

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

Classification
DOPLR-07

X. Delegation of Classification Authority

A. Purpose

The purpose of this SOP is to outline guidelines and procedures for taking classification action under delegated authority by the Division of Personnel and Labor Relations (DOPLR).

B. Scope

This SOP refers to delegation of authority to department HR staff for classification of partially-exempt and classified service positions.

C. Authority

AS 44.17.010 - Delegation of Functions

AS 39.25.150(23) - Delegation of Personnel Responsibilities and Duties to the Principal Departments of the Executive Branch

2 AAC 07.930 - Personnel Duties

D. General Information

Delegation of authority is specific to Department Human Resource Staff (DHRS) identified by DOPLR through a Memorandum of Understanding (MOU). Delegation may be extended beyond DHRS by written agreement with the Director, DOPLR. The Classification authority is delegated as follows:

1. The following Position Control Change (PCC) authority is delegated through the Online Position Description (OPD) to department HR staff:
 - a. Level changes for flexible staffing, per flexible staffing agreements, and multiple and coupled classes.
 - The Fair Labor Standards Act (FLSA) must be verified for overtime eligibility. NOTE: Some positions may be overtime eligible at a lower level and ineligible at the higher level.
 - b. Position type changes
 - c. Location changes, when it does not affect the allocation
 - Delegation of authority for position transfer includes delegation of final authority to transfer vacant positions; and for filled positions when the incumbent has voluntarily consented to the transfer. **NOTE: Authority is not delegated to approve transfers for the good of the service.**

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- d. Organizational routing code changes
 - e. Transfers between divisions and departments requiring no change in duties and no change to the allocation. **NOTE:** Verify with Classification Services if unsure that the transfer will not affect a change.
- 2. Effective date actions are in accordance with Classification Services guidelines which are located on the DOPLR Intranet.
 - 3. Ensure that proper authorization, if needed, is obtained prior to performing PCC actions such as the Department designee or Office of Management and Budget (OMB) approval/certification required for the specific actions.
- E. Classification Actions Not Delegated. The following actions are not included within the delegated authority:
- 1. Creation of new non-permanent positions (other than emergency positions).
 - 2. Changes in classification.
 - 3. Changes or placement in bargaining unit. Initial reviews may be done by DHRS, but DOPLR initiates union concurrence and approves action.
 - 4. Change of service. (Partially-Exempt to Classified Service, Partially-Exempt to Exempt Service, etc.).
 - 5. Establishing or revising job classes including class specifications, and job category designation.
 - 6. Approving the establishment of Unique and Unusual Circumstances for position. (Ref: DOPLR SOP 1-VIII)
 - 7. Transfers for the Good of the Service (in reference to location changes with an incumbent still in the position)

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