

**LOGIN**

The screenshot shows a web browser window displaying the login page for the Online Position Description System. The page title is "Online Position Description Login". The instructions state: "Enter your SOA username and password in the text boxes below. In most cases, your SOA username and password are the same as your email login. If they are not, or if you don't know what your SOA password is, contact your department's IT staff for assistance." A red notice reads: "If you experience any problems with the Online Position Description (OPD), please feel free to contact Tres Causey (Tres.Causey@alaska.gov) at 465-2945." Below this, it lists compatible browsers: "Compatible browsers for the Online Position Description System are Mozilla 1.6 or greater and Internet Explorer 6.0 or greater. You are currently using Firefox/44.0." A notice states: "Notice: Users are automatically logged out after 2 hours of inactivity. Remember to save frequently." The login form includes two text boxes: "Username:" with the value "tcausey" and "Password:" with masked characters. A "Login" button is located below the password field. The footer of the page includes "State of Alaska", "Search DOP", "DOP Webmaster", and "Photo Credit".

**To Login:**

1. Use Mozilla 1.6+ or Internet Explorer 6.0+ as the browser.
2. Go to <https://opd.doa.alaska.gov/opd>
3. The **Online Position Description Login** page should display.
4. Enter your LDAP Username and Password in the text boxes.
5. Click the **Login** button or press enter.
6. The **Online Position Description System Homepage** should display.

**Note:** This system uses pop-up windows. Your browser preference setting must allow pop-up windows from the dop.state.ak.us site in order for some functions to work correctly.

**Questions? Problems?**

Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance, or email at [doa.dop.classification@alaska.gov](mailto:doa.dop.classification@alaska.gov)

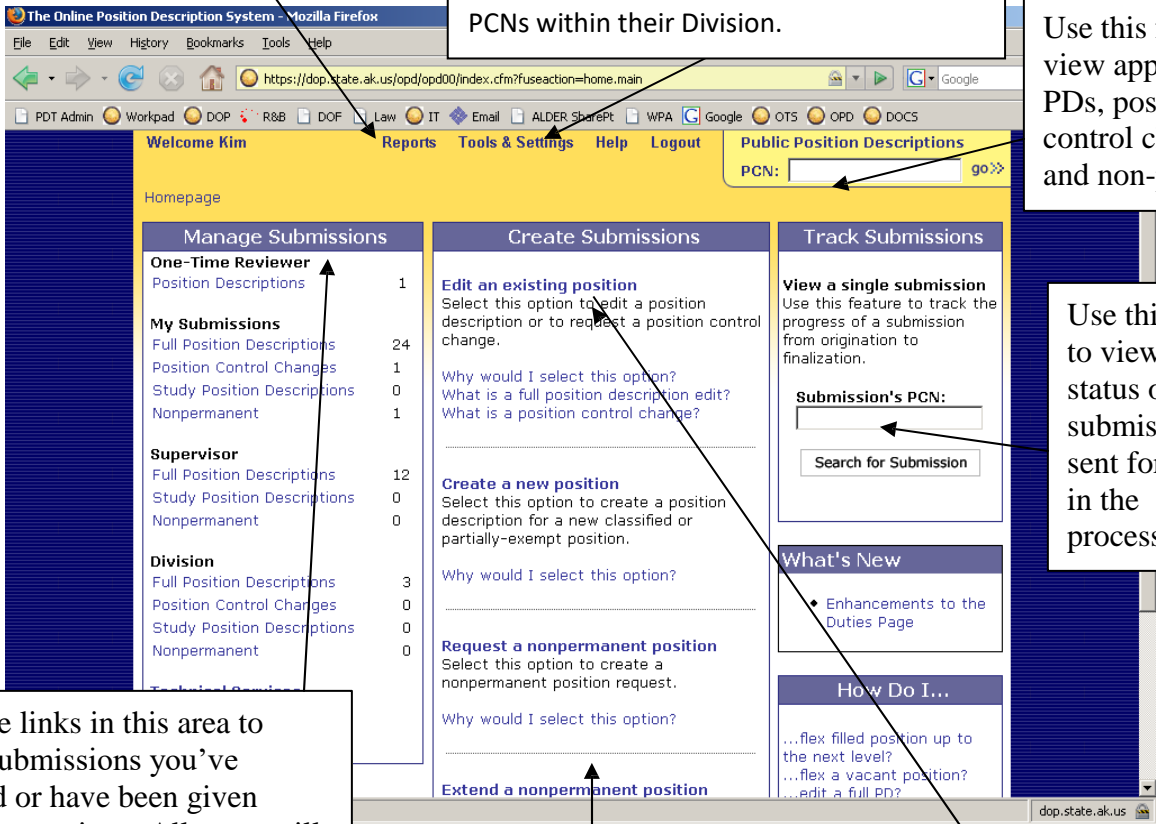
# OPD User's Guide

## HOMEPAGE

Users with Approver, Reviewer, or Reporter authority will see this link.

Use this link to turn off the automatic email notices. Users with Approver or Reviewer authority will have the **“Reassign Submission”** option to reassign active PCNs within their Division.

Use this field to view approved PDs, position control changes, and non-perms.



Use this field to view the status of submissions sent forward in the process.

Use the links in this area to view submissions you've created or have been given access to review. All users will see the One-Time Reviewer and My Submissions lists. Users identified as a supervisor or supervisor designee will see the Supervisor submission list. Users with approver or reviewer authority will see a Division and/or Department list.

**Non-permanent (non-perm) positions only:** Select the links **“Request a nonpermanent position”** or **“Extend a nonpermanent position”** in the middle area to create a new non-perm position, or extend a non-perm position. **Once a submission is created, it moves to the “Manage Submissions” area on the left.**

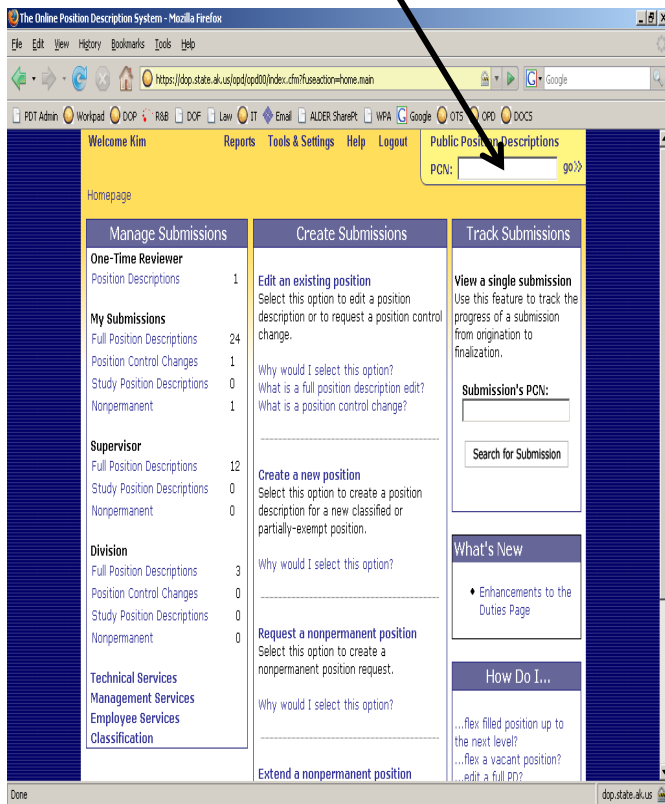
**Permanent Positions only:** All existing positions have a PCN. Use this link to edit the existing PCN.

The OPD Homepage contains areas to create, manage, and track submissions for partially exempt and classified positions. Submissions are requests created and processed through the system and require department and Division of Personnel approval before becoming part of the public record. The public record is accessible through the upper right field of the homepage.

# OPD User's Guide

## POSITION PUBLIC RECORD

To access a public record position description, type in the PCN here (located in upper right corner of OPD), and select go. This will take you to the "Current Position Information" page.



Position Description PCN: 086010 https://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=publicPd.p...

Current Position Information
Last Full PD
Position History
Printer friendly Version
Return to the Home Page

**STATE OF ALASKA**  
Current Position Information

**Position Control Number (PCN):** 086010

Recruitment Type: Normal

<b>Class Title:</b> Law Office Assistant I	<b>Code:</b> P7502	<b>Range:</b> 11
<b>Bargaining Unit:</b> General Government - Personal Leave	<b>Bargaining Unit Code:</b> GP	
<b>Department:</b> Commerce Community & Economic Development	<b>Department Number:</b> 08	
<b>Division:</b> Regulatory Commission of Alaska		
<b>Region/Section /Unit:</b> Anchorage/Commission/Support		
<b>Location:</b> Anchorage	<b>Location Code:</b> EBA	
<b>Position Type:</b> Full Time/OMB Authorized	<b>Position Type Code:</b> FACL	
<b>FLSA Exempt:</b> No	<b>Strike Class:</b> 3	
<b>Position requires possession of a Commercial Drivers License (CDL):</b> No		
<b>Position requires possession of, or access to, firearms or ammunition:</b> No		
<b>AKPAY Organizational Routing Code:</b> 08016001		
<b>Physical Work Address:</b> 701 W 8th Ave, Anchorage		
<b>Work Phone:</b> 907-276-6222		
<b>Supervisor Information</b>		
<b>PCN:</b> 086017	<b>Title:</b> Law Office Assistant II	
<b>Physical Work Address:</b> 701 W 8th Ave Anchorage		
<b>Work Phone:</b> 907-263-2155		

<b>Last action effective:</b>	02/06/2014
<b>Type of last action:</b>	Update
<b>Last full PD effective:</b>	02/06/2014

This is an example of what a completed position PCN will look like for the "Current Position Information" page. When selecting the "Last Full PD" option, all fields should contain the most accurate information. Positions that don't are called System Startups.

# OPD User's Guide

## POSITION PUBLIC RECORD

Use this button to view the entire PD.

Use this button to view more detail about position control changes and other actions taken on the position.

Position Description PCN: 081104 - Mozilla

http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=publicPd&modAction=currentForm&currentId=762&viewI...

Current Position Information   Last Full PD   Position History   Printer friendly Version   Return to the Home Page

**STATE OF ALASKA**  
Current Position Information

Position Control Number (PCN): 081104  
Recruitment Type: Normal

<b>Class Title:</b> Human Resource Specialist IV	<b>Code:</b> P1413	<b>Range:</b> 22
<b>Bargaining Unit:</b> Confidential Unit	<b>Bargaining Unit Code:</b> KK	
<b>Department:</b> Administration	<b>Department Number:</b> 02	
<b>Division:</b> Personnel		
<b>Region/Section/Unit:</b>		
<b>Location:</b> Juneau	<b>Location Code:</b> AWA	
<b>Position Type:</b> Full Time/OMB Authorized	<b>Position Type Code:</b> FACL	
<b>FLSA Exempt:</b> Yes	<b>Strike Class:</b> 3	
<b>Position requires possession of a Commercial Drivers License (CDL):</b>	No	
<b>Position requires possession of, or access to, firearms or ammunition:</b>	No	
<b>AKPAY Organizational Routing Code:</b> 02012002		
<b>Physical Work Address:</b> 333 Willoughby 10th Fl, Juneau		
<b>Work Phone:</b> 907-465-4431		
<b>Supervisor Information</b>		
<b>PCN:</b>	<b>Title:</b>	
<b>Physical Work Address:</b>		
<b>Work Phone:</b>		

<b>Last action effective:</b>	12/23/2005
<b>Type of last action:</b>	System Startup
<b>Last full PD effective:</b>	

Waiting for dop.state.ak.us...

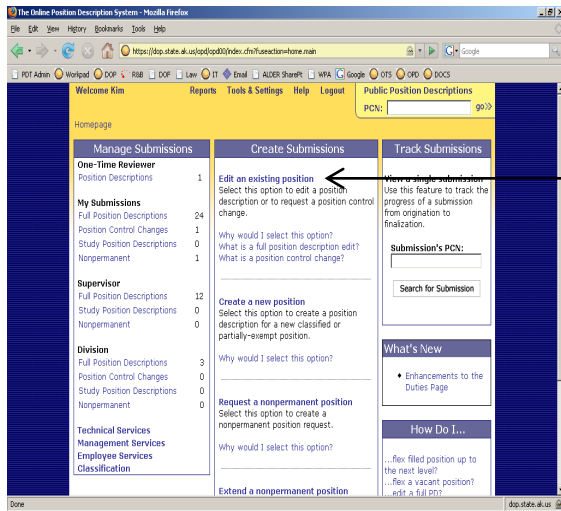
This is an example of a system startup record. The "Last Full PD" will be mostly blank for startup records.

The "Current Position Information" page reflects a combination of the last full PD on record and any position control changes made to the position. Use the buttons at the top of the page to navigate to the various records needed.

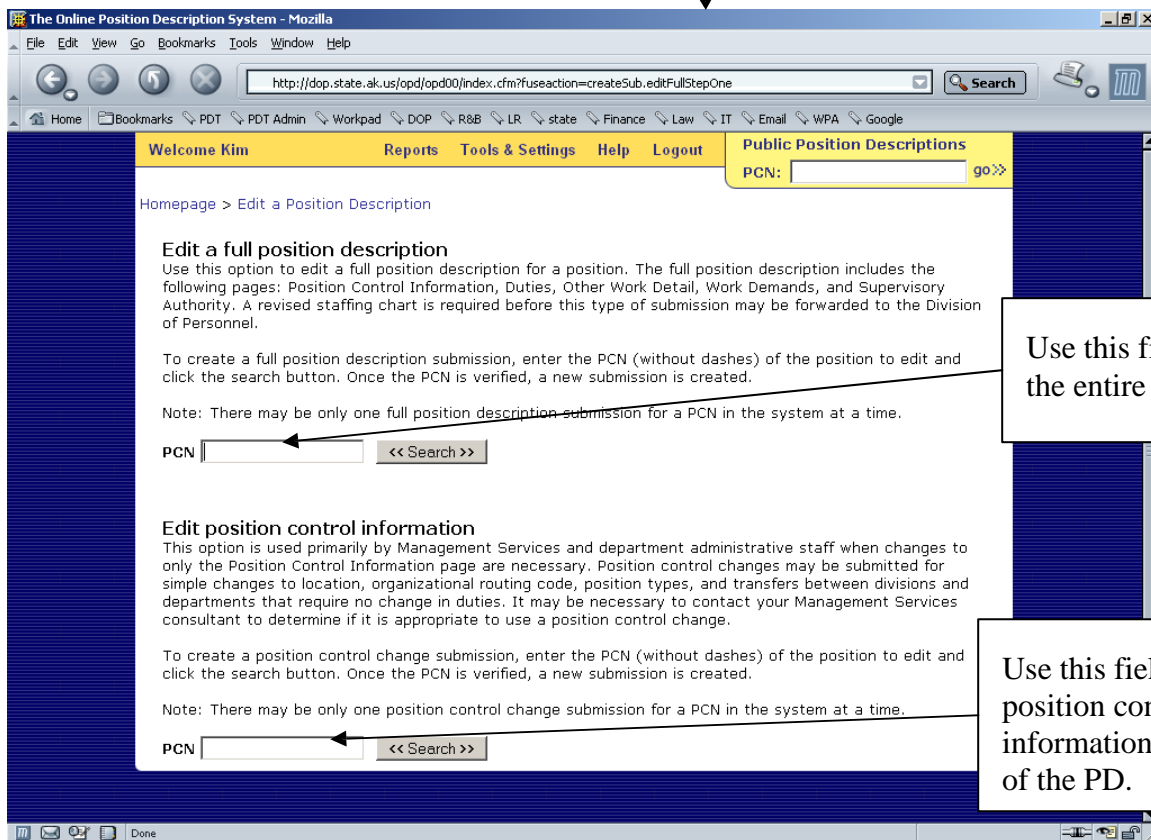
Note: If the position is anything other than a normal recruitment type, more than one class title, code, range, and FLSA exemption will display. For these types of positions, an indicator marks the level the position is currently allocated.

# OPD User's Guide

## EDIT AN EXISTING POSITION



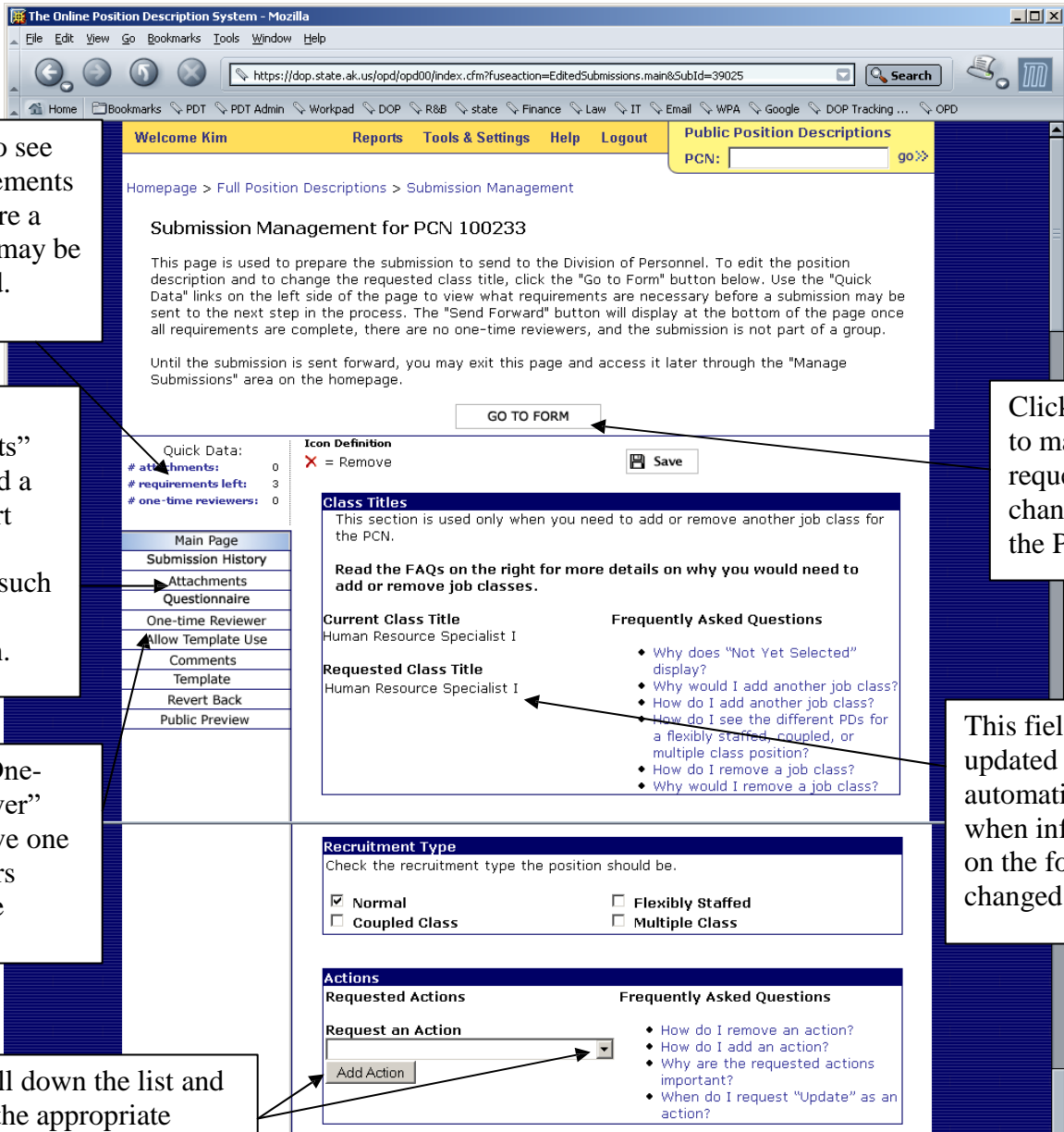
After choosing the "Edit an existing position" selection the below screen will be displayed. You type in the actual PCN you need to edit. NOTE: Please read the information above the Search boxes first to determine what kind of position you need to edit. There are two options; only choose one.



Once the PCN is searched for and verified, a submission management page is displayed. **(Illustrated on the Next Page)**

# OPD User's Guide

## SUBMISSION MANAGEMENT PAGE



(Screen print continued on next page)

# OPD User's Guide

## SUBMISSION MANAGEMENT PAGE

(Screen print continued from previous page)

**Reason for the Request**  
Briefly describe the reason for the request in the form field below.

**Classification Studies**  
A submission may be added to a study by selecting from the list below. If the display is blank, the submission is not part of a study. If a study name displays, the submission is included in that study.

**Notice to the Division of Personnel (optional)**  
Enter a message for the Division of Personnel in the form field below. This message does NOT become part of the public record.

**Supervisors, Reviewers, & Approvers:** The "Return" button will display here.

Use this field only if the PD needs to be added to a study.

Once you've completed this field, click the Save button on either the top or bottom of the page.

This is an optional field used to enter a note to Division of Personnel staff.

**Approvers:** The "Send Forward" button will display here when all requirements are met, there are no active one-time reviewers listed, and the submission is not part of a group.

**Reviewers:** The "Done With Review" button will display here.

**Caution!** Use this button to delete the entire submission. (Note: This does not delete the public record.)

Done

Delete

Save

One-Time Reviewers will see the "Done with Review" button on the one-time reviewer submission list accessed through the homepage.

Welcome Kim    Reports    Tools & Settings    Help    Logout    Public Position Descriptions

PCN:  go>>

Homepage > One-Time Reviewer Submissions

**One-Time Reviewer Submissions**  
Click on either the PCN or class title to review the submission. When you are done with your review, click the "Done with Review" button below.

PCN	Class Title
<a href="#">Done with review</a>	New3988 Analyst/Programmer IV



# OPD User's Guide

## POSITION CONTROL INFORMATION

Requested Class Title: Human Resource Specialist I      Position Control Number (PCN): 100233

**1.1. Position Information**

Information at Time of Request		
Class Title:	Human Resource Specialist I	Code: P1410    Range: 16
Bargaining Unit:	Confidential Unit	Bargaining Unit Code: KK
Department:	Administration	Department Number: 02
Division:	Personnel	
Region/Section/Unit:	Management Services	
Location:	Anchorage	Location Code: EBA
Position Type:	Full Time/OMB Authorized	Position Type Code: FACL
FLSA Exempt:	Yes	Strike Class: 3
Position requires possession of a Commercial Drivers License (CDL):	No	
Position requires possession of, or access to, firearms or ammunition:	No	
AKPAY Organizational Routing Code:	02012002	

**Requested Final Changes**

Class Title / Class Code / Range		
Human Resource Specialist I - P1410 - 16		
Bargaining Unit/Code:	Confidential Unit - KK	
Department:	Administration - 02	
Division:	Personnel	
Region/Section/Unit:	Management Services	
Location/Code:	Anchorage - EBA	
Position Type/Code:	Full Time/OMB Authorized - FACL	
Position requires possession of a Commercial Drivers License (CDL):	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Position requires possession of, or access to, firearms or ammunition:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
AKPAY Organizational Routing Code:	02012002	

**1.2. Contact Information**

Information at Time of Request	
This position is: Vacant	Physical Work Address:
Work Phone:	550 W. 7th Avenue Suite 1120 (Street/Building)
907-465-4368	Anchorage (City)

Data is not saved if the browser buttons are used before the save button is clicked.

Page data is saved whenever a user navigates between pages using the top (or bottom) row of page buttons.

Each section has a "Requested Final Changes" box. Changes are selected and displayed in the "Requested Final Changes" box.

This page is divided into three sections: Position Information, Contact Information, and Supervisor Information. Each section has a gray box labeled "Information at Time of Request". The information in the gray box is a snapshot of the public record at the time the submission was created.

(Screen print continued on next page)

Note: For system startup records, certain fields on the Position Control Information and the rest of the form will be blank until the form is filled in and submitted for an update or other classification action.



# OPD User's Guide

## POSITION CONTROL INFORMATION

(Screen print continued from previous page)

### 1.2. Contact Information

#### Information at Time of Request

<b>This position is: Vacant</b> <b>Work Phone:</b> 907-465-4368	<b>Physical Work Address:</b> 550 W. 7th Avenue Suite 1120 (Street/Building) Anchorage (City)
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#### Requested Final Changes

If there is an incumbent's name listed and the position is currently vacant, click the red "X" to remove the incumbent. If the incumbent's name is incorrect, search for the incumbent by entering the first and last name in the fields below and clicking the "Search" button.

**Incumbent's First Name:**   
**Incumbent's Last Name:**

<b>This position is: Vacant</b> <b>Work Phone:</b> 907 - 465 - 4368	<b>Physical Work Address:</b> 550 W. 7th Avenue Suite 1120 (Street/Building) Anchorage (City)
---	---

### 1.3. Supervisor Information

How is the supervisory information used?  
 What if I need to use a supervisor designee?

#### Information at Time of Request

<b>Supervisor:</b> Ima Worker <b>Email:</b> ima_worker@admin.state.ak.us
<b>PCN:</b> 071601 <b>Class Title:</b> Human Resource Specialist III
<b>Work Phone:</b> 907-465-5490 <b>Physical Work Address:</b> 450 Whittier St (Street/Building) Juneau (City)

#### Requested Final Changes

<b>Supervisor:</b> Ima Worker <b>Email:</b> ima_worker@admin.state.ak.us
<b>PCN:</b> <input style="width: 50px;" type="text"/> <b>Class Title:</b> <input style="width: 200px;" type="text"/>
<b>Work Phone:</b> <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> <b>Physical Work Address:</b> <input style="width: 150px;" type="text"/> (Street/Building) Juneau (City)

If the supervisor's position is filled, enter in the supervisor's first and last name.

**Supervisor's First Name:**   
**Supervisor's Last Name:**

OR

If the supervisor's position is vacant, enter in the supervisor's PCN.

**Supervisor's PCN:**

- Position Control Information
- Duties
- Other Work Detail
- Work Demands
- Supervisory Authority
- Return to Submission Management Page

An incumbent's name will display here.

If the incumbent's name is incorrect or blank, enter and search for the correct name here.

Update these fields as necessary after the name search is completed.

Updated supervisor information will display here.

If the supervisor information is incorrect or blank, enter the correct supervisor's name. -OR- Enter the supervisor's PCN if the supervisor's position is vacant.



The supervisory information is used later in the workflow to route the submission to the supervisor or supervisor designee. **The name of a supervisor designee should not be added to this section.** There is an opportunity to select a supervisor designee later in the certification process. At that time, if the supervisor's position is vacant, the submission must be sent to a designee. A designee may also be chosen if the supervisor is otherwise unavailable to certify the submission.



# OPD User's Guide

## DUTIES PAGE

(Screen print continued from previous page)

To move a functional area, click the drop-down arrow next to the "Move" button, select the desired movement, then click the "Move" button.

The screenshot shows the 'Duties' page interface. At the top, there is a button 'Add a Functional Area Here'. Below it is a form with a 'Move' button and a 'Remove this Functional Area' button. A text input field is labeled 'Functional Area Title:'. Below this is another 'Add a Duty Statement Here' button. The main part of the form is a table with columns 'E/M', '% of Time', and 'Duty Statement'. The table has a header row and one data row. The data row has a dropdown arrow in the 'E/M' column, a percentage input field in the '% of Time' column, and a rich text editor in the 'Duty Statement' column. Below the table is another 'Add a Duty Statement Here' button. At the bottom of the form, there is an 'Add a Functional Area Here' button and a 'Percentage Total: 0%' label with a red arrow pointing to it.

Caution! Click this button only if you want to remove an entire functional area and the duty statements within.

The system automatically calculates the total percentage as data is entered. The percentage must be 100% before a submission may be sent forward to the next step.

Save Print View

Position Control Information Duties Other Work Detail Work Demands Supervisory Authority Return to Submission Management Page

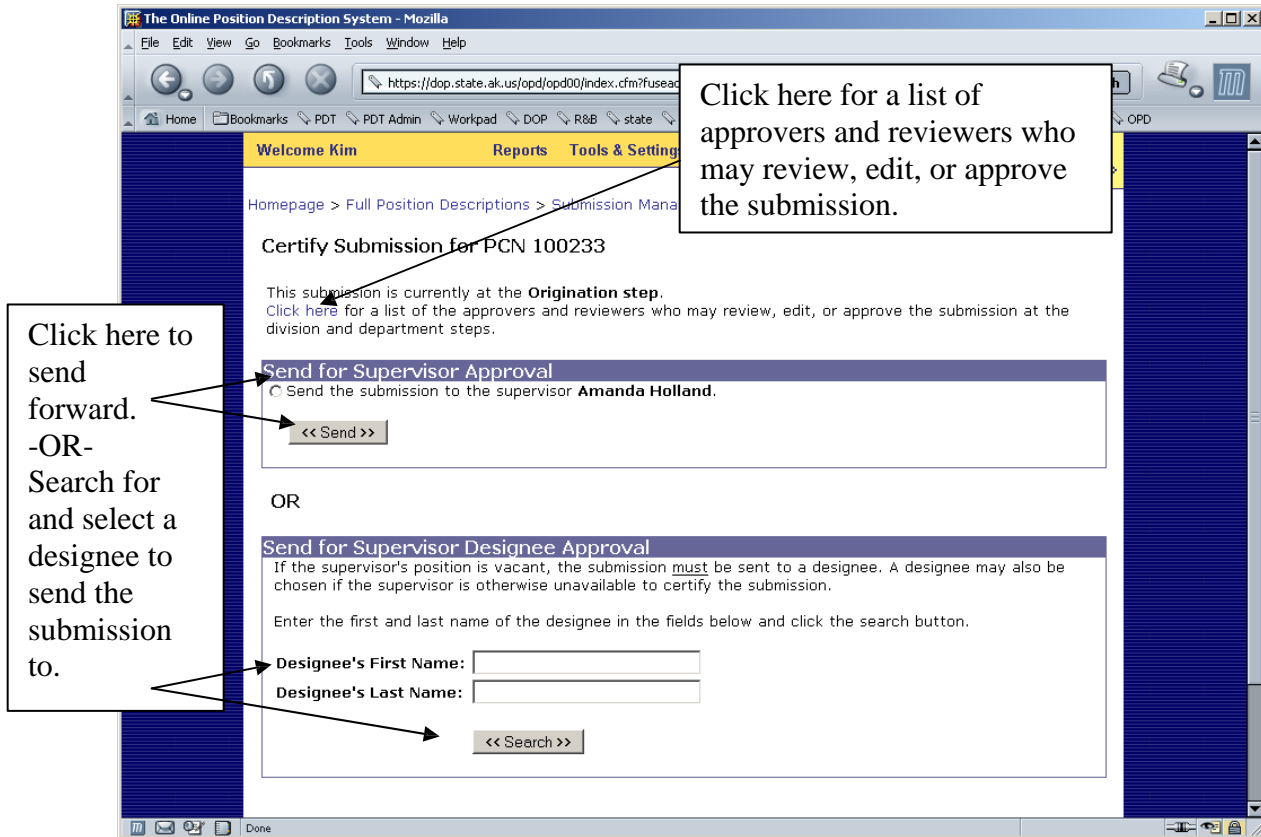
When a functional area has more than one duty statement, the "Move" feature appears for each duty statement box.

This screenshot shows the same 'Duties' page interface as the previous one, but with two duty statements in the table. Each row in the table has a 'Move' button next to the 'Duty Statement' column. The 'Move' button has a dropdown arrow next to it. Below the table, there is an 'Add a Duty Statement Here' button. At the bottom of the form, there is another 'Add a Duty Statement Here' button and a 'Move' button with a dropdown arrow next to it.

To move a duty statement within a functional area, click the drop-down arrow next to the "Move" button, select the desired movement, then click the "Move" button.

# OPD User's Guide

## CERTIFICATION



Certification pages will differ depending on a user's authority. This is the page an originator will see if the user is not the direct supervisor. If the supervisor listed is not available, a supervisor designee may be selected.

Note: The incumbent's signature is not required; however, the supervisor, division approver, and department approver signatures are required. A user's LDAP username and password is used to "sign" the submission.

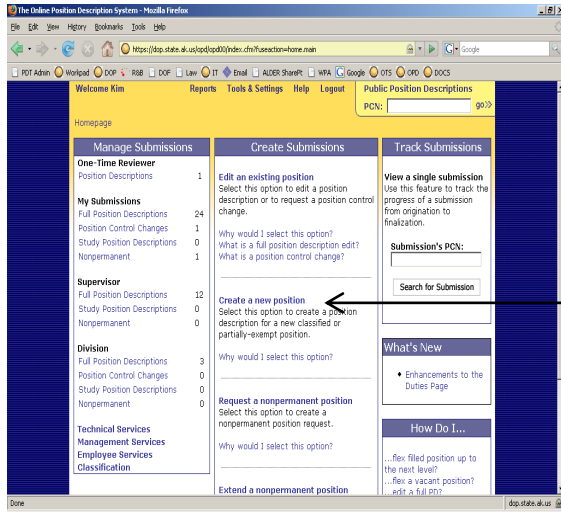
Once the appropriate radio button is selected, click the "Send" button. Once the "Send" button is clicked, the submission is removed from your submission list and moved to the next step in the process.

An email is sent when a submission moves into a new step. These steps are supervisor, division, department, and Division of Personnel. A final email is sent when a submission is approved.

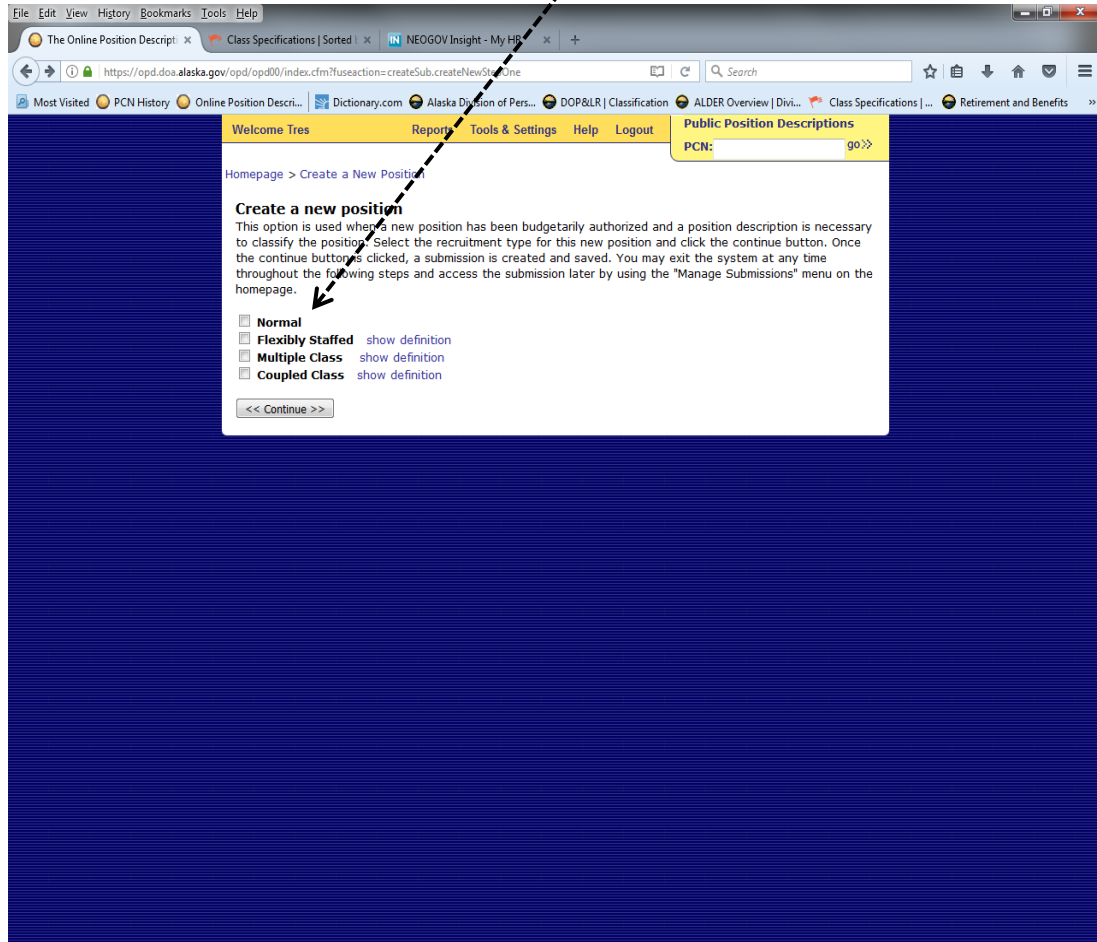
**THIS PAGE INTENTIONALLY LEFT BLANK**

# OPD User's Guide

## CREATING A NEW POSITION



After choosing the "Create a new position" selection the below screen will be displayed. Select the appropriate type of position you need to create and select <<Continue>>. NOTE: Please read the information. There are four options; only choose one.



# OPD User's Guide

## CREATING A NEW POSITION (CONT)

The next screen will look like the example below. OPD will automatically generate a temporary position control number (PCN) to use for approval documents. In the example below the temporary PCN is "New137008." Please note that the word "New" is also part of the PCN. Once the position arrives in Classification Services, a permanent PCN will be assigned.

Fill in all information in the form as above with "Edit an existing position" instruction.

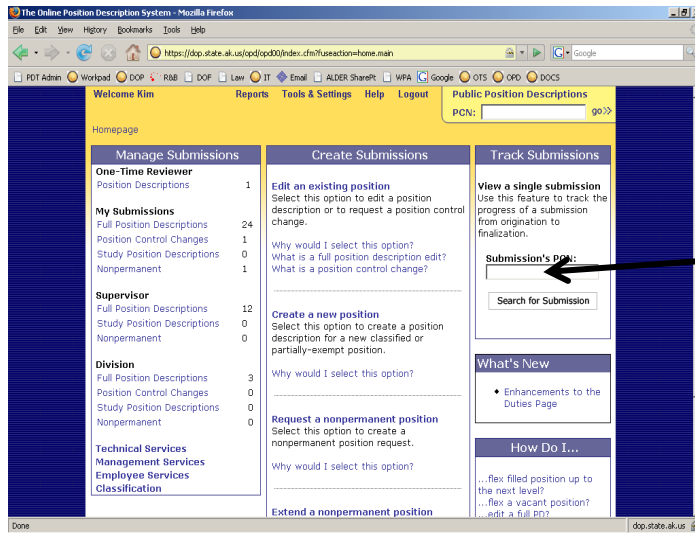
The screenshot shows a web browser window with the URL <https://opd.doa.alaska.gov/opd/opd00/index.cfm?fuseaction=newSubmissions.main&SubId=137008>. The page title is "Submission Management for PCN New137008". The interface includes a navigation menu with "Welcome Tres", "Reports", "Tools & Settings", "Help", and "Logout". A "Public Position Descriptions" section shows the PCN: "New137008" and a "Set Number" button. The main content area explains the submission process and includes a "GO TO FORM" button. A sidebar on the left contains a "Quick Data" section with "# attachments: 0", "# requirements left: 7", and "# one-time reviewers: 0". Below this is a "Main Page" menu with options like "Submission History", "Attachments", "Questionnaire", "One-time Reviewer", "Allow Template Use", "Comments", "Dop Internal Notes", "Template", "Revert Back", and "Public Preview". The "Icon Definition" section shows "X = Remove" and a "Save" button. The "Class Titles" section includes a "Read the FAQs on the right for more details on why you would need to add or remove job classes." and a "Requested Class Title" field with "Not Yet Selected". The "Frequently Asked Questions" section lists several questions. The "Recruitment Type" section has checkboxes for "Normal" (checked), "Coupled Class", "Flexibly Staffed", and "Multiple Class".



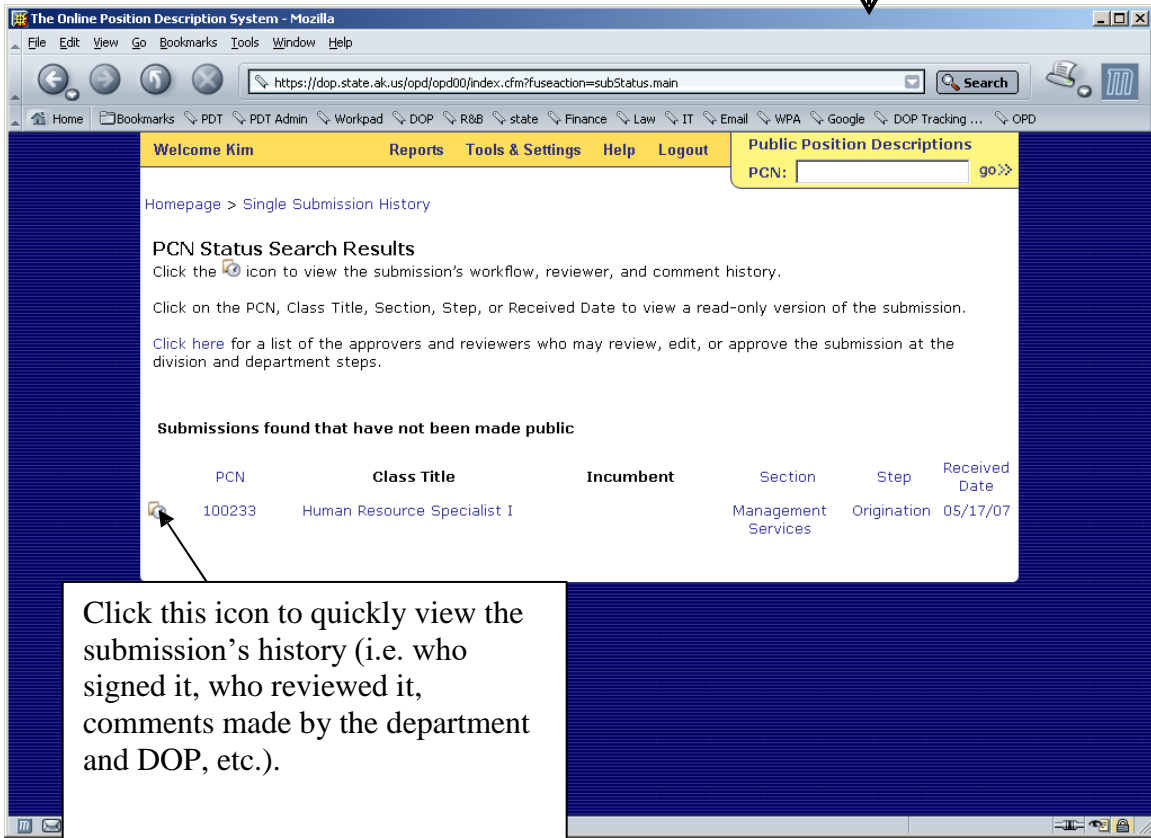
# OPD User's Guide

## TRACK SUBMISSIONS VIEW

This page is accessed by entering the PCN of the submission into the "Track Submissions" area on the homepage.



**Track Submissions View.**  
From this selection, the below page will appear. If the page does not appear, then the position is not in workflow or has not reached Classification. Check with your Supervisor, Division or Department.



Click this icon to quickly view the submission's history (i.e. who signed it, who reviewed it, comments made by the department and DOP, etc.).

# OPD User's Guide

## SUBMISSION LISTS

A group of submissions may be created by clicking on the box to the left of each PCN you would like to group, and then clicking the "Group" button.

Groups appear at the top of submission lists. Use these buttons to manage the group.

In this example, the name of a division reviewer who last finished a review of the submission appears here.

Use the "attach" or "comment" button to add the same attachment or comment to each submission within a group.

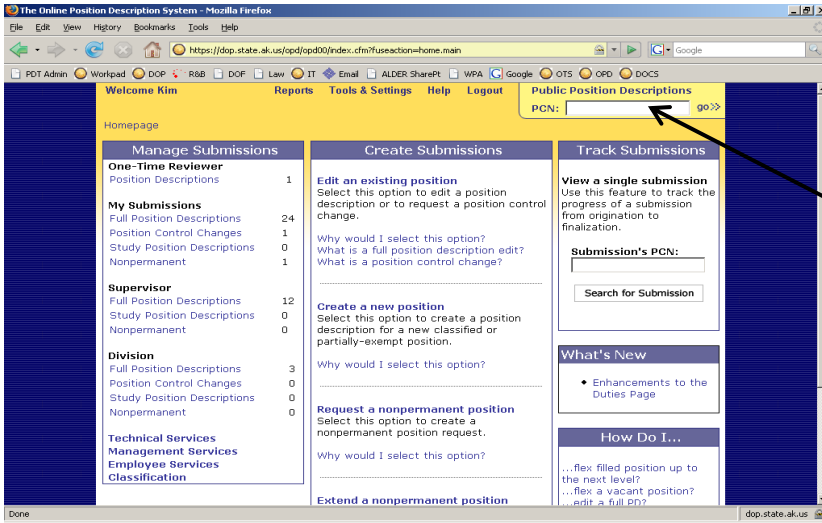
The screenshot shows a web browser window titled "The Online Position Description System - Mozilla" with the URL "http://dop.state.ak.us/opd/opd00/index.cfm?fuseaction=division.showFullSubmissions". The page displays a list of "Public Position Descriptions" under the heading "Personnel". The list includes columns for PCN, Class Title, Incumbent, Section, Last Reviewed, and Received By. A "Group" button is visible at the top left of the list. Below the list, there are buttons for "Ungroup All", "Ungroup Selected", "Attach Document", "Comment", "Return", and "Send Submission".

PCN	Class Title	Incumbent	Section	Last Reviewed	Received By
251247	Human Resource Assistant	Vacant	Management Services-Resources/General	Unreviewed	05/02/06
201070	Human Resource Assistant	Vacant	Management Services - Public Protection	Nicki Neal	01/05/06
022056	Human Resource Specialist I	Vacant	Southeast / Employee Services	Pamela Day	05/01/06
041019	Human Resource Technician II	Jane Doe	Southeast / Employee Services	Unreviewed	05/01/06
110230	Human Resource Technician II	John Public	Southeast / Employee Services	Unreviewed	05/01/06
New5555	Human Resource Technician II	Vacant	Southeast / Employee Services	Unreviewed	05/01/06
022016	Human Resource Technician I	Vacant	Southeast / Employee Services	Unreviewed	05/01/06
066158	Accounting Technician II	Vacant	Southeast / Employee Services	Unreviewed	05/01/06
060453	Human Resource Technician I	Ima Worker	Southeast / Employee Services	Unreviewed	05/01/06
060522	Human Resource Technician I	Vacant	Southeast / Employee Services	Unreviewed	05/01/06

Reviewers and approvers see the same submission list (the submissions do not "move" within the Division or Department steps).

# OPD User's Guide

## NON-PERM POSITIONS



To view a non-permanent position PCN, type the PCN into the Public Position Description box located in the upper right corner of OPD. This will bring up the Current Position Information page. Example located below.

This screen displays the last action taken to the non-perm position.



Click here to view the non-perm record.



**STATE OF ALASKA**  
Current Position Information

Position Control Number (PCN): 11N06205  
 Start Date: 05/11/2006  
 End Date: 06/30/2006

<b>Class Title:</b> Fish And Wildlife Technician II	<b>Code:</b> P6113	<b>Range:</b> 09
<b>Bargaining Unit:</b> General Government Unit	<b>Bargaining Unit Code:</b> GG	
<b>Department:</b> Fish & Game	<b>Department Number:</b> 11	
<b>Division:</b> Wildlife Conservation		
<b>Region/Section/Unit:</b> Region II		
<b>Location:</b> Juneau	<b>Location Code:</b> AWA	
<b>Position Type:</b> Short Term Project Classified	<b>Position Type Code:</b> TJCL	
<b>FLSA Exempt:</b> No	<b>Strike Class:</b> 3	
<b>Position requires possession of a Commercial Drivers License (CDL):</b> No		
<b>Position requires possession of, or access to, firearms or ammunition:</b> No		
<b>AKPAY Organizational Routing Code:</b> 11012011		
<b>Hours:</b> Will vary each week		
<b>Funding Source:</b> 11582001-11582001		
<b>Supervisor Information</b>		
PCN: 112179    Title: Wildlife Biologist III		
Physical Work Address: 333 Raspberry Road		
Work Phone: 907-267-2332		

<b>Type of Last Action:</b>	Establish Project Nonpermanent
<b>Last Action Approved:</b>	05/10/2006
<b>Approved Recruitment Method:</b>	Other/Job Center (short term)
<b>Division of Personnel Section:</b>	Classification

# OPD User's Guide

## NON-PERM POSITIONS

Click on the type of action to view more details about the non-perm position (e.g. duties, department request and certification). Clicking "Establish Project Nonpermanent" will display the page (exemplified with second diagram on this page) with additional buttons to select. Selecting "Extension of End Date" will only display the most current information concerning the position.

- Current Position Information
- Position History
- Printer friendly Version
- Return to the Home Page



**STATE OF ALASKA**  
Position History

**Position Control Number (PCN):** 11N06205

**Start Date:** 05/11/2006  
**End Date:** 09/07/2006

Type of Action	Start Date	End Date
→ Extension of End Date	05/11/2006	09/07/2006
→ Establish Project Nonpermanent	05/11/2006	06/30/2006

[Current Position Information](#)
[Position History](#)
[Printer friendly Version](#)
[Return to the Home Page](#)

[Position Control Information](#)
[Duties](#)
[Department Request and Certification](#)

**STATE OF ALASKA**  
Class Title:  
Fish And Wildlife Technician II

**Position Control Number (PCN):** 11N06205

**Start Date:** 05/11/2006  
**End Date:** 06/30/2006

**1. Position Control Information**

<b>Class Title:</b> Fish And Wildlife Technician II	<b>Code:</b> P6113	<b>Range:</b> 09
<b>Bargaining Unit:</b> General Government Unit	<b>Bargaining Unit Code:</b> GG	
<b>Department:</b> Fish & Game	<b>Department Number:</b> 11	
<b>Division:</b> Wildlife Conservation		
<b>Region/Section/Unit:</b> Region II		
<b>Location:</b> Juneau	<b>Location Code:</b> AWA	
<b>Position Type:</b> Short Term Project Classified	<b>Position Type Code:</b> TJCL	
<b>FLSA Exempt:</b> No	<b>Strike Class:</b> 3	
<b>Position requires possession of a Commercial Drivers License (CDL):</b>	No	
<b>Position requires possession of, or access to, firearms or ammunition:</b>	No	
<b>AKPAY Organizational Routing Code:</b> 11012011		
<b>Hours:</b> Will vary each week		
<b>Funding Source:</b> 11582001-11582001		
<b>Supervisor Information</b>		
<b>PCN:</b> 112179 <b>Title:</b> Wildlife Biologist III		
<b>Physical Work Address:</b> 333 Raspberry Road		
<b>Work Phone:</b> 907-267-2332		

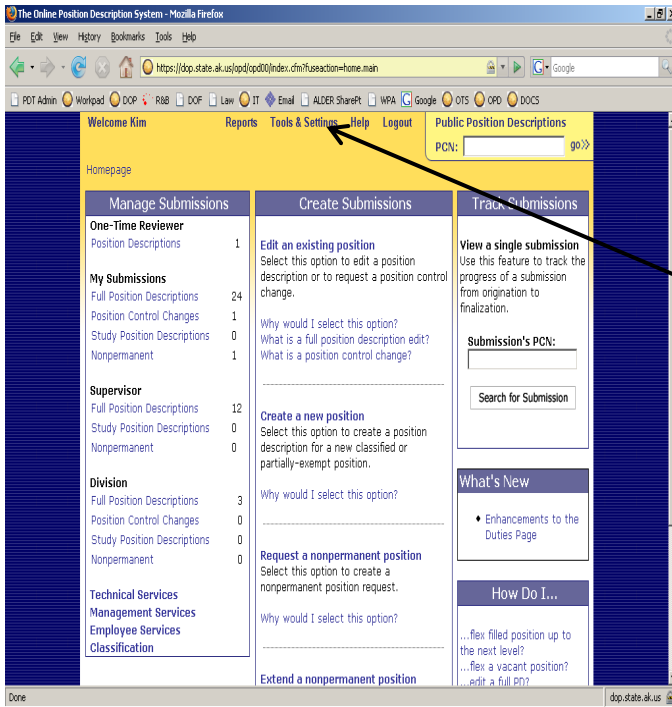
  

<b>Type of Action:</b>	Establish Project Nonpermanent
<b>Effective Date:</b>	05/11/2006
<b>Approved Recruitment Method:</b>	Other/Job Center (short term)
<b>Division of Personnel Section:</b>	Classification
<b>Reviewed By:</b>	Patrick Morrissey, Human Resource Technician II, on 05/09/2006
<b>Approved By:</b>	Aaron Gelston, Human Resource Specialist I, on 05/10/2006
<b>Closed out by:</b>	Patrick Morrissey, Human Resource Technician II, on 05/11/2006

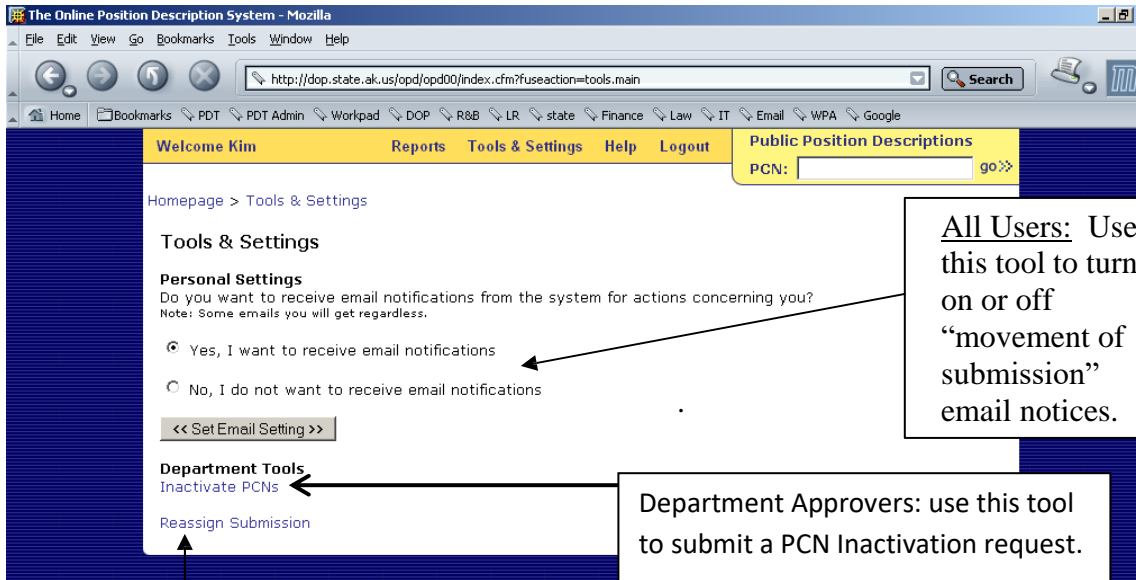
Use these buttons to navigate within the pages of the non-perm record.

# OPD User's Guide

## TOOLS & SETTINGS



The tools and settings page is accessed by clicking the "Tools and Settings" link on the homepage.



All Users: Use this tool to turn on or off "movement of submission" email notices.

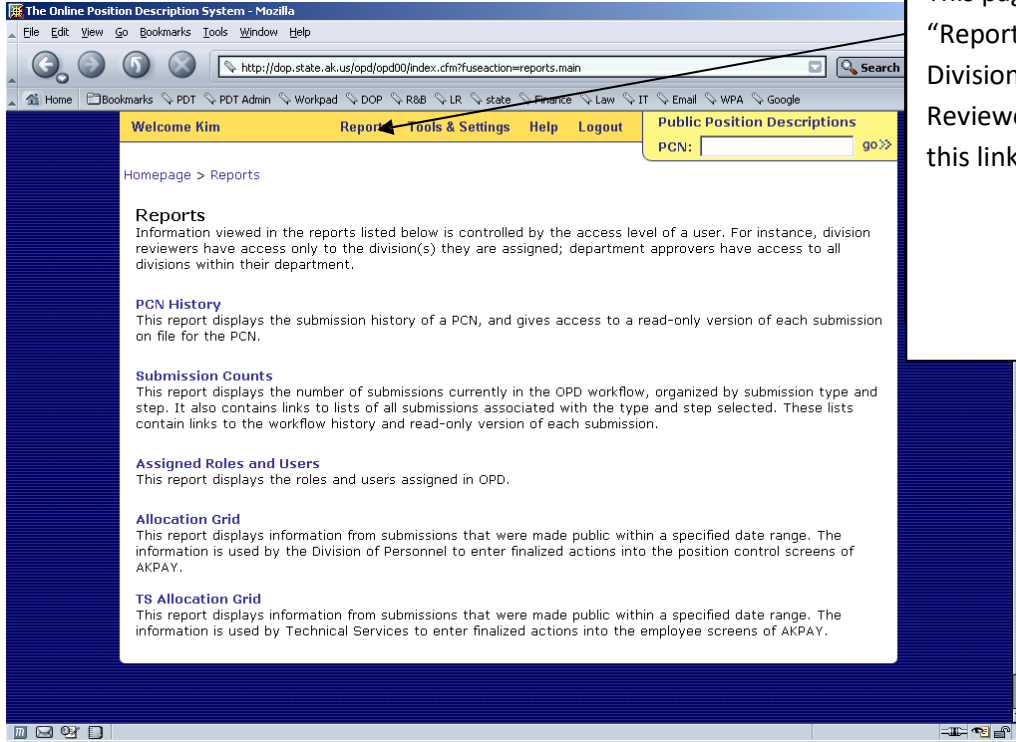
Department Approvers: use this tool to submit a PCN Inactivation request.

Department Reviewers: Have access to initiate the request, but only the Approver can send forward to Classification.

Division & Department Reviewers and Approvers: Use this tool to reassign a submission.

# OPD User's Guide

## REPORTS



This page is accessed by clicking the "Reports" link on the homepage. Division or Department Reporters, Reviewers, and Approvers can view this link.

# OPD User's Guide

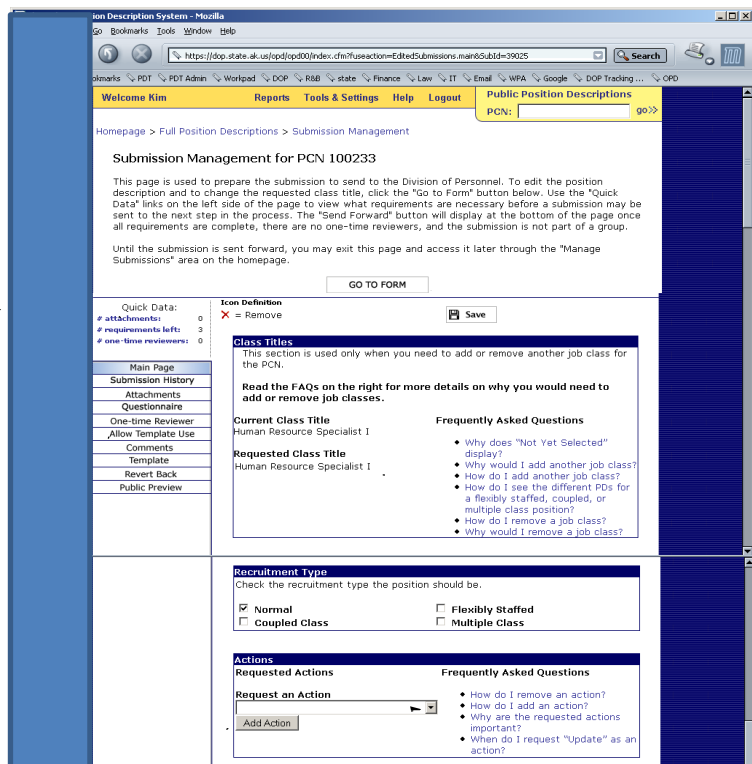
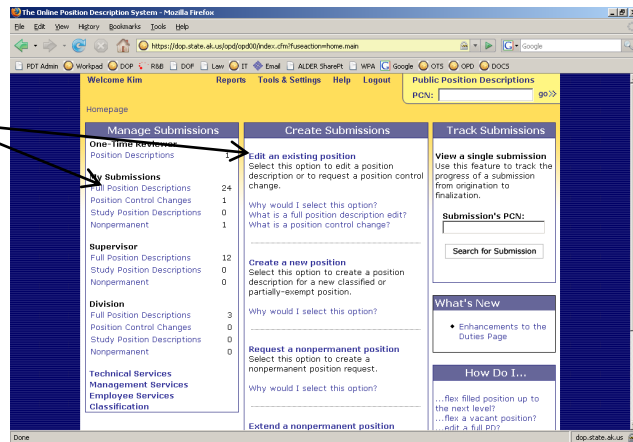
## TEMPLATING

The templating function allows the use of a public "Last Full PD" or a draft PD as a template to copy the following pages to a new submission: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority.

Any "Last Full PD" in the public PD view may be used as a template. A draft submission may be used as a template once access is given through the "Allow Template Use" function.

Note: Templating may be used for submissions with more than one class title, such as a flexibly staffed position. For example, within the same submission, the work demands page from one PD may be copied to the work demands page of another PD.

Access Submission Management Page:  
First access the PD through your "Manage Submissions" section to access the Submission Management Page. If you have not edited the PD, use the "Edit an existing position" to access the Submission Management page below.





# OPD User's Guide

## TEMPLATING

The screenshot shows a web browser window titled "The Online Position Description System - Mozilla Firefox". The page content includes a navigation bar with "Welcome Kim", "Reports", "Tools & Settings", "Help", and "Logout". A search bar for "Public Position Descriptions" with a "PCN:" field and a "go" button is visible. The main heading is "Submission Management for PCN NewTemplate". Below this, there is a "New Position Tracking Number" section with a text input field and a "Set Number" button. A "GO TO FORM" button is centered on the page. On the left, a "Quick Data" section shows: "# attachments: 0", "# requirements left: 7", and "# one-time reviewers: 0". Below this is a vertical menu with options: "Main Page", "Submission History", "Attachments", "Questionnaire", "One-time Reviewer", "Allow Template Use" (highlighted), "Comments", "Template", "Revert Back", and "Public Preview". The "Allow Template Use" section contains the text: "Do you want to give template access to all users?" followed by two radio button options: "YES, I DO want to allow all users to use this submission as a template." (selected) and "NO, I DO NOT want to allow all users to use this submission as a template.". Below these options is a button labeled "<< Set Template Use >>". At the bottom of the page is a "Delete" button. The status bar at the bottom shows "Done" and "dop.state.ak.us".

If copying from a submission that's not public, this must be changed to "yes" in the template submission (the one you are copying from).

# OPD User's Guide

## TEMPLATING

Example of the submission you are copying to.

Welcome Kim    Reports    Tools & Settings    Help    Logout    Public Position Descriptions

PCN:  go >>

Homepage > Full Position Descriptions > Submission Management

### Submission Management for PCN 100233

This page is used to prepare the submission to send to the Division of Personnel. To edit the position description and to change the requested class title, click the "Go to Form" button below. Use the "Quick Data" links on the left side of the page to view what requirements are necessary before a submission may be sent to the next step in the process. The "Send Forward" button will display at the bottom of the page once all requirements are complete, there are no one-time reviewers, and the submission is not part of a group.

Until the submission is sent forward, you may exit this page and access it later through the "Manage Submissions" area on the homepage.

**GO TO FORM**

Quick Data:  
# attachments: 0  
# requirements left: 2  
# one-time reviewers: 0

- Main Page
- Submission History
- Attachments
- Questionnaire
- One-time Reviewer
- Allow Template Use
- Comments
- Template**
- Revert Back
- Public Preview

### Template Search

The templating function allows the use of a public or draft PD form as a template to copy the following pages to the new submission: Position Control Information, Duties, Other Work Detail, Work Demands, and Supervisory Authority. If you want to template from a draft PD, you must be given access through the "Allow Template Use" function. A draft PD may be used as a template while it is at the department steps only. Once a draft PD is within the Division of Personnel steps it may not be used as a template until it is made public.

Note: Templating may be used for submissions with more than one class title, such as a flexibly staffed position. For example, within the same submission, the work demands page from one PD may be copied to the work demands page of the other PD.

Search for the Position Description you want to use as a template.

PCN:     << Search >>

**Delete**

Click this button to see the "Template Search" area.

Enter the PCN of the submission or public record you would like to copy, and click the "Search" button.

The search results will display:

**GO TO FORM**

Quick Data:  
# attachments: 0  
# requirements left: 3  
# one-time reviewers: 0

### Templating Search Results

Select the position description you would like to use as a template from the results below. If the position description you want to use is not in the results, you can search again or continue to use the current form.

#### Draft Position Descriptions

New45251 (New Template)	P1135 - Administrative Clerk III
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**<< Use as Template >>**

#### Search Again?

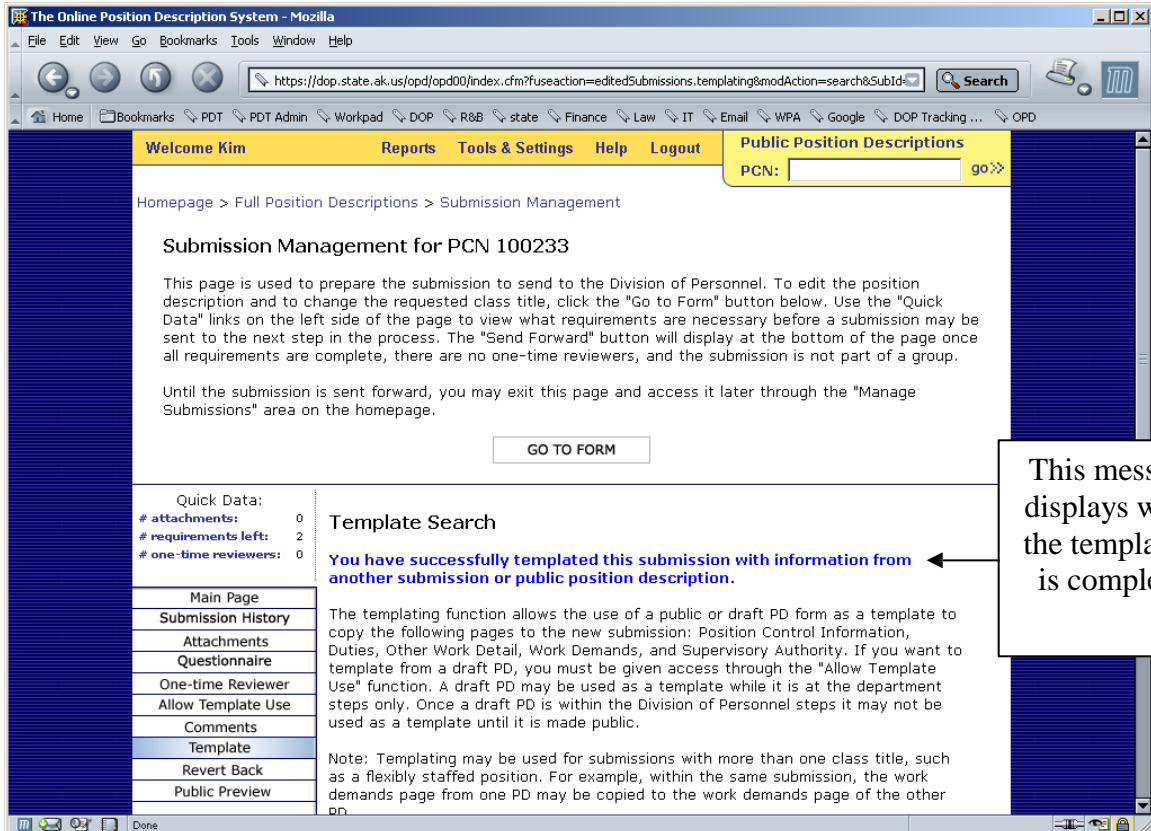
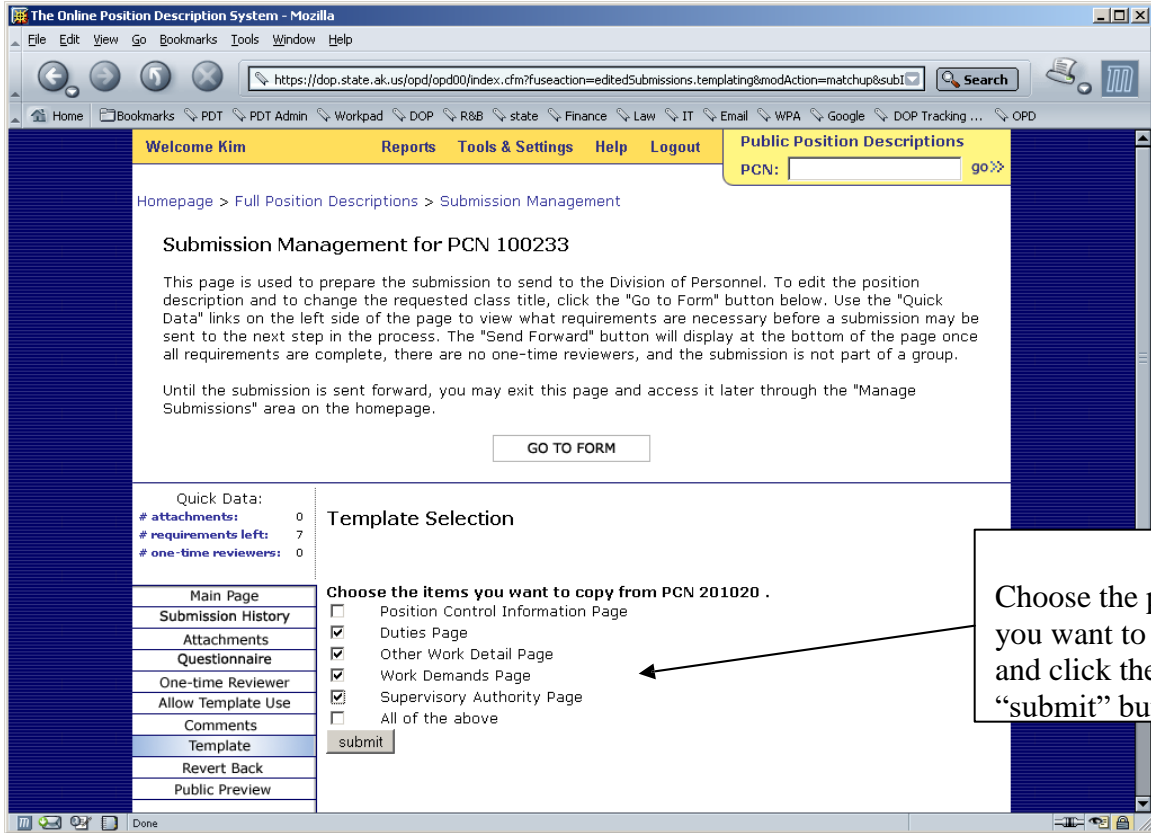
Search for the Position Description you want to use as a template.

PCN:     << Search >>

Click this button to copy from the selected submission.

# OPD User's Guide

## TEMPLATING



# OPD User's Guide

## ONLINE POSITION DESCRIPTION (OPD) QUICK START GUIDE

### Login

1. Use Mozilla 1.6+ or Internet Explorer 6.0 as the browser.
2. Go to: <https://opd.doa.alaska.gov/opd/>
3. The **Online Position Description Login** page should display.
4. Enter your LDAP Username and Password in the text boxes. *NOTE: Some departments have separate ldap login for their computer and Outlook. If the ldap login you use for your computer does not work, use your Outlook login.*
5. Click the **Login** button or press enter.
6. The **Online Position Description System Homepage** should display.

### Homepage

The OPD homepage contains areas to **create, manage, and track** submissions. Go to the **Create a**

**Submission** area to:

- **edit an existing position**
- **create a position description for a new position**
- **request a nonpermanent position, or**
- **request a nonpermanent extension.**

Go to the **Manage Submissions** area to:

- **review,**
- **edit,** and/or
- **approve** a submission.

Go to the **Track Submissions** area to:

- **track** the progress of a submission from origination to finalization. **NOTE: This option only works for positions that are actively in workflow.**

### Submission Management Page

All submissions have a Submission Management Page. Use the **GO TO FORM** button on this page to enter information into the form. To see what requirements are needed before a submission may be sent forward, click the **# requirements left** link below the **Quick Data** header on the left side of the Submission Management Page. Once the requirements are met, the **Send Forward** button will display at the bottom of the Submission Management Page.

### Certification Page

The certification page will display when the **Send Forward** button is clicked. Different options display depending on the authority of the user and the submission's step. Once the certification is complete, the system routes the submission to the next step.

### Questions? Problems?

Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance.