



Personnel and Labor Relations Classification Services Procedure Update

May 28, 2019

Labor Distribution Profile (LDP) in OPD

Effective July 1, 2019, the LDP will ONLY be required in OPD for the following submissions:

1. Establishing a NEW Position;
2. Transferring a position to another department; OR
3. Received prior coordination and approval from Classification due to special circumstances.

For every other submission, the LDP section should be left blank or insert "N/A".

LDP changes that are **not** one of the three categories above should be submitted through the agency's internal procedures for creating a position maintenance (PSMT) document to update the funding source in IRIS-HRM. This will eliminate the delays of submitting the change with a position description (PD) in OPD.

If you have any questions, please contact a DOPLR Classification Services supervisor.