

# Department HR Services OPD Guide (Management Services and Recruitment Services)

## OVERVIEW

This is a guide for Department Human Resource Staff (DHRS) responsible for using the Online Position Description System (OPD) to research and/or change position control information via a Position Control Change (PCC).

DHRS must have OPD "Recruitment Services" and/or "Management Services" access in order to use the features described in this guide. (The department HR Lead will send a request to the Classification Services Operations Team authorizing this access.)

- I. Users with access to the **Management Services (MS) Homepage** have the ability to process the PCC actions listed below. These changes are initiated by the agency\*:
  - location changes,
  - position type changes (FLSA must be checked),
  - home unit codes,
  - transfers between divisions and departments with no change in duties, and
  - changes in levels for **filled** flexibly-staffed positions (FLSA must be checked).
    - \***Note:** The agency does not take action in OPD to flex filled positions. Management Services completes all filled flex actions in OPD.
- II. Users with access to the **Recruitment Services (RS) Homepage** have the ability to create PCC submissions that change the allocated levels of **vacant** flexibly staffed and multiple class positions. This is the only type of action that may be processed with this access. These changes are initiated by DHRS.
- III. **Classification Services (CS)** processes full position descriptions, non-permanent positions, position inactivation, bargaining unit changes, edits to all PCC actions processed by DHRS staff, FLSA changes and updates, and "super" position control changes (changes to the Position Control Information (PCI) page).
- IV. Users with access to the **Payroll Services (PS) Homepage** have the ability to process the same PCC actions listed above under the Management Services Homepage. The difference is that the Payroll Services Homepage is only used for PCC actions submitted by the Department of Fish and Game.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **LOG IN PROCESS**

The screenshot shows a web browser window with the URL <https://dop.state.ak.us/opd/>. The page title is "Online Position Description System". The breadcrumb trail is "State of Alaska > Department of Administration > Division of Personnel > Online PD System". The main heading is "Online Position Description Login". Below the heading, there is a paragraph of instructions: "Enter your LDAP username and password in the text boxes below. In most cases, your LDAP username and password are the same as your email login. If they are not, or if you don't know what your LDAP password is, contact your department's IT staff for assistance." Below this is a paragraph of browser compatibility information: "Compatible browsers for the Online Position Description System are Mozilla 1.6 or greater and Internet Explorer 6.0 or greater. You are currently using Firefox/2.0.0.14." There are two text input fields: "Username:" and "Password:". Below the "Password:" field is a button labeled "<< Login >>". At the bottom of the page, there is a paragraph of contact information: "Please contact the Employee Call Center at 465-3009 or [employeecallcenter@alaska.gov](mailto:employeecallcenter@alaska.gov) for assistance with questions or problems regarding the system." The footer of the page contains the text "WorkPlace Alaska WorkPad Department of Administration Homepage".

## **To Login:**

1. Use Mozilla 1.6+ or Internet Explorer 6.0+ as the browser.
2. Go to <http://doa.alaska.gov/dop/classification/opdOverview/>
3. The **Online Position Description System Login** page should display.
4. Enter your LDAP Username and Password in the text boxes.
5. Click the **Login** button or press enter.
6. The **Online Position Description System Homepage** should display.

**Note:** This system uses pop-up windows. Your browser preference setting must allow pop-up windows from the [doa.alaska.gov/dop/classification](http://doa.alaska.gov/dop/classification) site in order for some functions to work correctly.

## **Questions? Problems?**

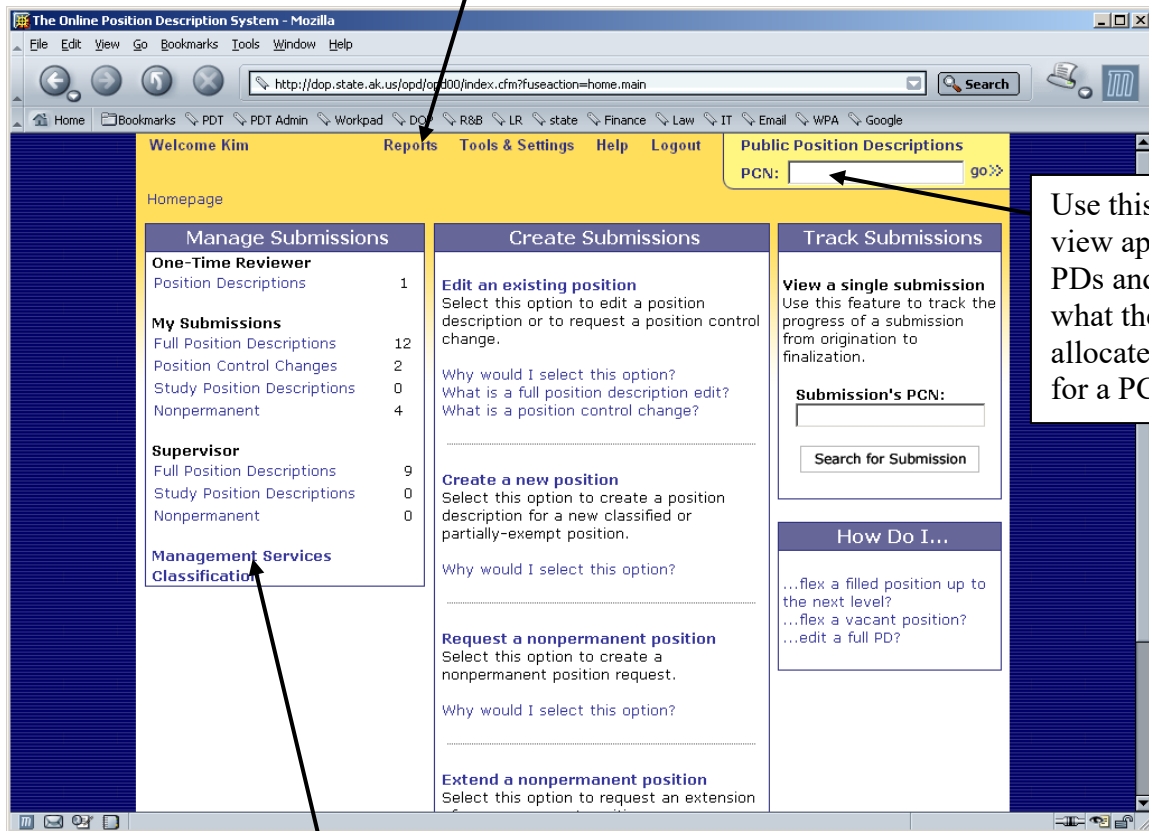
Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance.

Department HR Services OPD Guide  
(Management Services and Recruitment Services)  
**ACCESS TO MANAGEMENT SERVICES HOMEPAGE**

# I. MANAGEMENT SERVICES

## Functions and Instructions

Use the "Reports" link to view a draft submission's status.



Use this field to view approved PDs and to check what the current allocated level is for a PCN.

Click on the Management Services link to process a change in level for a filled flexibly staffed or multiple class position, and to process position control changes sent forward by an

# Department HR Services OPD Guide (Management Services and Recruitment Services) **ACCESS TO MANAGEMENT SERVICES HOMEPAGE**

**Note:** As a DHRS user with access to the MS Homepage, you have a Reports link on your homepage. Most OPD users will NOT have this link.

## **Department of Fish and Game (DFG) ONLY**

NOTE: PCC actions for DFG will route to the Payroll Services queue. The procedures to process are the same as the Management Services Homepage

The screenshot shows the OPD system homepage with a navigation menu on the left. The menu items are as follows:

Category	Item	Count
<b>My Submissions</b>	Full Position Descriptions	24
	Position Control Changes	0
	Study Position Descriptions	0
	Nonpermanent	2
	Inactivate PCNs Projects	0
<b>Supervisor</b>	Full Position Descriptions	0
	Study Position Descriptions	0
	Nonpermanent	0
<b>Division</b>	Full Position Descriptions	0
	Position Control Changes	0
	Study Position Descriptions	0
	Nonpermanent	0
<b>Department</b>	Full Position Descriptions	0
	Position Control Changes	0
	Study Position Descriptions	0
	Nonpermanent	0
	Inactivate Pcn Projects	0
<b>Payroll Services</b>	Management Services	0
	Recruitment Services	0
	Classification (Individual)	0
	Classification (Studies)	0

The 'Payroll Services' link is highlighted with a blue background and a white arrow pointing to it from a callout box below. The callout box contains the text: "Click on the Payroll Services link to process position control changes sent forward by an agency. This is for DFG only."

Click on the Payroll Services link to process position control changes sent forward by an agency. This is for DFG only.

## Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES HOMEPAGE/ACTIONS**

The screenshot shows the 'Management Services' homepage in a Mozilla browser. The page includes a navigation menu with 'Welcome Kim', 'Reports', 'Tools & Settings', 'Help', and 'Logout'. A search bar for 'Public Position Descriptions' is at the top right. The main content area is titled 'Management Services' and contains two lists: 'New submissions' (3 items) and 'Submissions forwarded from other DOP sections' (0 items). Below these is a 'Change class levels' section with a search box for PCN and a '<< Search >>' button. Three callout boxes provide instructions: one points to the 'New submissions' link, another points to the PCN search box, and a third points to the 'Public Position Descriptions' search bar.

Click here to view the submission list of position control changes forwarded from departments, and to view draft “change in class level” submissions created by DHRS.

Use this field to view or research the current PCN history,

Use this field to change the allocated level of a filled flexibly staffed position. This creates a submission that is added to the “New submissions” list.

DHRS staff has responsibility for processing PCCs. DHRS users will need to check the list for new submissions each day (an email is not sent). The following actions are automatically routed to DHRS:

- **location changes,**
- **position type changes (FLSA must be checked)**
- **home unit code changes, and**
- **transfers between divisions and departments with no change in duties.**

In addition to processing the above, at the request of the agency, DHRS staff will initiate a submission in order to **change levels for filled flexibly staffed or multiple class positions**. DHRS staff originates and closes out the change based on documentation received from the agency (i.e. performance evaluations and/or a signed flexible staffing training plan).

There is only one user role for the MS Homepage; this role allows a user to view and take action on all MS submissions contained in the lists for “New submissions” and “Submissions forwarded from other DOPLRLR sections.”

**IMPORTANT NOTE:** When making position type changes or flexing a filled position up or down, ensure that the FLSA (overtime status) is correct by checking the submission’s Analysis and/or attachments for an indicator. If in doubt, contact CS for an evaluation.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES ACTIONS**

Group headers will appear above submissions received for the group.

Click the PCN of the submission you want to manage.

General Group						
PCN	Class Title	Incumbent	Dept	Division	Received	Rank
<input type="checkbox"/> 075998	Employment Security Analyst II	Susan Brenner	07	Employment Security	06/09/06	
Organizational Routing Code Change						
<input type="checkbox"/> 075928	Employment Security Analyst II	Laurie Fuglvog	07	Employment Security	06/09/06	
Organizational Routing Code Change						
<input type="checkbox"/> 075295	Employment Service Manager I	Terry Weight	07	Employment Security	06/09/06	
Organizational Routing Code Change						

All users with access to the MS Homepage see the same list. Submissions display by the department group (i.e. General Group), with the submissions for the appropriate departments listed below the department group header.

Payroll Services, DHRS, and CS are able to route PCCs to each other if a change in routing is necessary. To forward, click the box next to the PCN of the submission to be forwarded and select from the drop-down box what DOPLRLR section to forward it to. Click the "Forward" button to route the submission to the selected DOPLRLR section. **NOTE:** This option is extremely rare and discouraged to utilize, and the user must coordinate with the DOPLRLR section to whom it was forwarded.

Once a submission is finalized in OPD, Classification Services uses a report from OPD to enter changes into the IRIS-HRM position control screen **within three business days.**

The following screen shots display the screens a user will see and the instructions for processing a PCC.

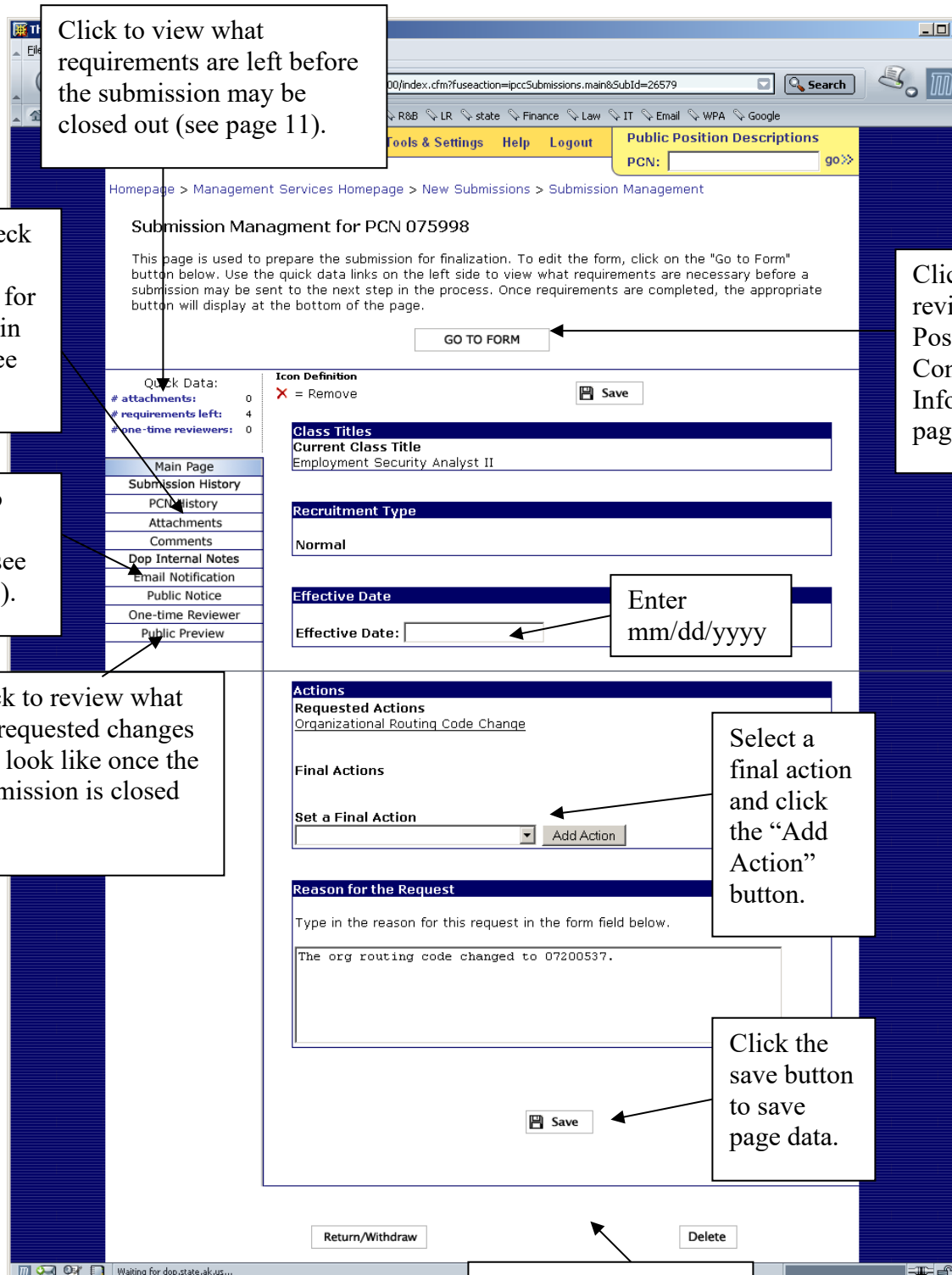
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**MANAGEMENT SERVICES PCCs**

**To process position control changes:**

1. Verify that the OPD public record and the IRIS-HRM position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CS Operations Team.
2. Click on the "New Submissions" or "Submissions forwarded from other DOPLR sections" link, as appropriate.
3. A list of submissions currently at the DHRS step should display.
4. Click on the PCN of the submission you want to process.
5. The Submission Management page for the PCN should display.
6. Use the PCN History button to see if another submission for the PCN is in progress; coordinate processing of the submissions as necessary.
7. Click the "Go to Form" button to review the requested changes. OPD will display the changes in the shaded in area labeled **Requested Changes.**
8. If no changes are noted, the PCC action should be returned and agency notified. Here are some typical actions that have been seen to occur:
  - a. PCC actions state there is a position type or location change, but neither changed. Sometimes Divisions may use this to change the supervisor, or some other action not approved for PCC. These should be returned and the agency notified to submit a full position description.
  - b. The PCC action list a final action of a labor distribution change (LDP) only. The LDP is only to be used in conjunction with Department or Division transfers. A LDP change by itself is not authorized and should be returned to the agency.
9. When the review of the form is completed, return to the Submission Management page.
10. Enter the effective date of the change (mm/dd/yyyy) – see effective date cheat sheet.
11. Select a final action and click the "Add Action" button.
12. Click the "Save" button.
13. Complete the email notification section: add an LDAP user's name by using the email search function; create an email by selecting the "Submission Approved" message and clicking the "Create Email" button.
14. Before closing out a submission, use the public preview function on the submission management page to review the draft changes.
15. Once all the requirements are met, click the **Close-out** button.
16. View the public version of your closed out submission to ensure information is displayed correctly.

**Note: If a submission needs to be returned or withdrawn, be sure to insert notes into the Comments section of the submission before sending the submission back.**

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES PCCs**



Click to view what requirements are left before the submission may be closed out (see page 11).

Click to check if another submission for the PCN is in progress (see page 11).

Click to create email (see page 12).

Click to review what the requested changes will look like once the submission is closed out.

Click to review the Position Control Information page.

Enter mm/dd/yyyy

Select a final action and click the "Add Action" button.

Click the save button to save page data.

The Close-Out button will appear here when all the requirements are met and the submission is ready to be finalized.



# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES PCCs**

Position Description - Position Control Information - Mozilla

http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=ipccSubmissions.pdForm&modAction=Page1&id=3769

Requested Class Title: Employment Security Analyst II      Position Control Number (PCN): 075998

[Return to Submission Management Page](#)

**Position Control Information**      Save      Print View

**1.1. Position Information**

**Information at Time of Request**

<b>Class Title:</b> Employment Security Analyst II	<b>Code:</b> P4660	<b>Range:</b> 17
<b>Bargaining Unit:</b> General Government Unit	<b>Bargaining Unit Code:</b> GG	
<b>Department:</b> Labor & Workforce Development	<b>Department Number:</b> 07	
<b>Division:</b> Employment Security		
<b>Region/Section/Unit:</b>		
<b>Location:</b> Anchorage	<b>Location Code:</b> EBA	
<b>Position Type:</b> Full Time/OMB Authorized	<b>Position Type Code:</b> FACL	
<b>FLSA Exempt:</b> Yes	<b>Strike Class:</b> 3	
<b>Position requires possession of a Commercial Drivers License (CDL):</b> No		
<b>Position requires possession of, or access to, firearms or ammunition:</b> No		
<b>AKPAY Organizational Routing Code:</b> 07200575		

**Requested Changes**

<b>Region/Section/Unit:</b> 20/37
<b>AKPAY Organizational Routing Code:</b> 07200537

**Final Changes**

<b>Department:</b>	Labor & Workforce Development - 07
<b>Division:</b>	Employment Security
<b>Region/Section/Unit:</b>	20/37
<b>Location/Code:</b>	Anchorage - EBA
<b>Position Type/Code:</b>	Full Time/OMB Authorized - FACL
<b>Position requires possession of a Commercial Drivers License (CDL):</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position requires possession of, or access to, firearms or ammunition:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>AKPAY Organizational Routing Code:</b>	07200537

**1.2. Contact Information**

**Information at Time of Request**

<b>Incumbent:</b> Susan Brenner	<b>Physical Work Address:</b> 3301 Eagle St (Street/Building) Anchorage (City)
<b>Email:</b> susan_brenner@labor.state.ak.us	
<b>This position is: filled</b>	
<b>Work Phone:</b> 907-269-4757	

This is the "snapshot" of the public record at the time the submission was created.

These are the changes the department requested.

The "Final Changes" areas are where DHRS can make changes, if necessary.

Watch for this type of error—this should be a name, not a number, and should be changed to the correct name (i.e. Anchorage Midtown, not 20/37).

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES PCCs**

**Requested Changes**

No Data to display

**Final Changes**

✗ **Incumbent:** Susan Brenner  
**Email:** susan\_brenner@labor.state.ak.us

If there is an incumbent's name listed and the position is currently vacant, click the red "X" to remove the incumbent. If the incumbent's name is incorrect, search for the incumbent by entering the first and last name in the fields below and clicking the "Search" button.

**Incumbent's First Name:**

**Incumbent's Last Name:**

**This position is filled:**  **Physical Work Address:**

**Work Phone:**  -  -   (Street/Building)  
 (City)

**1.3. Supervisor Information**  
[How is the supervisory information used?](#)  
[What if I need to use a supervisor designee?](#)

**Information at Time of Request**

**Supervisor: Email:**

**PCN: Class Title:**

**Work Phone: Physical Work Address:**  
(Street/Building)  
(City)

**Requested Changes**

**Supervisor:** Bradley Gillespie **Email:** brad\_gillespie@labor.state.ak.us

**PCN:** 075147 **Class Title:** Employment Service Manager IV

**Work Phone:** 907-269-1081 **Physical Work Address:**  
Po Box 107024 (Street/Building)  
Anchorage (City)

**Final Changes**

**Supervisor:** Bradley Gillespie **Email:** brad\_gillespie@labor.state.ak.us

**PCN:**  **Class Title:**

**Work Phone:**  -  -  **Physical Work Address:**  
 (Street/Building)  
 (City)

**If the supervisor's position is filled, enter in the supervisor's first and last name.**

Supervisor's First Name:

Supervisor's Last Name:

**OR**

**If the supervisor's position is vacant, enter in the supervisor's PCN.**

Supervisor's PCN:

Waiting for dop.state.ak.us...

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES PCCs**

**Submission Management for PCN 090354**

This page is used to prepare the submission for finalization. Use the quick data links on the left side to view what requirements are necessary before a submission may be sent to the next step in the process. Once requirements are completed, the appropriate button will display at the bottom of the page.

**Note:**  
Another submission (Full Position Description) for this PCN is currently at the Origination step.

**Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
07/01/2012	Location Change	Camp Carroll	Joint Base Elmendorf-Richardson	PCC	Management Services
	Transfer Between departments	DMVA	DMVA	FPD	Origination

**Non Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
03/15/2011	Transfer Between Divisions	MYC	ANG	PCC	Public
	Organizational Routing Code Change	09650001	09500004		
07/01/2009	Title Change	Administrative Clerk II	Office Assistant I	FPD	Public
07/01/2009	Title Change	Administrative Clerk II	Office Assistant I	FPD	Edited
	Position Type Change	FACL	PACL		
12/18/2007	Update			FPD	Public
06/01/2006	System Startup			SS	Public

Click here to view this page.

When the "Note" displays that another submission is in the workflow, check the PCN History to see what the submission is. This screen shows a full PD submission at origination. It also shows a PCC that is pending on the Management Services list.

Click on Record Type or Step to see a read-only version of the submission, which has a link to the submission's history information.

This displays a list of prior actions taken.

**Submission Management for PCN 075998**

This page is used to prepare the submission for finalization. To edit the form, click on the "Go to Form" button below. Use the quick data links on the left side to view what requirements are necessary before a submission may be sent to the next step in the process. Once requirements are completed, the appropriate button will display at the bottom of the page.

**GO TO FORM**

**System Requirements for Position Control Change Submissions**  
Below is a list of the system requirements that must be completed before a submission may be moved to the next step. The indicator next to each item shows whether or not the requirements are completed.

**PD Form**  
Position Control Information Page: completed  
All the fields on this page are required, except for the organizational routing code. The organizational routing code is required only at the department step.

**Final Action:** not completed  
Set at least one action.

**Reason for the Request:** not completed  
Provide the reason for the request.

**Effective Date:** not completed  
Provide the effective date for this submission.

**Email Notifications:** not completed  
Set the email that will be sent out when this submission leaves DOP.

Check the System Requirements page to see what items are left to complete before closing out.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES - EMAIL NOTIFICATIONS**

The screenshot shows the 'The Online Position Description System - Mozilla' browser window. The address bar contains the URL: `http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=ipccSubmissions.emails&modAction=view&subId=265`. The page title is 'Welcome Kim' and the user is logged in as 'Kim'. The navigation menu includes 'Reports', 'Tools & Settings', 'Help', and 'Logout'. The 'Public Position Descriptions' section shows a search for 'PCN: 075998'. The breadcrumb trail is: 'Homepage > Management Services Homepage > New Submissions > Submission Management'.

The main content area is titled 'Submission Management for PCN 075998'. It contains a 'GO TO FORM' button and a paragraph explaining the submission process. Below this is the 'Email Notifications' section, which includes a 'Recipient List' table and a 'Search for email recipient' form. The 'Recipient List' table has the following data:

Recipient	Selected
Department Approver: Guy Bell	<input checked="" type="checkbox"/>
Division Approver: Kenneth Mill	<input checked="" type="checkbox"/>
Originator: Nanette Lathrop	<input checked="" type="checkbox"/>
Supervisor: Bradley Gillespie	<input checked="" type="checkbox"/>

The 'Search for email recipient' form has fields for 'First Name' and 'Last Name', and a '<< Search >>' button. Below the recipient list is the 'Email Message' section, which contains a 'Create Email' button and a rich text editor for composing the message. The 'Create Email' button is highlighted with a callout box that says: 'Select the "Submission Approved" message and click the "Create Email" button.' The 'Save Email' button at the bottom of the message editor is also highlighted with a callout box that says: 'Email may be modified after it's created. If modified, be sure to click the "Save Email" button.'

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**MANAGEMENT SERVICES - CHANGE IN LEVEL PROCEDURES**

**To change a level for a FILLED flexibly staffed or multiple class position:**

1. Verify that the OPD public record and the IRIS-HRM position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CS Operations Team.
2. Go to the MS Homepage by clicking on the Management Services link on the OPD homepage.
3. Type the PCN in the **PCN field** on the MS Homepage.
4. Click the "Search" button.
5. The Submission Management page for the PCN should display.
6. If another submission is in workflow, there should be a **red highlighted** warning notice at the top of the page if another submission for the PCN is active within DOPLR. Coordinate processing of the submissions if another submission is in workflow. (If this is not done, your action may override the other action in progress or vice versa).
7. Click the radio button next to the level the position should be allocated to. **Note: The FLSA indicator DOES NOT automatically change with the level selected. If the FLSA needs to change, contact CS OPS Team to have it changed when finalizing.**
8. Enter the effective date of the change (mm/dd/yyyy) – see effective date cheat sheet for determining effective date. NOTE: Back dating is not authorized. If a need arises where it may be necessary to back date contact CS OPS Team supervisor for direction.
9. Select a final action and click the "Add Action" button.
10. Type in the reason for the request. The following standard comments are suggested: *"The supervisor has certified the incumbent has successfully completed the flex training plan and is prepared to perform the duties of the higher level. The incumbent meets the minimum qualifications for the higher level."*
11. Click the "Save" button.
12. Complete the email notification section: add an LDAP user's name by using the email search function; create an email by selecting the "Submission Approved" message and clicking the "Create Email" button.
13. Before closing out a submission, use the public preview function on the submission management page to review the draft changes.
14. Once all the requirements are met, click the Close-out button.
15. View the public version of your closed out submission to ensure information is displayed correctly.

**Note 1:** Once a "Change Class Levels" submission is created, the submission is added to the "New Submissions" list on the MS Homepage. You may exit the submission and return to it later through the New Submissions list.

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**MANAGEMENT SERVICES - CHANGE IN LEVEL PROCEDURES**

**Note 2:** Contact the CS Operations Team to change the levels for intern or authorized non-permanent positions.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **MANAGEMENT SERVICES - CHANGE IN LEVEL PROCEDURES**

The screenshot shows the 'Submission Management for PCN 028063' page. The interface includes a navigation menu on the left, a main content area with form fields, and a bottom section with action buttons. Callout boxes provide instructions for each major step:

- Click to check whether there are other submissions in the system for this PCN (see page 11).** - Points to the 'PCN History' link in the left sidebar.
- Click to add an email notice (see page 12).** - Points to the 'Email Notification' link in the left sidebar.
- Click the radio button to indicate the appropriate level. (Check FLSA status.)** - Points to the radio button for 'Analyst/Programmer IV' under 'Final Class Title'.
- Enter the effective date (mm/dd/yyyy).** - Points to the 'Effective Date' input field.
- Select the appropriate final action and click the "Add Action" button.** - Points to the 'Set a Final Action' dropdown and the 'Add Action' button.
- Enter the reason for the request. Standard comments suggested (\*see checklist Item #10 on previous page).** - Points to the text area under 'Reason for the Request'.
- Click the "Save" button.** - Points to the 'Save' button at the bottom of the form.
- The Close-Out button will appear here when all the requirements are met and the submission is ready to be finalized.** - Points to the 'Delete' button at the bottom of the page.

Department HR Services OPD Guide  
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**ACCESS TO RECRUITMENT SERVICES HOMEPAGE**

## II. RECRUITMENT SERVICES

### Functions and Instructions

Use the “Reports” link to view a draft submission’s status.

Use this field to view approved PDs and to check what the current allocated level is for a PCN.

The screenshot shows the Recruitment Services OPD homepage. The browser address bar displays <https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=home.main>. The page header includes a welcome message "Welcome Kim" and navigation links: "Reports", "Tools & Settings", "Help", and "Logout". A "Public Position Descriptions" section contains a "PCN:" input field and a "go" button. The main content area is divided into three columns: "Manage Submissions", "Create Submissions", and "Track Submissions".

**Manage Submissions**

Category	Count
<b>One-Time Reviewer</b>	
Position Descriptions	1
<b>My Submissions</b>	
Full Position Descriptions	28
Position Control Changes	1
Study Position Descriptions	0
Nonpermanent	1
<b>Supervisor</b>	
Full Position Descriptions	12
Study Position Descriptions	0
Nonpermanent	0
<b>Recruitment Services Classification</b>	

**Create Submissions**

- Edit an existing position**  
Select this option to edit a position description or to request a position control change.  
Why would I select this option?  
What is a full position description edit?  
What is a position control change?
- Create a new position**  
Select this option to create a position description for a new classified or partially-exempt position.  
Why would I select this option?
- Request a nonpermanent position**  
Select this option to create a nonpermanent position request.  
Why would I select this option?
- Extend a nonpermanent position**  
Select this option to request an extension of a nonpermanent position.  
Why would I select this option?

**Track Submissions**

- View a single submission**  
Use this feature to track the progress of a submission from origination to finalization.  
**Submission's PCN:**  
  
**Search for Submission**

**What's New**

- Enhancements to the Duties Page

**How Do I...**

- ...flex filled position up to the next level?
- ...flex a vacant position?
- ...edit a full PD?

Click on the Recruitment Services link to process a change in level for a vacant flexibly staffed or multiple class position.

Note: As a DHRS user with access to the RS Homepage, you have a Reports link on your homepage. Most OPD users will NOT have this link.



# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES HOMEPAGE**

Click here to view a list of changes in class levels that were previously created and not finalized.

Use this field to change the allocated level of a vacant flexibly staffed or multiple class position. This creates a submission that is added to the "Submissions originated by Recruitment Services" list.

Group headers will appear above submissions received for each group.

Resources Group	PCN	Class Title	Incumbent	Dept	Division	Received Due Date	Rank
<input type="checkbox"/>	187203	Environmental Program Specialist I	Vacant	18	Water	12/26/07	
		Environmental Program Specialist II					
General Group	<input type="checkbox"/>	Analyst/Programmer IV	Vacant	08	Administrative Services	05/29/08	
	082094	Analyst/Programmer II					
		Analyst/Programmer III					
<input type="checkbox"/>	030273	Paralegal II	Vacant	03	Civil	05/06/08	
		Paralegal I					
<input type="checkbox"/>	082094	Analyst/Programmer IV	Vacant	08	Administrative Services	05/29/08	
		Analyst/Programmer II					
		Analyst/Programmer III					
<input type="checkbox"/>	030273	Paralegal II	Vacant	03	Civil	05/06/08	
		Paralegal I					
<input type="checkbox"/>	031244	Victim/Witness Paralegal II	Frances Clay	03	Criminal	03/26/08	
		Victim/Witness Paralegal I					

All users with access to the RS Homepage see the same list. Submissions display by the department group (i.e., Resources) with the submissions for the appropriate departments listed below the department group header.

**IMPORTANT NOTE:** When flexing a vacant position up or down, ensure that the FLSA (overtime status) is correct by checking the submission's Analysis and/or attachments for an indicator. If in doubt, contact CS for an evaluation. **If the FLSA needs to change, contact CS OPS Team to have it changed when finalizing.**

Department HR Services OPD Guide  
(Management Services and Recruitment Services)  
**RECRUITMENT SERVICES HOMEPAGE**

Once a submission is finalized in OPD, CS uses a report from OPD to enter that day's changes into the IRIS-HRM position control screens **within three business days.**

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES CHECKING PD STATUS**

Welcome Kim    Reports    Tools & Settings    Help    Logout

Homepage > Reports

**Reports**  
Information viewed in the reports listed below is controlled by the access level of a user. For instance, division reviewers have access only to the division(s) they are assigned; department approvers have access to all divisions within their department.

**PCN History**  
This report displays the submission history of a PCN, and gives access to a read-only version of each submission on file for the PCN.

**Submission Counts**  
This report displays the number of submissions currently in the OPD workflow, step. It also contains links to lists of all submissions associated with the type contain links to the workflow history and read-only version of each submission

Click the PCN History link.

Welcome Kim    Reports    Tools & Settings    Help    Logout

Homepage > Reports > PCN History Search

**Reports**

**PCN History**  
To view the history of a PCN, enter the PCN in the field below and click the search button.

   << Search >>

Enter the PCN and click the "Search" button. (Ensure there are no hyphens or spaces.)

Homepage > Reports > PCN History Search > PCN History Report

PCN:

PCN History for PCN: 061500

**Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
				FPD	Classification

**Non Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
09/16/2006	Salary Range Change	Public Health Nurse I	Public Health Nurse I	PCC	Public
06/01/2006	System Startup		Public Health Nurse II	SS	Public

The Active Submissions area shows that a full PD is with Classification Services. The other fields on this line are blank until the PD is finalized.


Click on the Record Type to see a read-only version of the submission, which has a link to the submission history information. Status or Step indicates where the submission is in the workflow.

This area shows other submissions that have been finalized (made public), edited, returned, and withdrawn.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – CHANGE IN LEVEL PROCEDURES**

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=publicPd.pd&modAction=currentForm

The red symbols indicate the allocated level of the position and the corresponding FLSA indicator.

		<b>STATE OF ALASKA</b> Current Position Information	Position Control Number (PCN): 061500 Recruitment Type: Flexibly Staffed
<b>Class Title:</b> Public Health Nurse I		<b>Code:</b> P5132	<b>Range:</b> 19
▶ <b>Public Health Nurse II</b> ◀		▶ P5133 ◀	▶ 21 ◀
<b>Bargaining Unit:</b> General Government Unit		<b>Bargaining Unit Code:</b> GG	
<b>Department:</b> Health & Social Services		<b>Department Number:</b> 06	
<b>Division:</b> Public Health			
<b>Region/Section/Unit:</b>			
<b>Location:</b> Ketchikan		<b>Location Code:</b> ACA	
<b>Position Type:</b> Full Time/OMB Authorized		<b>Position Type Code:</b> FAFL	
<b>FLSA Exempt:</b> No		<b>Strike Class:</b> 3	
▶ Yes ◀			
<b>Position requires possession of a Commercial Drivers License (CDL):</b>		No	
<b>Position requires possession of, or access to, firearms or ammunition:</b>		No	
<b>AKPAY Organizational Routing Code:</b> 06010112			
<b>Physical Work Address:</b> 3054 Fifth Ave, Ketchikan			
<b>Work Phone:</b> 907-225-4350			
<b>Supervisor Information</b>			
<b>PCN:</b> Title:			
<b>Physical Work Address:</b>			
<b>Work Phone:</b>			

<b>Last action effective:</b>	09/16/2006
<b>Type of last action:</b>	Salary Range Change
<b>Last full PD effective:</b>	
Executive Salary Range Change	

This is the public notice area. A public notice may only be added by CS staff before a submission is finalized. NOTE: Public notices are primarily used by CS. Contact CS if a public notice is needed for your transaction.

Department HR Services OPD Guide  
(Management Services and Recruitment Services)  
**RECRUITMENT SERVICES – CHANGE IN LEVEL PROCEDURES**

**To change a level for a VACANT flexibly staffed and/or multiple class position:**

1. Verify that the OPD public record and the IRIS-HRM position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CS Operations Team.
2. If a change in level is needed, go to the RS Homepage by clicking the "Recruitment Services" link on the OPD Homepage.
3. Type the PCN in the PCN field on the RS Homepage.
4. Click the "Search" button.
5. The Submission Management page for the PCN should display.
6. If another submission is in workflow, there should be a **red highlighted** warning notice at the top of the page if another submission for the PCN is active within DOPLR. Coordinate processing of the submissions if another submission is in workflow. (If this is not done, your action may override the other action in progress or vice versa).
7. Click the radio button next to the level the position should be allocated to. **Note: The FLSA indicator DOES NOT automatically change with the level selected. See page 17 of this guide for instructions on how to change it, if applicable.**
8. Enter the effective date of the change (mm/dd/yyyy).
9. Select a final action and click the "Add Action" button:
  - a. If the change is for a flexibly staffed position, choose "Flex Up" or "Flex Down", as appropriate.
  - b. If the change is for movement between an unlicensed and licensed level within a multiple class position, choose "Multiple Class Level Change".
10. Type in the reason for the request: "Hire made at the (title) job class."
11. Click the "Save" button.
12. Complete the email notification section: add an LDAP user's name by using the email search function; create an email by selecting the "Submission Approved" message and clicking the "Create Email" button.
13. Additional comments about the request may be added to the OPD internal record by using the "DOPLR Internal Notes" or "Comments" areas.
14. Before closing out a submission, you may use the public preview function on the submission management page to review the draft changes.
15. Once all the requirements are met, click the "Close-out" button.

Department HR Services OPD Guide  
(Management Services and Recruitment Services)  
**RECRUITMENT SERVICES – CHANGE IN LEVEL PROCEDURES**

16. View the public version of your closed out submission to ensure information is displayed correctly.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – CHANGE IN LEVEL PROCEDURES**

This is the main submission management page for this PCN. Use these buttons and links on the left to navigate to the other pages.

Welcome Kim    Reports    Tools & Settings    Help    Logout    Public Position Descriptions  
PCN:  go

Homepage > Recruitment Services Homepage > New Submissions > Submission Management

### Submission Management for PCN 031244

This page is used to prepare the submission for finalization. Use the quick data links on the left side to view what requirements are necessary before a submission may be closed out. Once requirements are completed, the Close-out button will display on the bottom of the page.

Quick Data:  
# attachments: 0  
# requirements left: 4

Main Page  
PCN History  
Attachments  
Comments  
Dop Internal Notes  
Email Notification  
Public Notice  
Public Preview

**Class Titles**  
Current Class Title  
Victim/Witness Paralegal II  
Victim/Witness Paralegal I

Final Class Title  
 Victim/Witness Paralegal II  
 Victim/Witness Paralegal I

**Recruitment Type**  
Flexibly Staffed

**Effective Date**  
Effective Date:

**Actions**  
Final Actions  
Set a Final Action  Add Action

**Reason for the Request**  
Type in the reason for this request in the form field below.

Save

Delete

Click the radio button to indicate the appropriate level. Note: the FLSA indicator DOES NOT change with the level selected – this must be reviewed.

Enter the effective date (mm/dd/yyyy).

Select the appropriate final action and click the “Add Action” button.

Type in the Reason for the Request here.

Click the “Save” button.

This button deletes the entire submission for the PCN. A record of the deleted submission is retained on the PCN history report view.

The Close-Out button will appear here when all the requirements are met and the submission is ready to be finalized.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – CHECKING PD STATUS**

When the “Note” displays that another submission is in workflow, check the PCN History to see what the submission is. This screen shows a full PD submission at origination. It is also shows a PCC that is pending on the Recruitment Services list.

Click here to view this page.

Click on Record Type or Step to see a read-only version of the submission, which has a link to the submission’s history information.

This displays a list of prior actions taken.

**Submission Management for PCN 031244**

This page is used to prepare the submission for finalization. Use the quick data links on the left side to view what requirements are necessary before a submission may be closed out. Once requirements are completed, the Close-out button will display on the bottom of the page.

**Note:**  
Another submission (Full Position Description) for this PCN is currently at the Origination step.

**Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
				PCC	Employee Services
				FPD	Origination

**Non Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
03/06/2008	Flex Down	Victim/Witness Paralegal II Victim/Witness Paralegal I	Victim/Witness Paralegal II Victim/Witness Paralegal I	PCC	Public
06/01/2006	System Startup			SS	Public

Delete

Click here to view this page.

This page displays the requirements left to complete before closing out a submission.

**Submission Management for PCN 031244**

This page is used to prepare the submission for finalization. Use the quick data links on the left side to view what requirements are necessary before a submission may be closed out. Once requirements are completed, the Close-out button will display on the bottom of the page.

**System Requirements for New Position Submissions**

Below is a list of the system requirements that must be completed before a submission may be moved to the next step. The indicator next to each item shows whether or not the requirements are completed.

**Final Action: not completed**  
Set at least one action.

**Reason for the Request: not completed**  
Provide the reason for the request.

**Allocation Level: not completed**  
The number of job classes in the submission must be appropriate for the type of action requested and/or for the recruitment type selected. For example, if the recruitment type is flexibly staffed, there must be at least two job classes indicated.

**Effective Date: not completed**  
Provide the effective date for this submission.

Delete



# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – EMAIL NOTIFICATIONS**

Welcome Kim    Reports    Tools & Settings    Help    Logout    Public Position Descriptions  
PCN:  go>>

Homepage > Recruitment Services Homepage > New Submissions > Submission Management

### Submission Management for PCN 031244

This page is used to prepare the submission for finalization. Use the quick data links on the left side to view what requirements are necessary before a submission may be closed out. Once requirements are completed, the Close-out button will display on the bottom of the page.

Quick Data:  
# attachments: 0  
# requirements left: 4

**Email Notifications**

**Recipient List**

Select the recipients to notify when the submission is made public or returned/withdrawn. If selected, the recipients listed will receive the email message drafted below. Search for additional email recipients by first and last name.

<< Save >>

**Search for email recipient:**  
First Name:   
Last Name:     << Search >>

**Search by email:**  
@alaska.gov  
<< Verify Email >>

**Email Message**

Create an email draft from the list below. Once created, the draft may be modified.

<< Create Email >>

Subject:

Message:  
**B**   **I**   **U**

<< Save Email >>

Delete

Click here to view this page.

Search for email recipients here (for example, the name of the hiring manager).

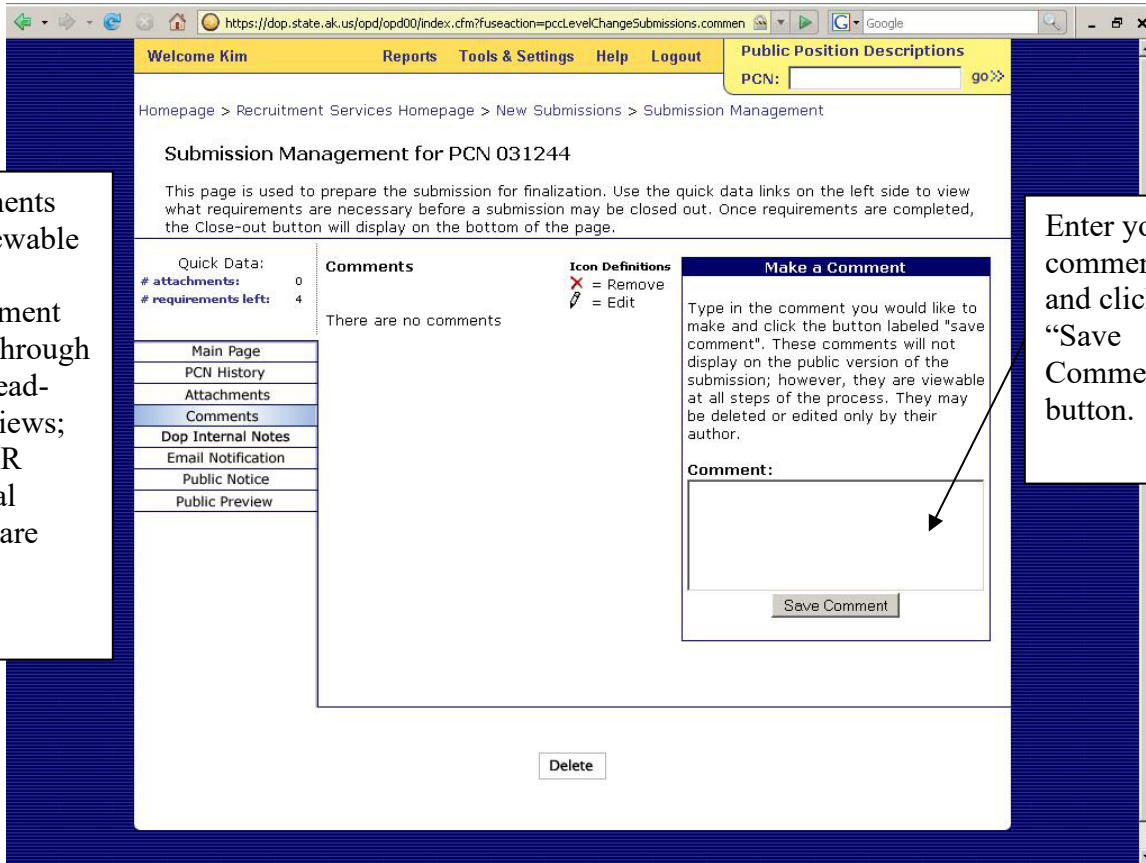
Select the "Submission Approved" message and click the "Create Email" button.

Email may be modified after it's created. If modified, be sure to click the "Save Email" button.

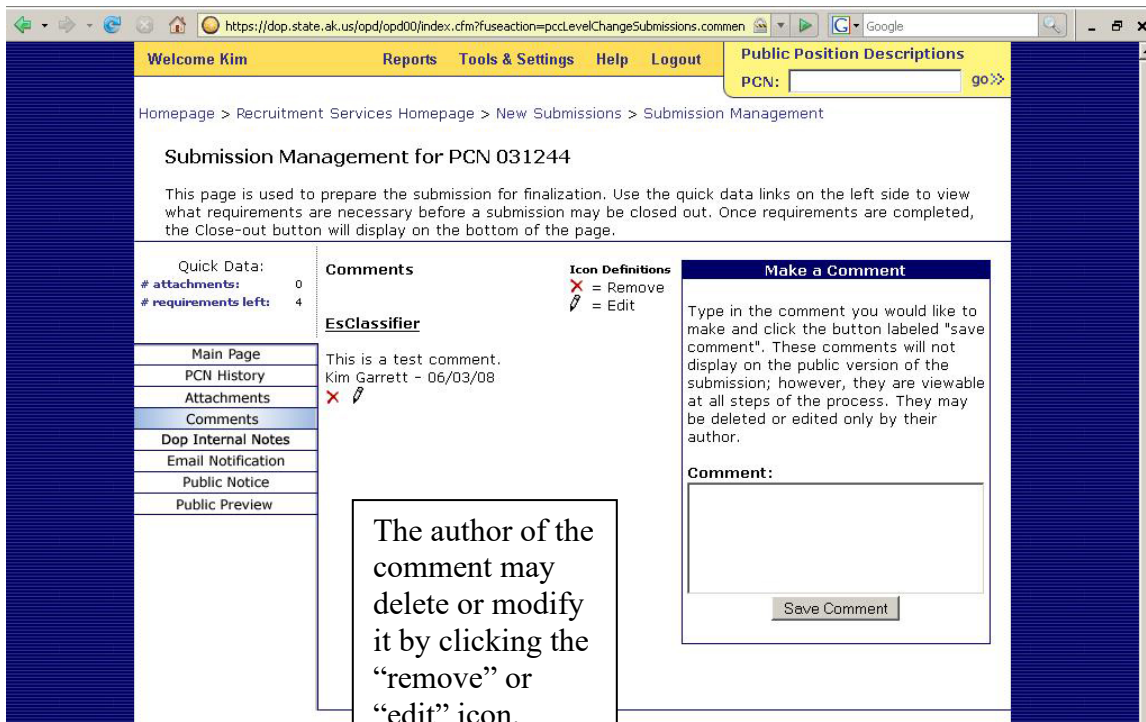
The system sends the email when the submission is closed out.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – COMMENTS AND NOTES**

Comments are viewable by the department users through their read-only views; DOPLR Internal Notes are not.

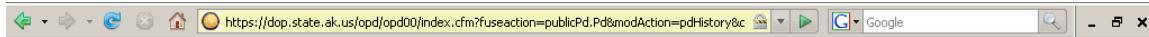


Enter your comment here and click the "Save Comment" button.



The author of the comment may delete or modify it by clicking the "remove" or "edit" icon.

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – PUBLIC VIEW OF PD**



[Current Position Information](#) | 
 [Last Full PD](#) | 
 [Position History](#) | 
 [Printer friendly Version](#) | 
 [Return to the Home Page](#)

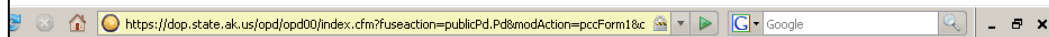


**STATE OF ALASKA**  
Position History

Position Control Number (PCN): 031244  
Recruitment Type: Flexibly Staffed

Click on anything blue in the record line you would like to view.

Effective	Type of Action	From	To	Record Type
03/06/2008	Flex Down	<a href="#">Victim/Witness Paralegal II</a> Victim/Witness Paralegal I	Victim/Witness Paralegal II <a href="#">Victim/Witness Paralegal I</a>	PCC
06/01/2006		<a href="#">System Startup</a>		SS



[Current Position Information](#) | 
 [Last Full PD](#) | 
 [Position History](#) | 
 [Printer friendly Version](#) | 
 [Return to the Home Page](#)

[Position Control Information](#) | 
 [Department Request and Certification](#)



**STATE OF ALASKA**  
Position Control Change

Class Title: Position Control Number (PCN): 031244

Recruitment Type: Flexibly Staffed

Go to:

This screen shows what level the position was allocated to when the flex down action was taken.

**1. Position Control Information**

Class Title:	<a href="#">Victim/Witness Paralegal I</a>	Code:	<a href="#">P7108</a>	Range:	<a href="#">14</a>
Bargaining Unit:	General Government Unit	Bargaining Unit Code:	GG	Department Number:	03
Department:	Law	Division:	Criminal	Location:	Dillingham
Region/Section/Unit:		Location Code:	DAA	Position Type:	Full Time/OMB Authorized
Position Type Code:	FACL	FLSA Exempt:	No	Strike Class:	3
Position requires possession of a Commercial Drivers License (CDL):	No	Position requires possession of, or access to, firearms or ammunition:	No	AKPAY Organizational Routing Code:	03336559
Physical Work Address:	Choggiung Bus. Ctr, Dillingham				
Work Phone:	907-842-2482				
<b>Supervisor Information</b>					
PCN:	Title:	Physical Work Address:	Work Phone:		

The detail about who finalized the submission appears here.

Type of Action:	Flex Down
Effective Date:	03/06/2008
Division of Personnel Section:	Employee Services
Closed out by:	<input type="text" value="Name"/> , Human Resource Technician I, on 03/06/2008

# Department HR Services OPD Guide (Management Services and Recruitment Services) **RECRUITMENT SERVICES – PUBLIC VIEW OF PD**

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=publicPd.pd&modAction=pccForm2&c
Google

Current Position Information
Last Full PD
Position History
Printer friendly Version
Return to the Home Page

Position Control Information
Department Request and Certification

**STATE OF ALASKA**  
Position Control Change

**Class Title:**  
Victim/Witness Paralegal I  
Victim/Witness Paralegal II

**Position Control Number (PCN):** 031244

**Recruitment Type:** Flexibly Staffed

**2. Department Request & Certification**

**Information at Time of Request**

<b>Class Title:</b> ▸ Victim/Witness Paralegal II ◀	<b>Code:</b> P7109	<b>Range:</b> 16
Victim/Witness Paralegal I	P7108	14
<b>Bargaining Unit:</b> General Government Unit	<b>Bargaining Unit Code:</b> GG	
<b>Department:</b> Law	<b>Department Number:</b> 03	
<b>Division:</b> Criminal		
<b>Region/Section/Unit:</b>		
<b>Location:</b> Dillingham	<b>Location Code:</b> DAA	
<b>Position Type:</b> Full Time/OMB Authorized	<b>Position Type Code:</b> FACL	
<b>FLSA Exempt:</b> ▸ No ◀	<b>Strike Class:</b> 3	
No		
<b>Position requires possession of a Commercial Drivers License (CDL):</b> No		
<b>Position requires possession of, or access to, firearms or ammunition:</b> No		
<b>AKPAY Organizational Routing Code:</b> 03336559		
<b>Physical Work Address:</b> Choggiung Bus. Ctr, Dillingham		
<b>Work Phone:</b> 907-842-2482		
<b>Supervisor Information</b>		
<b>PCN:</b> Title:		
<b>Physical Work Address:</b>		
<b>Work Phone:</b>		

**Requested Changes**

**Requested Actions**

**Reason for the Request**

Position was hired at the lower level.

**Certification**

Submission originated on 03/06/2008 by the Division of Personnel.

This screen shows the information at the time of request, the reason for the request, and the certification.

This certification statement appears on submissions created by DOPLR/LR staff.

