OPD: ONLINE POSITION DESCRIPTION

Online Classification System
The Division of Personnel
& Labor Relations (DOP/LR)

OPD Functionality

OPD does:
- Process position descriptions
- Process position control changes
- Create non-perm positions
- Report real time status
- Automatic routing
- Reporting functions
- Online access to classification history

OPD does not:
- Replace the Personnel Action Request Form (PARF)
- Automatically update information in AKPAY
- Change the workflow for classification actions

OPD Terminology

- Submission: A position description (PD), position control change (PCC), or non-perm position or extension request that requires department and division approval
- Full PD: A submission that requires a complete PD with an updated staffing chart (reclassification, update, new position)
- PCC: A submission for an action that does not require a Full PD (ex: location change, AKPAY organizational routing code change, position type change, flex a position up or down, multiple class level changes, and division or department transfers). **FLSA must be checked for all position type changes and flexes up or down.**

OPD Actions List

May be requested by all LDAP users:
- Location changes
- Position type changes
- AKPAY organizational routing code changes
- Transfer between departments or divisions with no change in duties
- Reclassification requests
- Non-perm requests

OPD Actions List, cont.

May be created by DOP/LR Classification Services only:
- Bargaining unit changes for filled and vacant positions
- Strike class, CDL, Arms & Ammo, and FLSA changes
- Corrections to OPD actions

Workflow

PD workflow is processed in the following order:
- Originator
- Supervisor/Supervisor Designee
- One-Time Reviewer (optional)
- Division
- Department
- Classification Services

Roles for All Users

Originator (ex: incumbent or supervisor)	A user who creates a new submission. Submission is forwarded to supervisor or other required approver.
Supervisor or Supervisor Designee	A user who reviews and edits position descriptions and non-perm submissions. Approves and forwards submission to division approver step, or returns submission to originator.
One-Time Reviewer	A user who may be chosen at any step to either review and/or edit a submission.

Assigned Department Roles

Types of Roles	Associated Functionality
Division Reporter (ex: program manager responsible for position reporting)	Has the ability to view submissions and reports for the division.
Division Reviewer (ex: Administrative Assistant or Administrative Officer I)	Reviews and edits all types of submissions, returns submissions or recommends division approval.
Division Approver [ex: Director, Deputy Director, Administrative Operations Manager (AOM), Division Operations Manager (DOM)]	Edits all types of submissions, approves and forwards to department approver.
Department Reporter (ex: Administrative Officer I or II)	Has the ability to view submissions and reports for the department.
Department Reviewer (ex: Administrative Officer I or II, Budget Manager)	Reviews and edits all types of submissions, returns submissions or recommends department approval.
Department Approver (ex: Administrative Services Director (ASD), AOM, DOM, Budget Manager)	Edits all types of submissions, approves and forwards to Classification Services.
User Administrator (DOP/LR Classification Services)	Creates and maintains access for users in the division and department at the request of the ASD.

Routing Actions Inside DOP

Classification Services	New position, reclassification, update, establish flexible staffing, coupled or multiple class position, bargaining unit change, union request for Classification review, transfer between departments w/new duties, non-perm position requests and extensions, study PD's
Department HR Services	Location change, position type change, AKPAY org routing code change, transfer between divisions and departments w/out change in duties (initiated by the agency via Management Services Homepage)
	Change in levels for vacant or filled flexibly staffed and multiple class positions for recruitment or promotion purposes (exception: Non-Perms and Interns) (Initiated by Dept. HR Services via Recruitment Services or Management Services Homepage)