

Focus: Departmental and Division of Personnel & Labor Relations Procedures	State of Alaska Department of Administration Division of Personnel & Labor Relations <b><u>Policies and Procedures</u></b>
Topic: Flexibly Staffed Positions 61300 PRO	Effective Date: May 19, 2008  Supercedes: SOP 07-VIII
Authorities: <a href="#">2 AAC 07.020 Allocation of positions</a> <a href="#">2 AAC 07.025 Maintenance of descriptions</a> <a href="#">2AAC 07.035 Effective dates of allocation action</a>	
Link(s): <a href="#">AAM 130.270 Flexibly Staffed Positions</a>	
Policy: <a href="#">AAM 130.270 Flexibly Staffed Positions</a>	

## PROCEDURE:

### I. Requesting Approval to Establish a Flexibly Staffed Position

- A. It is recommended that an agency contact the Division of Personnel & Labor Relations (DOPLR), Classification Section, to verify the appropriateness of requesting a flexibly staffed position before submitting a request through the Online Position Description system (OPD).
- B. To submit a request, the agency creates a submission in OPD.
  1. If the position control number (PCN) currently exists, use the "Edit an existing position" link.
  2. If the position is new, use the "Create a new position" link.
  3. On the "Main Page" of the submission management page, select the "Flexibly Staffed" box in the recruitment type section.
  4. In the class titles section, select "add another job class" until the number of job classes needed for the position is shown. The text under "Requested Class Title" displays the current job class title(s) of the position and indicates "Not Yet Selected" for the added job classes until a class title is selected within the form.
  5. In the "Requested Action" section, select "Establish Flexible Staffing" as an action.
  6. Go to the form and complete a full position description for each job class requested. The form for each job class is selected in the drop-down box under "Requested Class Title" at the top of each form page.
  7. The description of work must total 100% for each job class.
  8. As appropriate, duties and other sections may be templated using the "Template" function.
  9. Attach a flexible staffing plan, which consists of a training plan and rating device, for movement to each of the higher job classes.
  10. Click the "Questionnaire" button and answer the questions listed.

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11. Once all requirements are met, send the submission forward for required certification and approval. Steps include: Origination, Supervisor, Division, and Department.
  - C. Upon department certification and approval, the submission is sent to the DOPLR, Classification Section, for review and allocation.
  - D. Classification reviews the submission and determines the appropriate allocation of each requested job class within the position.
  - E. When the submission has been finalized by Classification, the position may be advertised and recruited at any or all of the approved job classes. The job class the position is allocated to is indicated by arrows on each side of the job class title on the "Current Position Information" page in OPD.

## II. Flexing a Position Upon Appointment

- A. Concurrent with granting hire approval, DOPLR recruitment staff creates a Position Control Change (PCC) action in OPD to change the allocated level of the position to the job class for which the hire was approved, if different.
  1. The effective date of the action is typically the hire approval date and is not later than the date the new hire begins employment.
  2. The final action is "Flex Up" or "Flex Down", as appropriate.
  3. The reason for the request is "Hire made at the (title) job class."
  4. An email notification is created and the appropriate recipients are selected (e.g. hiring manager and departmental administrative contact).
  5. Additional comments about the request may be added to the OPD internal record by using the "DOP Internal Notes" or "Comments" areas.
- E. The PCC action reports on the OPD "Allocation Grid" report, which Classification uses to enter the changes into the position control screens in AKPAY, generally on the following business day.

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- F. When the selected applicant begins employment, the agency must provide the employee with a copy of the flexible staffing plan, and ensure the requirements of the plan are completed as part of the employee's regularly assigned duties.

### III. Flexing a Filled Position

- A. When an incumbent has met the minimum qualifications and successfully completes the training plan to flex to the next higher job class, the agency contacts their DOPLR Service Center and provides the necessary documentation required to flex the incumbent and position to the next job class. Necessary documentation includes, but is not limited to, a copy of the flex criteria rating device certifying that the incumbent has completed the training plan, has met all flex criteria, and meets the minimum qualifications of the next higher job class.
- B. The Service Center creates a Position Control Change (PCC) in OPD to change the allocated level of the position to the next job class.
1. The effective date is no sooner than the 1<sup>st</sup> or 16<sup>th</sup> of the month following approval of the final action. There are no retroactive actions.
  2. The final action is "Flex Up".
  3. The reason for the request is "Agency management has certified the incumbent has successfully completed the training plan, meets all flex criteria, and meets the minimum qualifications of the next higher job class."
  4. An email notification is created and the appropriate recipients are selected (e.g. supervisor, DOPLR Service Center contact, and departmental administrative contact).
  5. Additional comments about the request may be added to the OPD internal record by using the "DOP Internal Notes" or "Comments" areas.
  6. No documentation referring to the incumbent's name is attached to the public action; supporting documentation is filed in the incumbent's official personnel file housed at Employee Records.

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- C. The action reports on the OPD “Allocation Grid” report, which Classification uses to enter the changes into the position control screens of AKPAY, generally on the following business day.
- D. The action also reports on the OPD “TS Allocation Grid” report, which payroll staff uses to enter the changes to the incumbent screens of AKPAY.