

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

**Classification**  
**DOPLR-07**

**VIII. Flexible Staffing, Coupled, and Multiple Classes**

A. Purpose

The purpose of this SOP is to describe policies and procedures for establishing, reclassifying, and filling flexibly staffed, coupled positions, and multiple classes.

B. Scope

This SOP applies to permanent positions in the classified or partially exempt service which are covered by flexible staffing, multiple, or coupled class agreements.

C. Authority

- 2 AAC 07.020 Allocation of positions
- 2 AAC 07.025 Maintenance of descriptions
- 2 AAC 07.035 Effective Dates
- AAM 130.270 Flexibly Staffed Positions
- AAM 130.275 Multiple Class Positions
- AAM 130.280 Coupled Class Positions

D. Flexible Staffing

1. General Information

- a. Flexible staffing is a management tool designed to aid recruitment and retention by facilitating entry into a chosen occupational field, and providing a training path in order for journey or higher level (e.g.: advanced) work to be performed. Typically, the agency needs to demonstrate recruitment difficulty for a position exists.
- b. The agency must contact Classification Services to verify the appropriateness of requesting flexible staffing for positions before submitting a request through the Online Position Description (OPD) system.
- c. The requirements set forth in Alaska Administrative Manual (AAM) 130.270 must be adhered to. To obtain approval, the requesting agency must create a Position Description (PD) submission in the Online Position Description System (OPD) describing the duties and responsibilities for each of the requested job classes. A flexible staffing plan which consists of a training plan and rating device is developed for movement to each higher-level job class in accordance with AAM 130.270. Classification Services may allow adjustments based upon unique and verifiable circumstances. **NOTE:** Performance evaluations must not be included as part of the training plan or rating devices.
- d. Classification Services must approve the flexible staffing agreement before a department may designate a position as flexibly staffed and recruit for it as such.

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

- e. Management retains responsibility for deciding whether the incumbent is actually prepared to perform at the higher level.

2. Recruiting for Flexible Staffing

Department HR staff will create 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. DOPLR will update the AKPAY position screen.

3. Reclassifying a Filled Position

When all flex criteria are met, Department HR staff completes a PCC in OPD to change the allocated level of the position to the next higher job class. Reallocations are effective the next 1<sup>st</sup> or 16<sup>th</sup> of the month in accordance with 02 AAC 07.035. Requests for a different date must be approved through the DOPLR Director.

E. Coupled Classes

1. The concept of coupled classes is based on the determination that there is trainee level in the series. The coupled class designation applies to an entire job class when the **specific training** is needed and provided to **all** new employees, prior to promotion into the next working level. The trainee receives specific training to advance from trainee to full working level. Upon certification of the employing manager that the training has been satisfactorily completed, the incumbent is promoted to the higher level.
2. Coupled classes are established through a Classification study. If the request is approved, the class specification will be revised and defined as a coupled class. A coupled class agreement will be provided by Classification Services.
3. Under a coupled class agreement, positions in the job classes are permanently allocated to the full working level of the job class series (Position screen/field in AKPAY). Vacant positions are filled at the lower level unless filled as described in E4.
4. Positions covered by a coupled class agreement may also be filled by transfer, rehire, and layoff recall at the higher level.
5. The requirements set forth in AAM 130.280 must be adhered to.

F. Multiple Classes

1. A multiple class position is a recruitment and retention tool that allows management to fill a position for either licensed or non-licensed work, depending on applicant qualifications. Multiple class positions use more than one job class, all of which are performing related work (e.g., Licensed Practical Nurse, Nurse I, and Nurse II). Typically, recruitment difficulties exist at the highest licensed level before this option is implemented.

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

2. DOPLR, Classification Services, must approve and establish a position as multiple class before recruitment or reallocation of a filled position may be conducted using the multiple class provisions.
3. The agency must contact Classification Services to verify the appropriateness of requesting multiple class positions before submitting a request through the Online Position Description (OPD) system.
4. The requirements set forth in AAM 130.275 must be adhered to.

F  
l  
e  
x  
i  
b  
l  
e  
S  
t  
a  
f  
f  
i  
n  
g  
a  
n  
d  
  
C  
o  
u  
p  
l