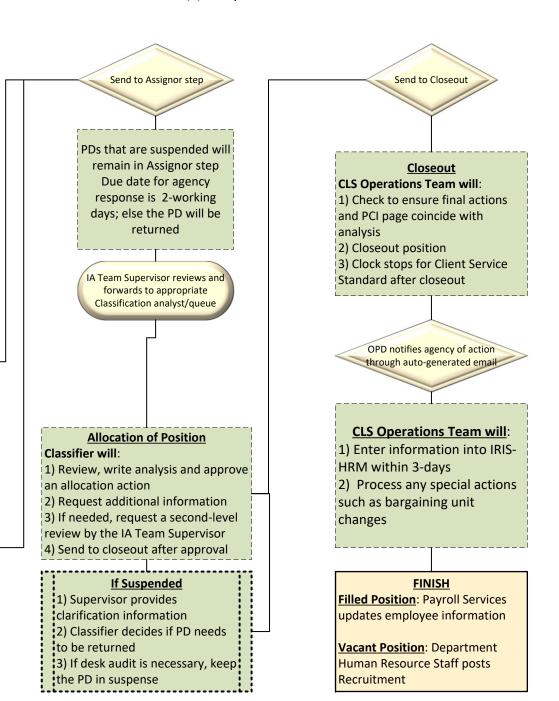
resolve

All information submitted

forward to Assignor

#### **Contact agency** Return to agency if POC to clarify: following are 1) Seasonal Status 2) Listed supervisor missing: 1) Questionnaire not on staffing not completed. chart Exception: Position | 3) Location submitted for study discrepancy 2) OMB approval 4) Clarify notes 3) Missing staffing submitted with PD chart 5) Other technical 4) Will take more level discrepancy than 2-work days to 6) Suspend PD and

step



#### **Glossary of Terms**

Review – analysis of duties, authority, and organizational placement assigned to position, in relation to job class specifications

Agency – Executive Branch
Department, Board, or Commission

Allocation – assigning a position to a job class

<u>Reallocation</u> – allocation of a position to a different job class using a full PD

<u>Update</u> – PD noting changes in a position's duties that did not result in a reallocation of the position

# Special Interest Items

Early Recruitment – If early recruitment is needed, see Early Recruitment Guidance memorandum under the Hiring Manager Toolbox website: http://doa.alaska.gov/dop/classification/hiringManagerTools/

Labor Distribution Profile Code – Ensure a valid Labor Distribution Profile Code is included only for the following:

- 1) New Positions
- 2) Department/Division Transfers
- 3) Received prior coordination and approval from Classification due to special circumstances