

POSITION CHANGES MATRIX

When does OMB need to approve a position request?

Position Type	NEEDS OMB APPROVAL			EXCEPTIONS	
	New Position Creation	Reclassification resulting in more than a 2-range increase	Extension	New Position Creation	Reclassification resulting in more than a 2-range increase
FULL-TIME					
FACL: Full-time, OMB authorized (operating budget)	Yes	Yes	N/A	<ul style="list-style-type: none"> ▶ University of Alaska - all positions ▶ New emergency fire fighters ▶ New emergency guards ▶ Governor's Office (Exempt - full-time or part-time) 	<p>▶ Flexing of positions (NOTE: OMB approval is still needed if the action involves a reclass resulting in more than a 2-range increase from the highest budgeted pay range.)</p> <p>▶ Reclassifications through a study conducted by the Division of Personnel and Labor Relations. Notification to OMB by the agency only.</p> <p>▶ Reclassifications as a result of a formal process (such as a Union dispute or Labor Relations arbitration decision) (NOTE: Approval is not necessary, but notification of the reclassification to OMB is required.)</p> <p>▶ Governor's Office (Exempt - full-time or part-time)</p> <p>▶ Reclassification of Attorney/Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law</p>
PXFT: Partially exempt, full-time	Yes	Yes	N/A		
PART-TIME					
HACL: Part-time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	N/A		
PACL: Part-time, OMB authorized (operating budget)	Yes	Yes	N/A		
EXEMPT (Info only)					
Temporary Exempt Position established under AS 39.25.110(9)	Yes	Yes	N/A		
PXPT and EXPT: Partially exempt (PX) and Exempt (EX) part-time *Requires Chief of Staff approval to recruit or hire (range 16 and up)	Yes	Yes	N/A		
SEASONAL					
AACL: Seasonal, part-time, OMB authorized (operating budget)	Yes	Yes	N/A		
CACL: Seasonal, part-time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	N/A		
SACL: Seasonal, OMB authorized (operating budget)	Yes	Yes	N/A		

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NEEDS ASD APPROVAL (ASD approval includes the Commissioner)				EXCEPTIONS	
Non-permanent Positions					
Short-Term					
90 days or less (SU bargaining unit)	No	N/A	Yes (beyond 90 days) Requires special DOPLR approval for extension	None	None
120 days or less (GGU and CEA bargaining units)	No	N/A	Yes (beyond 120 days) Requires special DOPLR approval for extension	None	None
NEEDS ASD APPROVAL				EXCEPTIONS	
Position Type	New Position Creation	Reclassification resulting in more than a 2-range increase	Extension		
Long-Term					
over 90 days (SU bargaining unit)	Yes	N/A	Yes		
over 120 days (GGU and CEA bargaining units)	Yes	N/A	Yes		
All Others					
120 days or less (all bargaining units except SU, GGU, CEA)	No	N/A	Yes (beyond 120 days)		
over 120 days (all bargaining units except SU, GGU, CEA)	Yes	N/A	Yes		

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All Others					
On-Call Substitute (GGU only - All others must have LOA)	No	N/A	No	None	None
Substitute Position	No	N/A	Yes, if over 120 days		
student, college, and graduate Interns	No	N/A	No		
program service aide	No	N/A	N/A		
OTHER ACTIONS	OMB/ASD Approval Needed	Reclassification resulting in more than a 2-range increase	Extension	Exceptions	
Deletion of any position	ASD Approval	N/A	N/A	None	None
Position Type Change	ASD Approval	N/A	N/A	None	None
Duty Station Location Changes other than to / from Juneau	ASD Approval	N/A	N/A	Location changes for non-perm positions and permanent positions between Juneau and Douglas, or Fort Richardson and Camp Carroll do not require ASD approval.	
Duty Station Location Changes to/from Juneau	OMB Approval	N/A	N/A	Non-permanent positions with a valid business reason may request a location change to / from Juneau. NOTE: Classification Services reviews and approves location changes.	
OTHER ACTIONS	OMB/ASD Approval Needed	Reclassification resulting in more than a 2-range increase	Extension	EXCEPTIONS	
Position transfer between departments	OMB Approval	N/A	N/A	None	None
Movement of a specific position from the Exempt or Partially Exempt Service to the Classified Service, or vice-versa.	OMB Approval	N/A	N/A	Exceptions: Reclassification of Attorney/Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law	

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GENERAL INFORMATION	EXCEPTIONS	
ACCEPTABLE <u>OMB</u> APPROVAL DOCUMENTS	None	None
The following documents are acceptable for OMB approval/verification (drafts are not acceptable): <ul style="list-style-type: none"> • Signed OMB Position Approval Form • Email from OMB staff verifying approval/verification • Signed memo from OMB that includes the Director, Office of Management and Budget's approval signature or initials 	None	None
ACCEPTABLE <u>ASD or Commissioner</u> APPROVAL DOCUMENTS		
The following documents are acceptable for <u>ASD/Commissioner</u> approval/verification (drafts are not acceptable): <ul style="list-style-type: none"> • Signed OMB Position Approval Form 	None	None
GUIDANCE AND CLARIFICATION	EXCEPTIONS	
<u>Non-permanent positions:</u> 1. The range, job class title, and location listed on a position request must match the information in the OMB Position Approval Form. If not, the request will be returned to the agency. 2. Project non-permanent positions will be established for the entire duration of the project in OPD regardless of length. (TJCL, PJCL, NJCL only). 3. All other non-permanent positions will only be established for 12-months by the Division of Personnel and Labor Relations (DOPLR). If an extension is needed beyond 12-months: Prior to the position expiring, and no earlier than 30 days before the existing expiration date, the agency must submit an extension request with a valid business reason for an extension beyond 12-months. DOPLR will review and evaluate for approval.	None	
If the final allocation of a position is more than two ranges higher than the original OMB approval, the agency must contact OMB for additional approval.	None	

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DEFINITIONS
Duty Station Location Changes - Position moving from one location to another.
Full-Time Position - Works year round at 37.5 hours or more per week.
Part-time - Works year round, but less than 37.5 hours per week.
Seasonal - Works full-time or part-time for part of the year. Note: Payroll and ABS position types may differ. For instance, SACL is full-time for payroll but counted as part-time in ABS.
Non-Permanent Position - A position that is not in the exempt or partially exempt service and not a permanent or emergency position.
Long-Term Non-Perm Position - ♦ Position established for more than 120 days (GGU, CEA). ♦ Over 90 days (SU). (Not all incumbents of non-perm positions that exceed 120 days are eligible for benefits.) Note: Only the GGU, SU, and CEA Collective Bargaining Agreements provide for the establishment of either short-term or long-term status for a non-permanent position. All others are established per AS 39.25.195 and are not distinguished by short- or long-term status.
Short-Term Non-Perm Position - ♦ Position established for 120 days or less (GGU, CEA). ♦ 90 days or less (SU). (Not all incumbents of non-perm positions that exceed 120 days are eligible for benefits.) Note: Only the GGU, SU, and CEA Collective Bargaining Agreements provide for the establishment of either short-term or long-term status for a non-permanent position. All others are established per AS 39.25.195 and are not distinguished by short- or long-term status.
(All Other Non-Permanent Positions) - All other bargaining unit's non-perm positions can be established for a period of 120 calendar days or more if the appointment is for a Program, Project, or Substitute position. If the appointment is for work that is a regular and continuing function of the agency (normal) the position can be established for a period of 120 days or less per AS 39.25.195 (g).
(Substitute Non-Permanent Position) - ♦ Fills in for regular permanent employee while on leave. ♦ Must be the same job class as the permanent position.
On-Call Substitute - ♦ In the event a regular, permanent employee takes leave, the supervisor has a pool of incumbents to call. ♦ Multiple employees may be appointed to the same PCN. (GGU only).
Position Type - Describes the position status: full-time, part-time, or seasonal, and working hours. Each status type has a four-letter payroll code for position control such as FACL, SACL, HCCL, PXPT, etc.
Position Type Change - Change in position type occurs when an existing permanent position is changing between full-time, part-time, and seasonal. (Position Type Change can also be referred to as Time Status Change.)
Temporary Exempt Positions - Positions of a temporary duration within a 100% exempt agency <u>or</u> established under AS 39.25.110(9)