

# Department HR Services OPD Guide

## (Department Human Resources/Workforce Services and Employee Relations)

### OVERVIEW

This guide is 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) application.

DHRS must have OPD “**Department Human Resources/Workforce Services or Employee Relations (DHR/WS)**” access in order to use the features described in this guide. The department Human Resource Business Partner (HRBP) or Employee Relations (ER) supervisor will send a request to the Classification Services Operations Team authorizing this access.

**NOTE:** There are other HR sections that are not delegated PCC authority but are authorized to have Employee Relations permissions to access reports and use as a research tool.

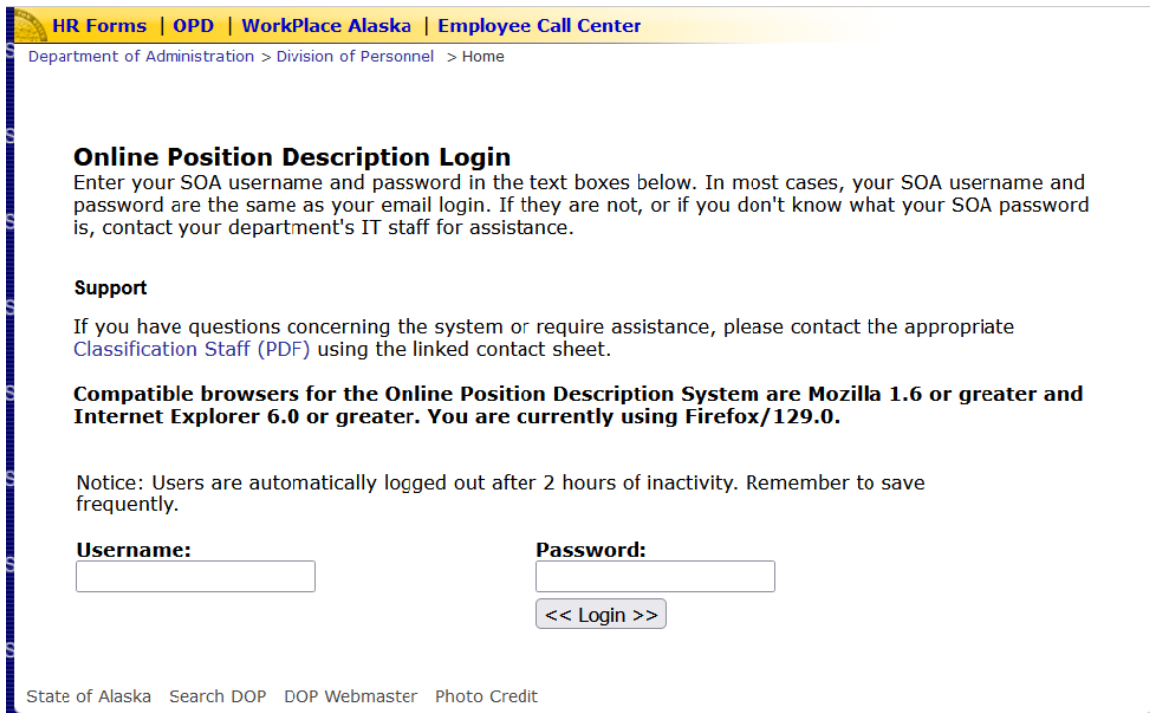
- **Agency Division Approvers** have the authority to approve single PCC actions for supervisory and home unit changes.
- Users with access to the **Department Human Resources (DHR)/Workforce Services (WS) Homepage** may process the PCC actions listed below:
  - Vacant location changes.
  - Filled location changes: These changes are initiated by the agency\*
  - Changes in levels for **vacant** flexibly staffed and multiple class positions. Note: The agency does not take action in OPD to flex vacant positions. DHR/WS completes all vacant flex actions in OPD.
- Users with access to the **Employee Relations (ER) Homepage** may create PCC submissions for the following:
  - Changes in levels for **filled** flexibly staffed and multiple class positions. **Note:** The agency does not take action in OPD to flex filled positions. Employee Services completes all filled flex actions in OPD.
- **Classification Services (CLS)** has full authority to process full position descriptions, non-permanent positions, position inactivations, 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), and other special services as needed. CLS will also approve the following:
  - Position type changes
  - Transfers between divisions and departments with no change in duties.
  - Multiple PCC actions.
  - CLS make changes due to error(s) or unforeseen circumstances when identified.
  - CLS inputs all actions into the Integrated Resource Information System (IRIS).
  - Special services as assigned or needed such as troubleshooting and initiating work orders.

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## To Login:

1. Go to <https://opd.doa.alaska.gov/opd/>
2. The **Online Position Description System Login** page should display.
3. Enter your LDAP Username and Password in the text boxes. **NOTE:** *Some departments have separate ldap login for their computer and Outlook. If the ldap login you use for your computer does not work, use your Outlook email login.*
4. Click the **Login** button or press enter.
5. The **Online Position Description System Homepage** should display.



The screenshot shows the login page for the Online Position Description System. At the top, there is a navigation bar with links: HR Forms | OPD | WorkPlace Alaska | Employee Call Center. Below this is a breadcrumb trail: Department of Administration > Division of Personnel > Home. The main heading is "Online Position Description Login". The instructions state: "Enter your SOA username and password in the text boxes below. In most cases, your SOA username and password are the same as your email login. If they are not, or if you don't know what your SOA password is, contact your department's IT staff for assistance." There is a "Support" section with a link to "Classification Staff (PDF)". A note about compatible browsers states: "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/129.0." A notice mentions automatic logout after 2 hours of inactivity. The login fields are labeled "Username:" and "Password:", each with a text input box. Below the password box is a button labeled "<< Login >>". The footer contains links: State of Alaska, Search DOP, DOP Webmaster, and Photo Credit.

## 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  
(Department Human Resources/Workforce Services and Employee  
Relations)  
**LOG IN PROCESS**

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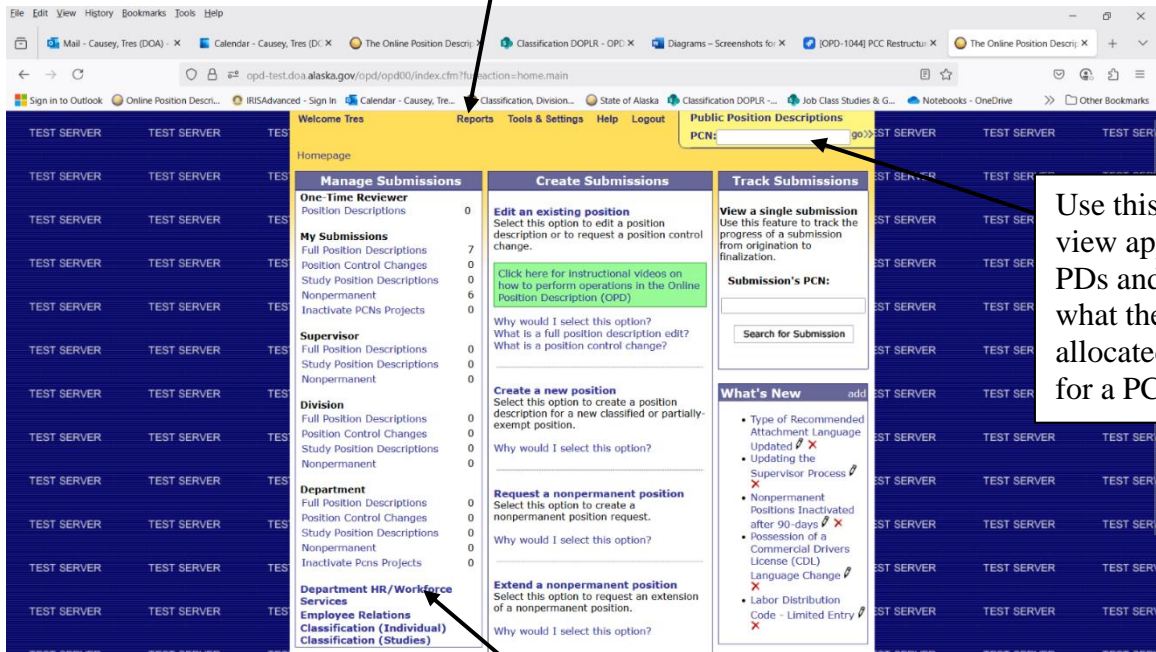
# **Header 1: Department HR/Workforce Services**

Functions and Instructions

# Department HR Services OPD Guide (Department Human Resources/Workforce Services (DHR/WS) and Employee Relations)

## ACCESS TO DHR/WS HOMEPAGE

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 DHR/WS link to  
process a change in level for a  
vacant flexibly staffed or multiple  
class position.

As a user with access to the DHR/WS or ER queues, you have a Reports link on your homepage. Most OPD users will NOT have this link. **See Reports Access section of this guide for more information.**

# Department HR Services OPD Guide

## (Department HR/Workforce Services and Employee Relations)

The screenshot shows the 'Department HR/Workforce Services' homepage. The interface includes a navigation bar with 'Welcome Tres', 'Reports', 'Tools & Settings', 'Help', and 'Logout'. A 'Public Position Descriptions' section is visible on the right. The main content area features a 'New Submissions' table with columns for 'Submissions forwarded from other DOP sections' and 'Submissions originated by Department HR/Workforce Services'. Below this is a 'Change class levels' section with a 'PCN' field and a '<< Search >>' button. A 'Change location' section also has a 'PCN' field and a '<< Search >>' button. Four callout boxes provide instructions: 1. '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.' (points to the 'PCN' field in the 'Change class levels' section). 2. 'Use this field to view or research the current PCN history.' (points to the 'PCN' field in the 'Change location' section). 3. '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.' (points to the 'Submissions forwarded from other DOP sections' column header). 4. 'Use this field for vacant location changes.' (points to the 'PCN' field in the 'Change location' section).

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.

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

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 for vacant location changes.

DHR/WS staff have responsibility for selective individual PCCs. DHR/WS 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 (Filled and vacant)**
- **Vacant flexibly staffed or multiple class positions.**
- **Changing levels for recruitment purposes**

# Department HR Services OPD Guide (Department Human Resources/Workforce Services and Employee Relations) **Department Human Resources/Workforce Services Actions**

All users with access to the DHR/WS Homepage will see the same list. Submissions will be displayed by the department group (i.e. General Group, Transportation, Public Protection, Resources, etc..), with the submissions for the appropriate departments listed below the department group header.

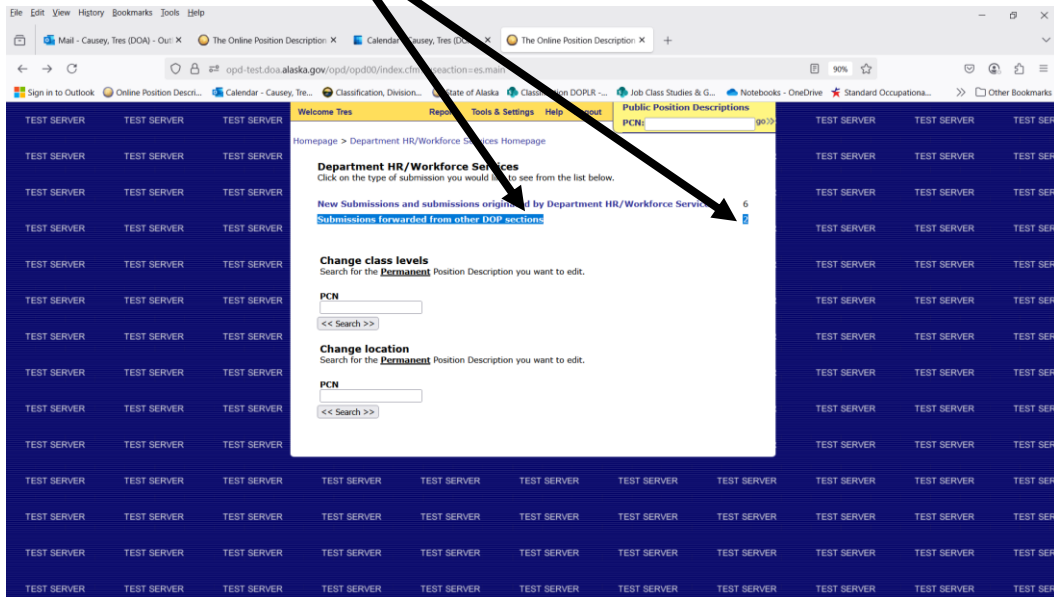
“Group” headers will appear above submissions received for the specific group. Examples: Transportation, Public Protection, and General groups.

Click the PCN of the submission you want to process.

PCN	Class Title	Incumbent	Dept	Division	Received	Due Date	Rank
<b>Transportation Group</b>							
253779	Engineer/Architect 2 Engineer/Architect 3	Lauren Staff	25	Facilities Services	02/13/25		
<b>Public Protection Group</b>							
121985	State Trooper	Vacant	12	Alaska State Troopers	05/07/25		
204436	Criminal Justice Technician 1 Criminal Justice Technician 2	Robyn Turner	20	Pretrial, Probation and Parole	05/09/25		
<b>General Group</b>							
025187	Loan/Collection Officer 1	Alexander Lucero	02	Shared Services of Alaska	05/09/25		

# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

CLS can route PCCs to the DHR/WS queue. each other if a change in routing is necessary. **NOTE: This function is rarely used and always with prior coordination between CLS and the HRBP. A number will display when forwarded – see below.**



The queue displays position actions in this format. You either approve or return to CLS using the Forward button. To forward, click the selection box to the left of the PCN. Then select CLS from the drop-down box. Click the “Forward” button to route the submission to the selected DOP section. **NOTE: This function is rarely used and always done by CLS – prior coordination is required.**

The screenshot shows the 'Forwarded Submissions' section. It includes a table with columns: PCN, Class Title, Incumbent, Dept, Division, Received, Due Date, and Rank. The table lists two submissions: one for 'Analyst/Programmer 4' and another for 'Analyst/Programmer 3'. A 'Forward' button is visible above the table. Below the table, there's a 'General Group' section with a 'Requested Action(s)' dropdown menu.

Once a submission is finalized in OPD, Classification Services uses a report from OPD to enter changes into the IRIS position control screen **starting the following business day.**



Department HR Services OPD Guide  
(Department Human Resources/Workforce Services and Employee  
Relations)  
**Department Human Resources/Workforce Services PCCs**  
(Review/set final actions on Submission Management Page)

**To process position control changes:**

1. Verify that the OPD public record and the IRIS position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CLS Operations Team.
2. Click on the "New Submissions and submissions originated by Department HR/Workforce Services" or "Submissions forwarded from other DOP sections" link, as appropriate.
3. A list of submissions currently at the DHR/WS 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. If you see a message in **red** font at the top of the screen stating: "**Note: Another submission (Full Position Description) for this PCN is currently at the Approver step with Classification.**" notify CLS of the action you're taking prior to approving. The notice will always tell you where the PCN is currently located. Take the following action based upon the location of FPD:
  - a) **Origination step**: Process
  - b) **Supervisor/Supervisor Designee step**: Process
  - c) **Division step**: Look up the PCN in the PCN History. Insert an Internal Note stating what the PCC action was taken. NOTE: Just a simple note telling us is all that's needed, not a resume. Process the same day you place the Internal Note.
  - d) **Department step**: Same as above.
  - e) **Classification step**: **Do not process.** Contact Classification first so they can modify the FPD before you process. This is so we don't overlay the action you're taking. Once this is done, then you may process. **NOTE:** The reason CLS must be notified is to prevent the PCC action from being overridden whenever the full position description is finalized.
7. Click the "**Go to Form**" button to review the requested changes.
8. When the review of the form is completed, select "**Return to the Submission Management page.**"
9. Enter the effective date of the change (mm/dd/yyyy). See guidance for effective dates on the CLS resources webpage at:  
<http://doa.alaska.gov/dop/classification/resources/>
10. Select a final action and click the "Add Action" button.
11. Click the "Save" button.

## Department HR Services OPD Guide

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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, you may 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: If a submission needs to be returned/withdrawn, input the reason why in the Comments section before sending the submission back.**

Department HR Services OPD Guide  
(Department Human Resources/Workforce Services and Employee Relations)

**Department Human Resources/Workforce Services PCCs**  
(Review/set final actions on Submission Management Page)

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

**Click to view what requirements are left before the submission may be closed out (see page 12).**

**Click to check if another submission for the PCN is in progress (see page 8).**

**Click to create email (see page 8).**

**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.**

07/1/2025

Page 11

# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

Position Description - Position Control Information - Mozilla

File Edit View Go Bookmarks Tools Window Help

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

Home Bookmarks PDT PDT Admin Workpad DOP R&B LR state Finance Law IT Email WPA Google

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**

Class Title: Employment Security Analyst II	Code: P4660	Range: 17
Bargaining Unit: General Government Unit	Bargaining Unit Code: GG	
Department: Labor & Workforce Development	Department Number: 07	
Division: Employment Security		
Region/Section/Unit:		
Location: Anchorage	Location Code: EBA	
Position Type: Full Time/OMB Authorized	Position Type Code: FACL	
FLSA Exempt: Yes	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: 07200575		

**Requested Changes**

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

**Final Changes**

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

#### 1.2. Contact Information

**Information at Time of Request**

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

This is the “snapshot” of the public record at the time the submission was created. Shaded areas cannot be changed.

These are the changes the department requested. They are always shaded.

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 or Intake Unit, not 20/37).

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(Department Human Resources/Workforce Services and Employee  
Relations)  
**Department Human Resources/Workforce Services PCCs**  
(Review Position Control Information)

Position Description - Position Control Information - Mozilla

File Edit View Go Bookmarks Tools Window Help

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

Home Bookmarks PDT PDT Admin Workpad DOP R&B LR state Finance Law IT Email WPA Google

**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:**  << Search >>

**This position is filled**  
**Work Phone:** 907 - 269 - 4757  
**Physical Work Address:**  
3301 Eagle St (Street/Building)  
Anchorage (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:** 075147 **Class Title:** Employment Service Manager IV  
**Work Phone:** 907 - 269 - 1081 **Physical Work Address:**  
Po Box 107024 (Street/Building)  
Anchorage (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:  << Enter >>

**OR**  
**If the supervisor's position is vacant, enter in the supervisor's PCN.**  
Supervisor's PCN:  << Enter >>

Save Print View

Return to Submission Management Page

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

# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

Click here to view this page.

When the "Note" displays red highlighted message that another submission is in the workflow, check the PCN History to view the other submission in workflow. This screen shows a full PD submission at origination. It also shows a PCC that is pending on the DHR/WS 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 021674**

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 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
	Establish Flexible Staffing	Accounting Technician 3	Accounting Technician 3	FPD	Origination
		Accounting Technician 2	Accounting Technician 2	PCC	Employee Services

**Non Active Submissions**

Effective	Type of Action	From	To	Record Type	Status or Step
05/28/2021	Title Change	Accounting Technician III	Accounting Technician 3	PCC	Public
03/01/2019	Supervisory Change ONLY	Accounting Technician II	Accounting Technician III	FPD	Public
02/05/2016	Organizational Routing Code Change	02011601	02011604	PCC	Public
12/23/2005	System Startup			FPD	Returned
				SS	Public

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

**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**

**Quick Data:**

- # attachments: 0
- # requirements left: 4
- # one-time reviewers: 0

**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.

# Department HR Services OPD Guide (Department Human Resources/Workforce Services and Employee Relations) **EMAIL NOTIFICATIONS**

The Online Position Description System - Mozilla

File Edit View Go Bookmarks Tools Window Help

http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=ipccSubmissions.emails&modAction=view&subId=265

Welcome Kim Reports Tools & Settings Help Logout Public Position Descriptions

PCN: go>>

Homepage > Management Services Homepage > New Submissions > Submission Management

### 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

Quick Data:

- # attachments: 0
- # requirements left: 4
- # one-time reviewers: 0

Main Page  
Submission History  
PCN History  
Attachments  
Comments  
Dop Internal Notes  
Email Notification  
Public Notice  
One-time Reviewer  
Public Preview

#### Email Notifications

##### Recipient List

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

- ☒ Department Approver: Guy Bell
- ☒ Division Approver: Kenneth Mill
- ☒ Originator: Nanette Lathrop
- ☒ Supervisor: Bradley Gillespie

Search for email recipient:

First Name: Last Name:

<< Save >> << Search >>

##### Email Message

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

<< Create Email >>

Subject:

Message:

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

<< Save Email >>

Return/Withdraw Delete

## Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

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

1. Verify that the OPD public record and the IRIS position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CLS Operations Team.
2. Go to the ER Homepage by clicking on the **Employee Relations** link on the OPD homepage.
3. Type the PCN in the **PCN** field.
4. Click the **"Search"** button.
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 within DOP, coordinate processing of the submissions as necessary. (If this is not done, your action may override the other action in progress.)
7. Click the radio button to the left of the level the position should be allocated to.
16. Enter the **effective date** of the change (mm/dd/yyyy). See guidance for effective dates on the CLS resources webpage at:  
<http://doa.alaska.gov/dop/classification/resources/>
8. Select a final action and click the **"Add Action"** button.
9. 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. A performance evaluation (if required by the department) recommending advancement to the next level has been signed by all necessary parties and finalized by Dept HR Services. The incumbent meets the minimum qualifications for the higher level."*
10. Click the **"Save"** button.
11. 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.
12. Before closing out a submission, you may use the **"Public Preview"** function on the submission management page to review the draft changes.
13. Once all the requirements are met, click the **Close-out** button.
14. View the public version of your closed out submission to ensure information is displayed correctly.

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

**Note:** Contact the CLS Operations Team to change the levels for intern positions.



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**EMPLOYEE RELATIONS - CHANGE IN LEVEL PROCEDURES  
FOR A FILLED POSITION**

The screenshot shows the 'The Online Position Description System - Mozilla' interface. The browser address bar displays 'http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=pccLevelChangeSubmissions.main&SubId=4126'. The page title is 'Submission Management for PCN 028063'. The left sidebar contains a 'Quick Data' section with '# attachments: 0' and '# requirements left: 4', and a 'Main Page' menu with options like 'PCN History', 'Attachments', 'Comments', 'Dop Internal Notes', 'Email Notification', 'Public Notice', and 'Public Preview'. The main content area includes a 'Class Titles' section with a 'Current Class Title' list (Analyst/Programmer I, II, III, IV) and a 'Final Class Title' section with radio buttons for each level. Below this is the 'Recruitment Type' section with 'Flexibly Staffed' selected. The 'Effective Date' section has a text input field. The 'Actions' section has a 'Final Actions' dropdown and an 'Add Action' button. The 'Reason for the Request' section has a text input field. At the bottom, there are 'Save' and 'Delete' buttons. Annotations with arrows point to various elements: 'Click to check whether there are other submissions in the system for this PCN (see page 17).', 'Click the radio button to indicate the appropriate level.', 'Enter the effective date (mm/dd/yyyy).', 'Select the appropriate final action and click the "Add Action" button.', 'Enter the reason for the request. Standard comments suggested (\*see checklist Item #9 on previous page).', 'Click the "Save" button.', and 'The Close-Out button will appear here when all the requirements are met, and the submission is ready to be finalized.'

Click to check whether there are other submissions in the system for this PCN (see page 17).

Click the radio button to indicate the appropriate level.

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

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

Enter the reason for the request. Standard comments suggested (\*see checklist Item #9 on previous page).

Click the "Save" button.

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

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**Header 2: Department HR/Workforce Services**

**Functions and Instructions**

# Department HR Services OPD Guide (Department Human Resources/Workforce Services and Employee Relations)

## ACCESS TO Department Human Resources/Workforce Services HOMEPAGE

The following screen shots display the screens a user will see and the instructions for the listed sections

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

The screenshot shows the homepage of the Department HR Services OPD Guide. The page has a blue header with the text "Welcome Tres" and a navigation bar with links: "Home", "Reports", "Tools & Settings", "Help", and "Logout". The main content area is divided into three columns. The left column is titled "Manage Submissions" and contains sections for "One-Time Reviewer", "My Submissions", "Supervisor", "Division", and "Department". The middle column is titled "Create Submissions" and contains sections for "Edit an existing position", "Create a new position", "Request a nonpermanent position", and "Extend a nonpermanent position". The right column is titled "Track Submissions" and contains sections for "View a single submission" and "What's New". A callout box points to the "Reports" link in the navigation bar, stating: "Use the “Reports” link to view a draft submission’s status." Another callout box points to the "Department HR/Workforce Services" link in the left column, stating: "Click on the Department HR/Workforce Services link to process a change in level for a vacant flexibly staffed or multiple class position." A third callout box points to the "Submission's PCN:" field in the "Track Submissions" section, stating: "Use this field to view approved PDs and to check what the current allocated level is for a PCN."

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

# Department HR Services OPD Guide

## (Department HR/Workforce Services and Employee Relations)

The screenshot displays the Department HR Services OPD Guide interface. The top navigation bar includes links for Welcome Kim, Reports, Tools & Settings, Help, and Logout. A search bar for Public Position Descriptions is visible. The main content area is titled "Recruitment Services" and includes a link to "Submissions originated by Recruitment Services". A callout box points to this link, stating: "Click here to view a list of changes in class levels that were previously created and not finalized." Below this, there is a section for "Change class levels" with a search bar for PCN and a "Search" button. A callout box points to the search bar, stating: "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." The bottom section shows a list of submissions under the heading "New Submissions". The list is organized into groups: "Resources Group" and "General Group". Each group contains a table of submissions with columns for PCN, Class Title, Incumbent, Dept, Division, Received Due Date, and Rank. A callout box points to the "Resources Group" header, stating: "Group headers will appear above submissions received for each group." The "Resources Group" table lists submissions for Environmental Program Specialist I and II. The "General Group" table lists submissions for Analyst/Programmer IV, Paralegal II, Paralegal I, and Victim/Witness Paralegal II.

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.

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

All users with access to the **Department HR/Workforce Services** queue have access to the same list. Submissions are displayed by the department group (i.e., Resources, General, Public Protection, etc....) with the submissions for the appropriate departments listed below the department group header.

# Department HR Services OPD Guide (Department Human Resources/Workforce Services and Employee Relations)

## REVIEW PCN HISTORY

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, by step. It also contains links to lists of all submissions associated with the type and step. It also contains 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.

PCN:  << 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 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 II	Public Health Nurse I	PCC	Public
06/01/2006	System Startup	Public Health Nurse I	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.

Once a submission is finalized in OPD, CLS uses a report from OPD to enter that day's changes into the IRIS position control screens starting **the following business day.**

# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

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

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

 **STATE OF ALASKA**  
Current Position Information

Position Control Number (PCN): 061500  
Recruitment Type: Flexibly Staffed

Class Title:	Public Health Nurse I	Code:	P5132	Range:	19
	Public Health Nurse II		P5133		21
Bargaining Unit:	General Government Unit		Bargaining Unit Code:	GG	
Department:	Health & Social Services		Department Number:	06	
Division:	Public Health				
Region/Section/Unit:					
Location:	Ketchikan	Location Code:	ACA		
Position Type:	Full Time/OMB Authorized		Position Type Code:	FACL	
FLSA Exempt:	No		Strike Class:	3	
	Yes				
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:	06010112				
Physical Work Address:	3054 Fifth Ave, Ketchikan				
Work Phone:	907-225-4350				
Supervisor Information					
PCN:	Title:				
Physical Work Address:					
Work Phone:					

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

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

This is the **public notice** area. A public notice may be added by CLS staff before a submission is finalized.

Department HR Services OPD Guide  
(Department Human Resources/Workforce Services and Employee Relations)  
**Department Human Resources/Workforce 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 position control screens for the PCN match to ensure the system information is correct before taking action. If they do not match, contact the CLS Operations Team.
2. If you see a message in red font at the top of the screen stating: **"Note: Another submission (Full Position Description) for this PCN is currently at the Approver step with Classification."** notify CLS of the action you're taking prior to approving. The notice will always tell you where the PCN is currently located. In this instance, the full position description (FPD) is in **Classification**. Take the following action based upon the location of FPD:
  - a) **Origination step**: Process
  - b) **Supervisor/Supervisor Designee step**: Process
  - c) **Division step**: Look up the PCN in the PCN History. Insert an Internal Note stating what the PCC action was taken. NOTE: Just a simple note telling us is all that's needed, not a resume. Process the same day you place the Internal Note.
  - d) **Department step**: Same as above.
  - e) **Classification step**: **Do not process**. Contact Classification first so they can modify the FPD before you process. This is so we don't overlay the action you're taking. Once this is done, then you may process. **NOTE**: The reason CLS must be notified is to prevent the PCC action from being overridden whenever the full position description is finalized.
3. If a change in level is needed, go to the Homepage and click the **"Department HR/Workforce Services"** link.
4. Type the PCN in the **PCN** field within the **Department HR/Workforce Services** queue.
5. Click the **"Search"** button.
6. The **Submission Management** page for the PCN should display.
7. Click the radio button to the left of level the position should be allocated to.

Department HR Services OPD Guide  
(Department HR/Workforce Services and Employee Relations)

8. Enter the **effective date** of the change (mm/dd/yyyy). See guidance for effective dates on the CLS resources webpage at: <http://doa.alaska.gov/dop/classification/resources/>
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 "DOP 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.
16. View the public version of your closed out submission to ensure information is displayed correctly.



Department HR Services OPD Guide  
(Department Human Resources/Workforce Services and Employee Relations)  
**Department Human Resources/Workforce Services**  
**CHANGE IN LEVEL PROCEDURES**

**Deleting a submission due to an unexpected change or circumstance.**

1. Scenario: You started a submission and couldn't complete it.
2. Once you have created a submission, OPD automatically saves it into the work queue labeled "**New Submissions and submissions originated by Department HR/Workforce Services.**" Click on it to access a position that is currently in workflow but was not completed.
3. Locate and click on the **PCN** you want to delete.
4. Scroll down to the bottom of the page and click on the **Delete** button.
5. You will receive the following message in a separate Java window "**Click OK if you are sure you want to remove the Submission for the PCN "XXXXX".**"
6. Click **OK**.
7. The next screen after clicking **OK** should take you back to the Recruitment Services Homepage and display the following at the top of the page in **red font**: "**The submission has been successfully removed.**"
8. You're done! As always, if you have any questions or run into problems, please feel free to reach out to Classification Services Operations staff. Thank you!

# Department HR Services OPD Guide

(Department HR/Workforce Services and Employee Relations)

The screenshot shows a web browser window displaying the Department HR Services OPD Guide. The browser's address bar shows the URL `opd-test.doa.alaska.gov/opd/opd00/index.cfm?fuseaction=es.main`. The page has a yellow header with navigation links: **Welcome Tres**, **Reports**, **Tools & Settings**, **Help**, and **Logout**. Below the header, the page is titled **Department HR/Workforce Services** and includes a sub-header: **Click on the type of submission you would like to see from the list below.**

The main content area displays two sections:

- New Submissions and submissions originated by Department HR/Workforce Services** with a count of 7.
- Submissions forwarded from other DOP sections** with a count of 2.

Below these sections are two search filters: **Change class levels** and **Change location**, both with a search input field and a **Search** button.

An annotation box with a black border and a black arrow pointing to the **New Submissions and submissions originated by Department HR/Workforce Services** section contains the following text:

**“Submissions originated by New Submissions and submissions originated by Department HR/Workforce Services.”**  
This is the area where all Recruitment PCNs that were not finalized are saved. You can access them later to delete or finalized.

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

**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.

Type in the Reason for the Request here.

Click the "Save" button.

Save

Delete

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.

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.

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

# Department HR Services OPD Guide

## (Department HR/Workforce Services and Employee Relations)

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 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**

This page is used to prepare the submission, 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.

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

**Navigation Links:**  
Main Page  
PCN History  
Attachments  
Comments  
Dop Internal Notes  
Email Notification  
Public Notice  
Public Preview

**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.

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

**Navigation Links:**  
Main Page  
PCN History  
Attachments  
Comments  
Dop Internal Notes  
Email Notification  
Public Notice  
Public Preview

**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 (Department Human Resources/Workforce Services and Employee Relations)

## Department HR/Workforce Services – EMAIL NOTIFICATIONS

The screenshot shows a web application interface for managing email notifications. The browser address bar displays the URL: <https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=pccLevelChangeSubmissions.emails&r>. The application has a yellow header bar with navigation links: Welcome Kim, Reports, Tools & Settings, Help, Logout, and Public Position Descriptions. Below the header, a breadcrumb trail reads: Homepage > Recruitment Services Homepage > New Submissions > Submission Management. The main content area is titled "Submission Management for PCN 031244" and includes a brief description of the page's purpose. On the left, a sidebar menu lists various options, with "Email Notification" highlighted. A callout box points to this menu item, stating: "Click here to view this page." The "Email Notifications" section contains a "Recipient List" form with fields for "First Name" and "Last Name", a "Search" button, and a "Search by email" field with a "@alaska.gov" placeholder and a "Verify Email" button. A callout box explains: "Search for email recipients here (for example, the name of the hiring manager)." Below this is the "Email Message" section, which includes a "Create Email" button, a "Subject" field, and a rich text editor. A callout box instructs: "Select the 'Submission Approved' message and click the 'Create Email' button." Another callout box points to the "Save Email" button at the bottom of the message editor, stating: "Email may be modified after it's created. If modified, be sure to click the 'Save Email' button." At the very bottom, a "Delete" button is visible. A final callout box at the bottom right states: "The system sends the email when the submission is closed out."

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



# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=pccLevelChangeSubmissions.commen

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

#### Comments

There are no comments

Icon Definitions  
✖ = Remove  
✎ = Edit

#### Make a Comment

Type in the comment you would like to make and click the button labeled "save comment". These comments will not display on the public version of the submission; however, they are viewable at all steps of the process. They may be deleted or edited only by their author.

Comment:

Save Comment

Delete

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

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

https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=pccLevelChangeSubmissions.commen

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

#### Comments

EsClassifier

This is a test comment.  
Kim Garrett - 06/03/08  
✖ ✎

Icon Definitions  
✖ = Remove  
✎ = Edit

#### Make a Comment

Type in the comment you would like to make and click the button labeled "save comment". These comments will not display on the public version of the submission; however, they are viewable at all steps of the process. They may be deleted or edited only by their author.

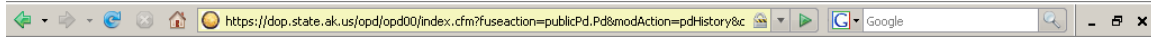
Comment:

Save Comment

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

Department HR Services OPD Guide  
(Department Human Resources/Workforce Services and Employee Relations)

**Department HR/Workforce Services  
PUBLIC VIEW OF PD**



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



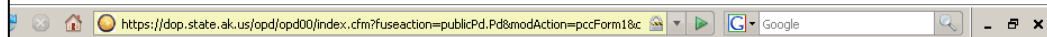
**STATE OF ALASKA**  
Position History

Position Control Number (PCN): 031244

Recruitment Type: Flexibly Staffed

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

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



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:

Victim/Witness Paralegal I

<b>1. Position Control Information</b>	
Class Title: Victim/Witness Paralegal I	Code: P7108 Range: 14
Bargaining Unit: General Government Unit	Bargaining Unit Code: GG
Department: Law	Department Number: 03
Division: Criminal	
Region/Section/Unit:	
Location: Dillingham	Location Code: DAA
Position Type: Full Time/OMB Authorized	Position Type Code: FAFL
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:	

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

Type of Action:	Flex Down
Effective Date:	03/06/2008
Division of Personnel Section:	Employee Services
Closed out by:	Name, Human Resource Technician I, on 03/06/2008


The detail about who finalized the submission appears here.

# Department HR Services OPD Guide (Department HR/Workforce Services and Employee Relations)

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

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

Position Control Number (PCN): 031244

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

Recruitment Type: Flexibly Staffed

## 2. Department Request & Certification

### Information at Time of Request

Class Title: ▸ Victim/Witness Paralegal II ◀	Code: P7109 Range: 16
Victim/Witness Paralegal I	P7108 14
Bargaining Unit: General Government Unit	Bargaining Unit Code: GG
Department: Law	Department Number: 03
Division: Criminal	
Region/Section/Unit:	
Location: Dillingham	Location Code: DAA
Position Type: Full Time/OMB Authorized	Position Type Code: FACL
FLSA Exempt: ▸ No ◀	Strike Class: 3
No	
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	
Supervisor Information	
PCN: Title:	
Physical Work Address:	
Work Phone:	

### 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 DOP staff.



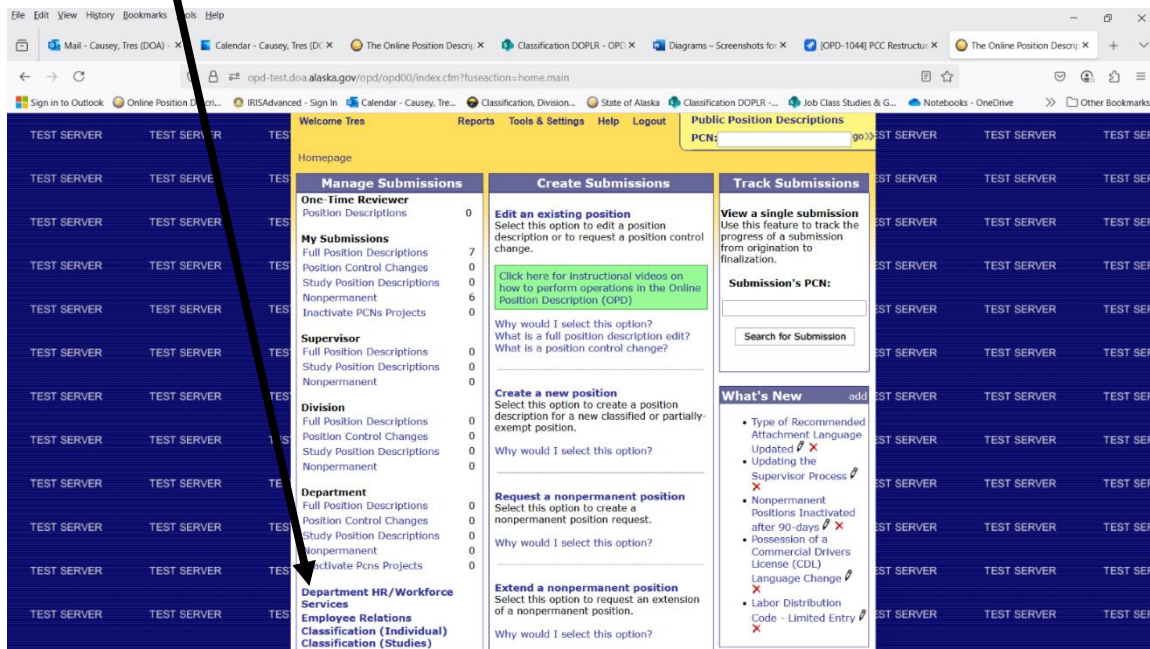
## LOCATION CHANGE FOR VACANT PERMANENT PCN WITH AN ACTIVE RECRUITMENT

The following provides instructions on how to process location position control changes (PCC) within the online position description (OPD) **for vacant permanent positions with an active recruitment**. Prior to using this function, the following criteria must exist to use the Recruitment Services PCC option to change the location for a position:



- The position control number (PCN) for the position must be in the classified, excluded or partially exempt service.
- The PCN must have been **vacant** at the time of the effective date action.
- Delegation is through the agency Human Resources Business Partner (HRBP) or Workforce Services Manager (WSM) for staff within their sections. The HRBP or WSM identifies personnel to Classification Services that are authorized OPD Recruitment access to perform the action.

### A. CHANGING THE POSITION LOCATION.

1. Once you have logged in you will see your introductory homepage. OPD will display your name in the upper left-hand corner of the screen welcoming you into OPD.
2. From the OPD Homepage, under the *Manage Submissions* section, select **“Department HR/Workforce Services”** link near the bottom of the section.



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3. Inside the search box underneath the title "**Change Location.**" Type in the PCN needing to have the location change (no dashes or spaces). Click <<**Search**>>
4. You should now be on the ***Submission Management*** page. Fill in the following fields:
  - a) (**Location/Code**): Change the location to the location of the recruitment
  - b) (**Salary Schedule**): Input the salary schedule. NOTE: If you're unsure of what the salary schedule is, contact your supervisor or Classification Services.
  - c) (**Reason for the Request**): Type in reason. Example: **Recruitment hire action to different location.** This can also be department developed and/or specific language, if desired.
  - d) (**Effective Date**): Insert effective date on or prior to when the incumbent was approved for hire. For instance, if the employee was hired on **8/17/2024**, use that day or the day prior **8/16/2024**. **NOTE:** If you need to backdate it **more than one pay period** due to a delay in creating this location change, you must first contact Classification Services Operations for approval.
5. Click . The button is rectangular with a blue border, a floppy disk icon on the left, and the word "Save" on the right.
6. On the left side of the screen under the header *Quick Data*. The "# requirements left:" should say **0** requirements.
7. Click . This will take you to the Approval screen. The button is rectangular with a light gray border and the text "Close-Out" in the center.
8. Type in username/Password. Click on **Make Public**.
9. The next screen, after clicking *Make Public* should take you back to the *Recruitment Services Homepage* and display the following at the top of the page:  
**"The submission has been successfully made public."**
10. You're done!

## SPECIAL ACTIONS WITHIN LOCATION CHANGES

1. **Submission in Workflow (See below example):** If you see a message in red font at the top of the screen stating: "Note: Another submission (Full Position Description) for this PCN is currently at the Approver step with Classification." The notice will always tell you where the PCN is currently located. In this instance the full position description is in Classification.
  - a) Copy the red notification at the top of the page and paste into the OPD Internal Notes for the PCN.
  - b) Click **Save Note**.
  - c) Continue to process as normal.
    - a. **NOTE:** *If the position is not in Classification such as at Origination, Supervisor, Division, or Department step, the recruitment should not have been posted. Contact your supervisor, Workforce Services and/or Classification supervisor for guidance.*

Submission Management for PCN 160005

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 Approver step with Classification.

Quick Data: 0 attachments, 1 requirements left

Class Titles

Current Class Title: Data Processing Manager 2

Location

Location/Code: Juneau - AWA

Salary Schedule

Salary Schedule: 205

Recruitment Type

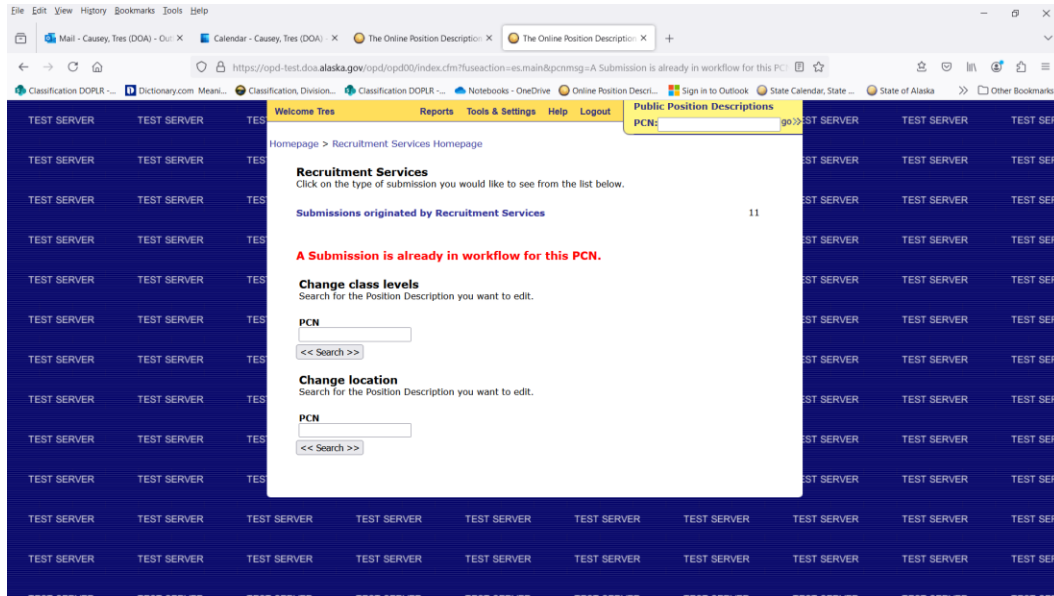
Normal

Effective Date

Effective Date:

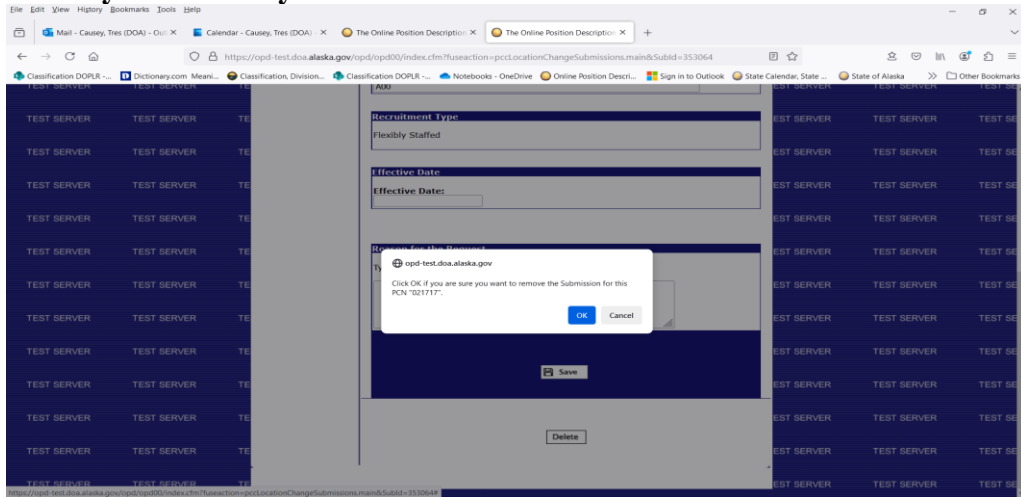
2. **Submission in Workflow:** If you type in a PCN and OPD displays in red "A Submission is already in workflow for this PCN." Contact the agency to have them remove it from workflow or resolve its status. **NOTE:** Also, this PCN should not have been recruited for unless it was in Classification workflow.

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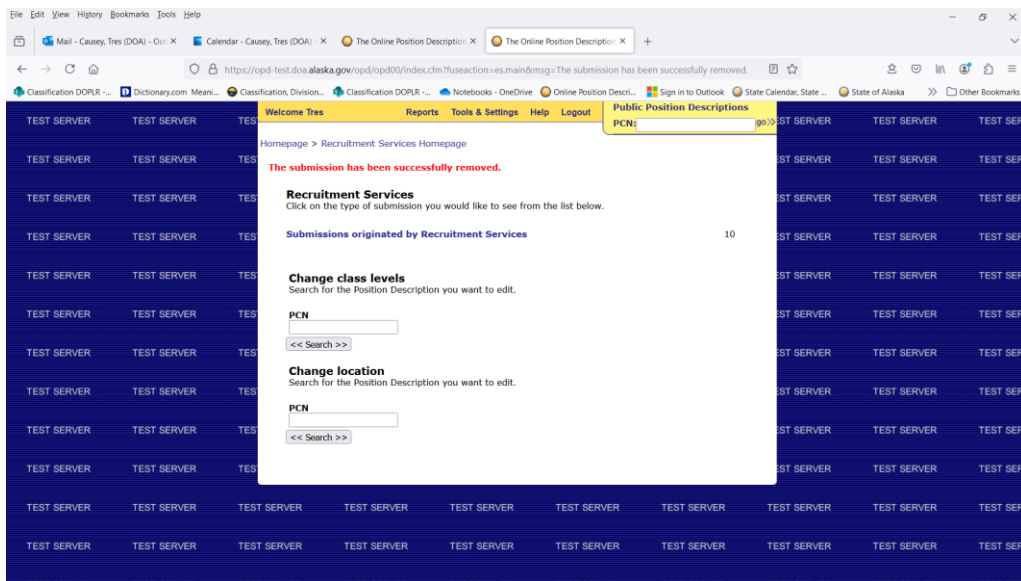


3. **Deleting a Submission in Workflow:** The following describes what to do if you need to delete submission due to an unexpected change or circumstance.
  - a) Once you have created a submission, OPD automatically saves it into the work queue labeled “**Submissions originated by Recruitment Services.**” Click on it to access a position that is currently in workflow but was not completed.
  - b) Locate and **click on the PCN** you want to delete.
  - c) Scroll down to the bottom of the page and click on the **Delete** button.

- d) You will receive the following message in a separate Java window "Click OK if you are sure you want to remove the Submission for the PCN "XXXXX".



- e) Click OK.
- f) The next screen after clicking OK should take you back to the Recruitment Services Homepage and display the following at the top of the page in red font: "The submission has been successfully removed."
- g) YOU'RE DONE!



- B. As always, if you have any questions, please feel free to reach out to Classification Services Operations staff.

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**Header 3: REPORTS**

**Functions and Instructions**

# Department HR Services OPD Guide

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## OPD REPORTS

### A. To View status of ALL Division Positions that are in Active

**Workflow:** This report displays the number of submissions currently in the OPD workflow, organized by submission type and step. It also contains links to lists of all submissions associated with the type and step selected. The lists contain links to the workflow history and read-only version of each submission. You must have OPD Management Services authority to access these reports.

1. Please sign in to the OPD Homepage.
2. Click on the Reports menu at located at the top of the page.
3. Scroll down the page and select Submission Counts.
4. Select Show ALL.
5. A chart will appear showing the breakdown of how many positions are in the workflow in the Division and what step.
6. You may select any number corresponding to the status of those positions.
7. Once you do this, OPD will produce a spreadsheet of positions complete with numbers, titles, etc....
8. If you need to find out additional information about a specific position such as who it is currently assigned to, just select it and OPD will take you to that the Submission Management page for that position.

### B. To check the history of Individual Position: This report displays the submission history of a PCN (including Inactivated positions) and gives access to a read-only version of each submission on file for the PCN. OPD Management and Recruitment Services have access to this report.

1. Please sign in to the OPD Homepage.
2. Click on the “Reports” menu located at the top of the page.
3. Scroll down the page and select “PCN History.”
4. Type the PCN into the selection box and click Search NOTE: Do not use a hyphen when typing the PCN. Example: 062359, not 06-2359.
5. View the “Active Submissions” box (see below). If there is currently an active submission, it will be here and highlighted in blue. Look at the “Status or Step” box area and this will tell you exactly where the active submission is located. (i.e.: Origination, Supervisor, Division, Department, or Classification).
6. The Non-Active Submissions are actions that are not in workflow and have been completed (either published as an official record in PD or Returned/Withdrawn without any actions taken – the Status or Step box will show the final disposition). Other types of non-active submissions that may be present are Inactivations, Re-activations, and Edits.
7. Click on the “Status or Step” area for the active submission. This will bring you to the “Submission Management” page.



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- Click on the “**Submission History**” below the Quick Data section on the left side of the page. This will show you the history of the position.

Welcome Tres      [Reports](#)   [Tools & Settings](#)   [Help](#)   [Logout](#)      **Public Position Descriptions**  
PCN:  go >>

[Homepage](#) > [Reports](#) > [Submission Management](#) > [PCN History Report](#)

### PCN History for PCN: 208033

#### Active Submissions

Effective	Type of Action	From	To	Record Type	Status or Step
	<a href="#">Update</a>	-	-	<a href="#">FPD</a>	<a href="#">Division</a>

#### Non Active Submissions

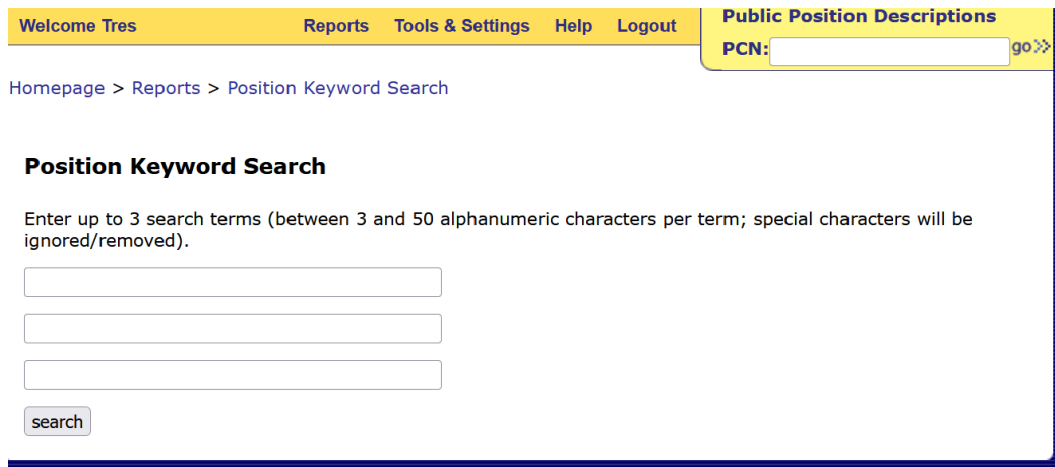
Effective	Type of Action	From	To	Record Type	Status or Step
<a href="#">06/01/2006</a>	<a href="#">System Startup</a>			<a href="#">SS</a>	<a href="#">Public</a>

- Allocation Grid:** This report displays information from submissions that were made public within a specified date range. OPD Management and Recruitment Services have access to this report.
  - Please sign in to the OPD Homepage.
  - Click on the [Reports](#) menu at located at the top of the page.
  - Scroll down the page and select **Allocation Grid**.
  - OPD will display a **From Closeout Date** and **To Closeout Date** option. Enter the date range for which you want to review approved submission. Select the **Continue** button.
  - OPD will display all positions which you have access to view that were approved within the specified date range.
- Position Keyword Search:** This report displays positions with duties and other work details containing specified search terms. You must have OPD Management Services rights to generate this report.
  - Please sign in to the OPD Homepage.
  - Click on the [Reports](#) menu located at the top of the page.
  - Scroll down the page and select **Position Keyword Search**.
  - OPD will display the reports page with three spaces to type in text.



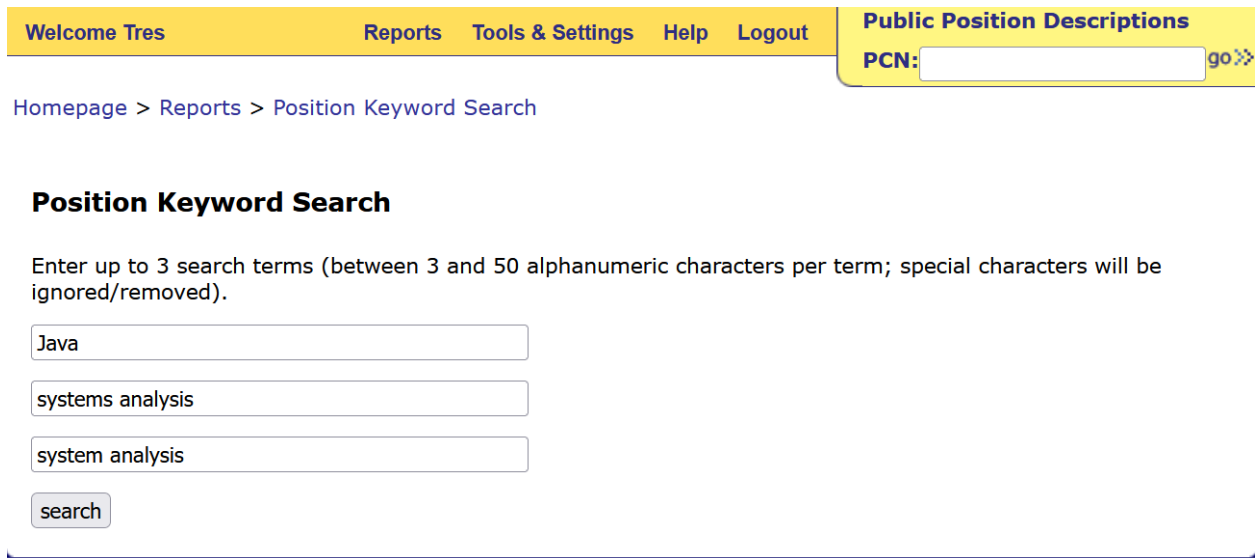
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


The screenshot shows the top navigation bar with links: Welcome Tres, Reports, Tools & Settings, Help, Logout, and Public Position Descriptions. Below the navigation bar is a breadcrumb trail: Homepage > Reports > Position Keyword Search. The main heading is "Position Keyword Search". Below the heading is a text box with the instruction: "Enter up to 3 search terms (between 3 and 50 alphanumeric characters per term; special characters will be ignored/removed)." There are three empty text input fields stacked vertically, and a "search" button at the bottom left.

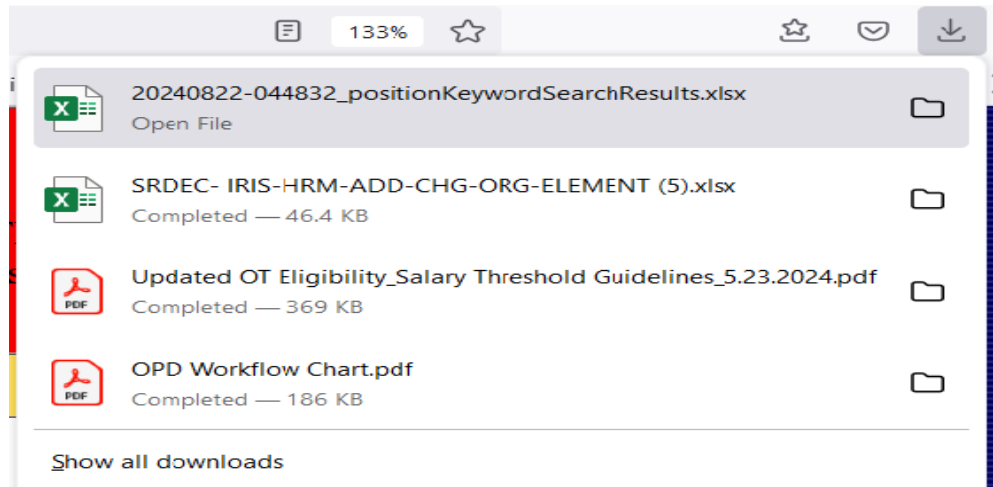
5. Type in the search verbiage or keyword. You can only enter three. The more terms you use, the slower the search. Examples are Java, systems analysis, and system analysis



This screenshot is identical to the previous one, but the search fields are now filled with the example terms: "Java", "systems analysis", and "system analysis". The "search" button remains at the bottom left.

6. Click 
7. OPD will generate a report and display it as a downloadable file. The file will normally be located in the upper right-hand corner of your screen with a down pointing arrow – see the example below where the file is displayed as:  
***20240822-044832\_positionKeywordSearchResult.xlsx.***

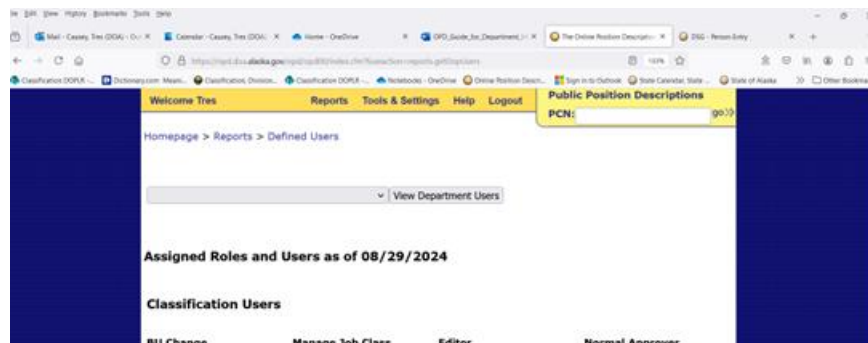
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8. Click on the file to download. The file downloads into an Excel format and displays all PCNs, their job class, and a pdf link for every position in OPD with the keywords you entered.

### E. Assigned Roles and Users: This report displays the roles and users assigned in OPD.

1. You must have OPD Management Services rights in order to perform this function.
2. Click on the **Reports** menu located at the top of the page.
3. Scroll down the page and select **Assigned Roles and Users**.
4. OPD will list the currently assigned user roles for your ALL Department and their sub-divisions.
5. To isolate by department, click on the drop-down menu labeled “View Department Users.” Select the Department you need to view.
6. Click the **View Department Users** button.
7. The list will now only show the selected department and all the recognized associated divisions and their currently assigned user roles in OPD.



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F. **Informational – Report Title Labels:** All reports downloaded in OPD are automatically titled with the date and type of report. For instance, 20240822-044832\_positionKeywordSearchResult.xlsx means the following:

1. First four numbers are the year. The example report was run in 2024.
2. The next four numbers “0822” are the **month**/day. The first two numbers are the month and the last two is the day. The example report was run on August 22.
3. The last six digits “044832” is the time. The example report was run at 4:48pm and 32 seconds.
4. After the numbers, a brief description of what type of report was ran is displayed.

G. **Informational - Unable to Log in or OPD not allowing you to log in:**

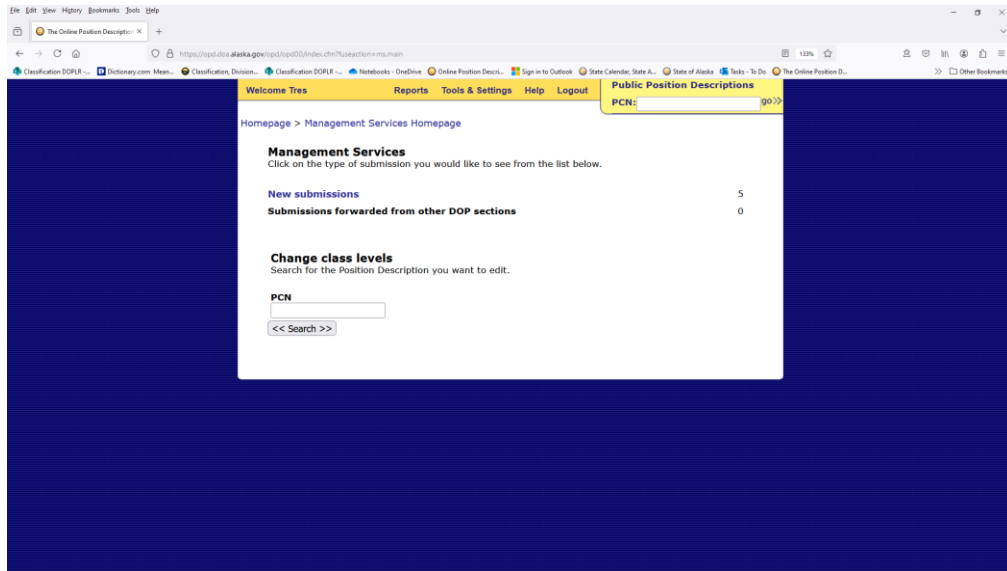
1. First try shutting down your computer. Don't just log off, shut it down completely or restart. If there are updates that need to occur a complete shutdown/restart is required.
2. Ensure you are using the correct username/password. For most departments, this will be the same username/password that you log into your computer with. However, for some Departments and remote locations, this will be the username/password that you use to log in to your state Outlook email address.
3. If this does not work and OPD is giving you an error message, print the screen or be able to give a good description of the error message, and call the Classification Services Operations Team (PH: 465-5646/8427). They will research it further.

H. **Informational – Track Submissions:** Do not use the **Track Submissions** category. You will not be able to edit or delete anything. Track Submissions is for view only purposes and focuses on point in time transactions and the history of the PCN being in workflow. It is best practice to use the **PCN History** under the **Reports** menu to view and/or track the status of positions.

I. **Return/Withdraw (Send Back) the Submission:** Use this process when a position needs to be returned for corrections or other unforeseen issues. This is for the *Management Services queue only*.

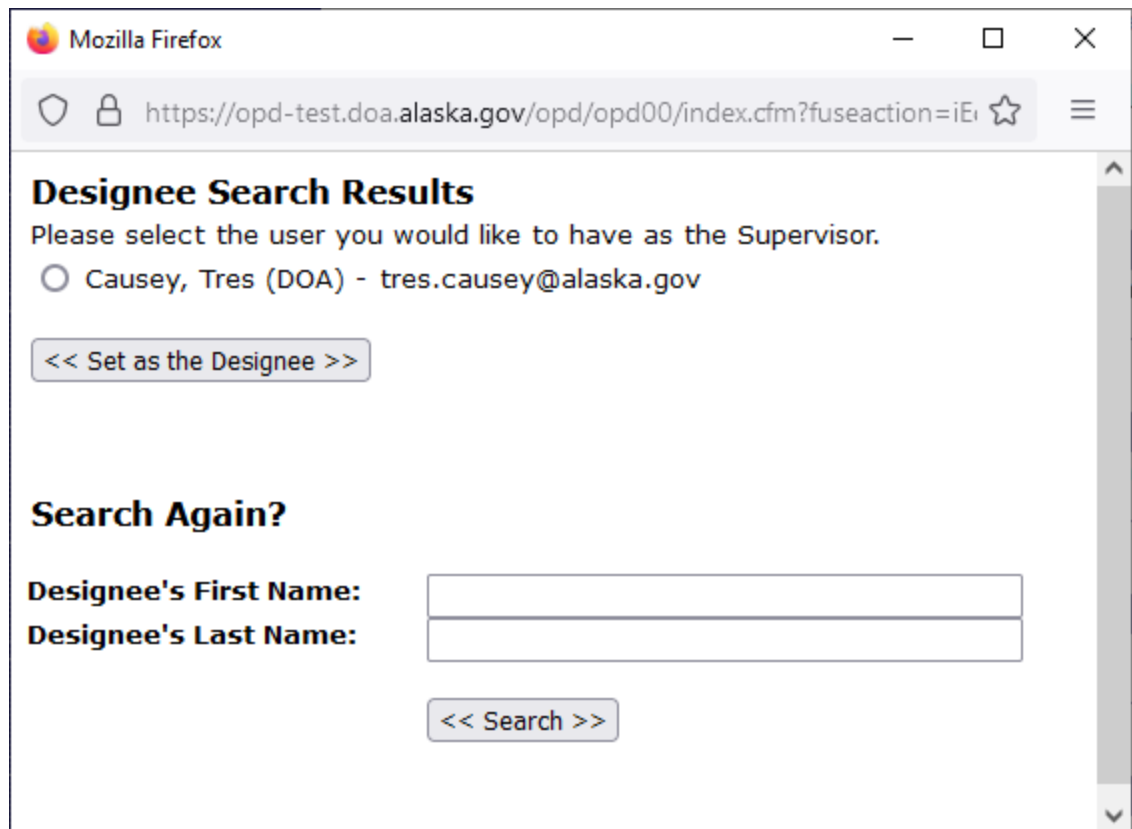
1. Please sign in to the OPD Homepage.
2. Once there, look under the field categories: *Manage Submissions – Management Services*.
3. Select the **New submissions** button.

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4. Click on the PCN needing to be returned.
5. **Scroll** to the bottom of the screen and select **Return/Withdraw** radio button.
6. OPD will display multiple options for sending the position back to either the Originator, Supervisor, Supervisor designee, Division, or Department step. Select the **radio button** for the appropriate step.
  - i. If you have a specific employee that is not listed that you need to send the position back to, use the Supervisor designee section to add them.
    1. Insert the employees first and last name.
    2. Click **Search**.
    3. A Java window will open. Click onto the radio button and select **Set as the Designee**.
    4. The person you selected will now be listed as an option to have the position returned.

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The screenshot shows a web browser window with the title "Mozilla Firefox". The address bar displays the URL "https://opd-test.doa.alaska.gov/opd/opd00/index.cfm?fuseaction=iE". The page content is titled "Designee Search Results" and includes the instruction "Please select the user you would like to have as the Supervisor." Below this, there is a radio button next to the text "Causey, Tres (DOA) - tres.causey@alaska.gov". A button labeled "<< Set as the Designee >>" is positioned below the radio button. Further down, the section "Search Again?" contains two input fields: "Designee's First Name:" and "Designee's Last Name:". A button labeled "<< Search >>" is located below these fields. A vertical scrollbar is visible on the right side of the page.

7. Click on the **Return** button. **NOTE:** Never click the **Withdraw** button; this is only for Classification use.
8. OPD will return the position back to the selected step and send you to the homepage. The following on the homepage will be displayed to confirm the position was returned: **The submission has been successfully sent to the Originator (name of person of step returned will be displayed here).**

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This screenshot shows the 'Return/Withdraw' form in the OPD system. The form is titled 'Return/Withdraw' and has a 'Delete' button. It contains sections for 'Requested Actions' (Location Change), 'Final Actions' (Set a Final Action), and 'Reason for the Request'. The 'Reason for the Request' section has a text area with the following text: 'Requesting location change for PFT PCN 111419 from Chignik to Kodiak effective 9/09/24, as field season has ended; returning to original duty station. The LDP is 14999 and the Home Unit is Z100. EE is traveling via state airplane; no travel status. The employee is aware and in agreement.' There is a 'Save' button at the bottom right of the form.

Click here to Return a position.

This screenshot shows the 'Return or Withdraw a Submission for PCN New353173' form. The form is titled 'Return or Withdraw a Submission for PCN New353173' and has a 'Return' button. It contains sections for 'Send back to Department', 'Send back to Division', 'Send back to Supervisor', 'Send back to a Supervisor Designee', and 'Send back to Originator'. The 'Send back to a Supervisor Designee' section has a text area for 'Designee's First Name' and 'Designee's Last Name', and a 'Search' button. The 'Send back to Originator' section has a radio button for 'I want this submission to be sent back to Tres Causey.' There is a 'Return' button at the bottom right of the form.

Select the radio button to send the position back to the step you need it returned.

Insert the specific employee's name here and click Search to send back to a designee.

Click the **Return** button to send the position back to the selected step.