

OPD Questionnaire Guide and Examples

How to expedite Classification's review of your PD

**SOA DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL AND LABOR RELATIONS**

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Position's Work has Changed Enough to make its Classification Questionable

1. What caused the change in duties and responsibilities that resulted in this request (i.e. reorganization, reassignment of work, new function added by law, or other influence)? Concisely state what initiated the changes in the position, such as the following examples:

- ◆ Accreditation audit identified direct care staffing levels as a concern. This position is changing from a Quality Control/Internal Review role to direct care nursing.
- ◆ Regulatory changes required adding new work process and authority to complete review and approval of permits.
- ◆ Loss of positions due to budget reduction caused reorganization of work and assumption of procurement and grants administration duties by ASD.
- ◆ Creation of the Office of Information Technology removed responsibility for commodity IT services from the position.

2. How do the changes affect the work and level of responsibility assigned to this position? Concisely describe what work was added or removed, how the primary duty and authority was altered, and what you anticipate the result will be, such as the following examples:

- ◆ Previous quality control and audit duties absorbed by manager and other QC Nurse. Position no longer assigned those duties. New primary duty is working as charge nurse on assigned ward and shift. Anticipate reclass to Nurse III.
- ◆ Additional duties added to application processing to ensure documentation required by 19 CFR 886 is complete, accurate, and addressed in supporting materials. Higher level of work anticipated to result in reclass to advanced level.
- ◆ Lower level technical and administrative support duties removed to allow position to focus on primary duty of biological research and analysis. Most work now advanced or journey professional so position may go to advanced level in series.
- ◆ Duties statements revised and percentages adjusted to reflect new work processes required for IRIS HRM entry and increased amount of time

required to enter changes in the new system. Anticipate greater variety of work to justify reclass to advanced level.

- ◆ Duties shifted within work unit and this position is taking on higher level procurement work as part of reorganization. Primary duty is now procurement and anticipate reclass to Procurement Specialist II.

3. If applicable, how does the change in work structure compare to similar work units in the division or department? Identify those positions or sections doing similar work or in a similar section hierarchy, such as the following examples:

- ◆ Position is assigned the same type of charge nurse duties as the Nurse III's over other wards and shifts.
- ◆ Reassignment of work to the Administrative Services Division will result in a support unit like the ones in the Fairbanks and Ketchikan offices.
- ◆ Reduction of staffing and division of labor has resulted in an organizational unit similar to the one existing prior to the section's expansion in 2005.

4. Are there other positions that were previously performing the work now assigned to this position? If so, state the PCN(s) and job class title(s). Concisely describe duties removed from other position(s), their anticipated impact on the other position(s), and whether they are being submitted in a group with this position, such as the following examples:

- ◆ No duties removed from other positions. This position's duties will reduce workload issues previously solved by requiring overtime.
- ◆ Position assuming lead responsibility for the Red Team in addition to leading the Blue Team. Red Team lead duties removed from PCN 16-0112. That position being submitted with this one.
- ◆ Procurement duties and administration of facilities grants removed from PCNs 14-4535, 14-4536, and 14-4574 in Div of Public Works. Those positions will be submitted by their division.

5. Has the work previously performed by this position been assigned to another position? If so, state the PCN(s) and the job class title(s). Concisely describe duties removed from this position, what position(s) they've been given to, the anticipated impact on the other position(s), and whether they are being submitted as a group, such as the following examples:

- ◆ Platoon Leader duties moved to PCN 17-2131, which is included in group submission. Anticipate reclass of 17-2131.

- ◆ Oversight of Bethel, Aniak, Dillingham, Port Hayden, Egegik, and Eek moved to PCN 23-0251. The additional airports are a minor change for 23-0251 and it is not being submitted for review at this time.
- ◆ KARSUA management duties moved to PCN 15-1097, may support its reclass to NRM II. It will be submitted later if the change is found to be significant.

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Updates

1. What caused the change in duties and responsibilities that resulted in this request (i.e. reorganization, reassignment of work, new function added by law, or other influence)? Concisely state why the PD is being updated, such as the following examples:

- ◆ PD updated to add to OPD. PD of record prior to 2006.
- ◆ PD updated to correct references to information systems.
- ◆ PD updated to add (change/remove) subordinate positions in supervisory section.
- ◆ Federal regulations on health information access now requires an incumbent pass a background investigation.
- ◆ The Personnel Board adopted regulations in 16 AAC 87.100, requiring certification of Compensation Professionals.

2. How do the changes affect the work and level of responsibility assigned to this position? Concisely describe what changes, if any, were made from the PD of record, such as the following examples:

- ◆ No changes made to Duties, Other Work Details, or Supervisory Authority. Work Demands revised to remove physical requirements for running and jumping.
- ◆ Duties edited to change system references from AKSAS to IRIS FIN. No other changes made.
- ◆ Minor edits to Duties and Other Work Detail to update names of computer systems and add new statutory authority (AS 44.06.070(b)).
- ◆ Duties revised to add new program responsibilities that are not expected to affect the classification.

3. If applicable, how does the change in work structure compare to similar work units in the division or department?

Not applicable.

4. Are there other positions that were previously performing the work now assigned to this position? If so, state the PCN(s) and job class title(s).

Not applicable.

5. Has the work previously performed by this position been assigned to another position? If so, state the PCN(s) and the job class title(s).

Not applicable.

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Establish Flexible Staffing

(Note the other requirements for PD and attachments in Submission Checklist)

1. What caused the change in duties and responsibilities that resulted in this request (i.e. reorganization, reassignment of work, new function added by law, or other influence)? Concisely state the reason for needing flexible staffing for the position, such as the following examples:

- ◆ Recruitment difficulties have prevented hiring in the current job class since it was vacated on Sept 26th. (See recruitment difficulty guidelines on the Classification Resources [page](#).)
- ◆ Ongoing difficulties filling positions in the section make flexible staffing the most efficient method of completing the work.

2. How do the changes affect the work and level of responsibility assigned to this position? Describe any changes to the work other than the creation of lower levels for a flex plan, such as the following examples:

- ◆ In addition to flexing, responsibility for reconciling quarterly reports has been added to the second functional area.
- ◆ Coordinating the OWTB project has been reassigned and will not be returned when position is flexed to the highest level.

3. If applicable, how does the change in work structure compare to similar work units in the division or department? Identify other flexibly staffed position(s) in the section or similar position(s) in other work units, such as the following examples:

- ◆ Duties and training plan matches the other Child Support Specialist I/II's in the section.
- ◆ Position's work and flex plan is similar to PCN 17-7122 in the Asset Mgmt Div.

4. Are there other positions that were previously performing the work now assigned to this position? If so, state the PCN(s) and job class title(s). State how this position's establishment as flexibly staffed will affect other positions, such as the following example:

- ♦ Training will include work assignments typically done by PCNs 22-2589, 22-2655, and 22-2658. Work will return to those positions once that training stage is completed.

5. Has the work previously performed by this position been assigned to another position? If so, state the PCN(s) and the job class title(s). Describe how the work will be performed while the position is allocated to the lower levels of the flex plan, such as the following example:

- ♦ Higher-level work will be done by supervisor and Accounting Technician IIIs during the training period.

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New Position

1. What caused the change in duties and responsibilities that resulted in this request (i.e. reorganization, reassignment of work, new function added by law, or other influence)? Concisely state what initiated the need for a new position, such as:

- ◆ Increased workload requiring additional front-line staff to serve clients.
- ◆ Position needed to develop and run new program established by Chapter 23 SLA 17.
- ◆ New federal requirement for additional review/analysis/approval per 44 CFR Part 793 requires more staff to meet workload.

2. How do the changes affect the work and level of responsibility assigned to this position? For a new position describe how the position was developed, such as:

- ◆ The work is new, not previously performed in the section or division.
- ◆ The lower level duties have been consolidated into this position from the section's professional staff.

3. If applicable, how does the change in work structure compare to similar work units in the division or department? For a new position identify those doing similar work or in a similar section hierarchy, such as:

- ◆ New program requiring oversight similar to coordination of the AIM program overseen by PCN 15-1954 and Put Soldiers to Work program overseen by PCN 15-6455.
- ◆ Position will lead a new team of analysts similar to the teams reporting to PCN 17-4300 and 15-0531.
- ◆ Position will develop new section, projected to include professional subordinates and administrative support staff. Section will be developed over next three fiscal years and its final form established once work processes and position design decisions are made.

4. Are there other positions that were previously performing the work now assigned to this position? If so, state the PCN(s) and job class title(s). State concisely how this position's establishment effects other positions, such as:

- ◆ Marginal technical and administrative duties removed from PCNs 13-5132, 13-5461, 13-2234, and 13-2005. Essential duties not affected. PDs not being updated at this time.
- ◆ Duties of PCN 14-2844 workload split for this position. 14-2844's duty statement percentages reduced for second and third functions. 14-2844's PD being submitted with this position.
- ◆ Essential duties reduced for PCNs 16-1011 and removed from 16-1277. Their PDs are being submitted with this position.