



## Division of Personnel Classification Services OPD Position Control Changes Frequently Asked Questions

OPD Position Control Change (PCC) workflows were updated on July 1, 2025. This document provides quick reference of PCC types and approvers, as well as answers to frequently asked questions.

**PCC Workflow Quick Reference Table**

PCC Action	Approver
Location Change	<b>Vacant</b> position location changes: <b>Department Recruitment</b>  <b>Filled</b> position location changes: <b>Department HRBP</b> ( <i>HRBP needs to ensure the incumbent desires to voluntarily transfer OR coordinate the transfer for the good of the service process</i> )
Home Unit Change	Division OPD Approver
Vacant Position Flex Up or Down	Department Recruitment
Filled Position Flex Up (Flexible/Multi-Class Promotion)	DOP - Employee Relations
Position Type Change	DOP - Classification
Transfer division and department	DOP - Classification

### Home Unit (HU) Changes:

Question: What is the approval process for HU changes?

Answer: The workflow for home unit changes will now be finalized in OPD at the Division level. Once the originator places the PCC action in workflow, it's sent directly to the division for approval.

Question: Who processes HU changes in IRIS-ADV?

Answer: DOP-Classification receives a report of approved PCC changes and inputs them in IRIS-ADV

Question: I need to use an effective date outside the threshold OPD allows for HU changes. How do I update the effective date outside that threshold?

Answer: Effective date rules comply with the Personnel Rules (2 AAC 07.035). Requests for an effective date outside the threshold OPD allows should be routed to the Classification Operations Team at [DOA.DOP.Classification@alaska.gov](mailto:DOA.DOP.Classification@alaska.gov), with a business reason for the action. Please ensure an OPD Division approver submits the request or is cc'd in the email. Classification will evaluate and process manually if approved.

Question: Does documentation need to be attached to HU changes?

Answer: No documentation is required; the OPD Division approver's certification is all that is required.  
**NOTE:** OPD will pull and insert the last staffing chart and any other documents attached to the last OPD PD. If an updated staffing chart is needed, attach the new one when processing the HU change; however supervisor changes cannot be processed as part of an HU change and must be handled separately.

Question: Will DOP-Classification continue to assist with bulk HU changes?

Answer: Yes, agencies can continue using the bulk edit spreadsheet form to change the HU for **10 or more positions**. Agencies should follow instructions on the form (Bulk Upload PCC Template) available on the Classification website: <https://doa.alaska.gov/dop/classification/resources/>

### Location Changes:

Question: Who initiates location changes – Department HR or Division/Section administrative staff?

Answer: Departments establish internal processes for who initiates location change actions in OPD. Consult your Department HR and/or Administrative Services office for guidance on agency-specific workflows.

Question: Is documentation required for Location Change submissions in OPD?

Answer: This depends on the status of the position. The following are the typical situations:

- a. Vacant position location changes processed by agency HR Recruitment staff based upon **recruitment in multiple locations**. Typically, no additional documents are needed. **NOTE:** Departments may internally mandate specific documents to be attached.
- b. Vacant position location changes processed by the agency that is **not recruiting**. No additional documents are needed.
- c. Filled position location changes. Required documentation depends on whether the incumbent voluntarily concurs with the location change. An updated staffing chart should also be attached.
  - Documentation must be attached either indicating the incumbent voluntarily concurs with the location change OR the Transfer for the Good of the Service process was completed. The Department HRBP handles the Transfer for the Good of the Service process.
  - Departments may internally mandate specific documents to be attached. Contact your HR staff for additional information.

### General Questions:

Question: Where can training material/instructions for PCCs be accessed?

Answer: There are instructional videos combined with step-by-step instructions on Aspire Alaska and links on the Classification login webpage at: <https://doa.alaska.gov/dop/classification/opdOverview/>

Question: What steps are needed if a red warning message appears (*Another submission (Full Position Description) for this PCN is currently at the Classifier step with Classification*)?

Answer: Contact Classification Services (include the PCN) at [DOA.DOP.Classification@alaska.gov](mailto:DOA.DOP.Classification@alaska.gov) for guidance prior to submitting.

Question: Where can I receive an answer to a question not addressed here?

Answer: Department HR contact information is available here: <https://doa.alaska.gov/dop/AgencyHR/>

For technical questions regarding OPD, email DOP-Classification Services at [DOA.DOP.Classification@alaska.gov](mailto:DOA.DOP.Classification@alaska.gov).