ST. OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **POLICY AND PROCEDURES**	P No. 22-5002	Page 1 OF 2
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SUBJECT CLASSIFICATION OF POSITIONS	Supersedes P & P No. 22-5002	Dated 3/1/82
	APPROVED BY	

DIVISION	SECTION	CHAPTER TITLE
Management and Finance	Personnel	Classification and Pay

PURPOSE:

To outline a standard procedure to be followed for classification actions for all classified positions within the Department of Transportation and Public Facilities.

POLICY:

It will be the policy of the Department to follow proper administrative channels in accomplishing classification actions.

Reclassification requests resulting from significant changes to the organizational structure of a region, division or section requires approval of the organizational change by the Commissioner prior to the submittal of the classification request. A memorandum justifying the proposed change shall accompany the revised organizational chart when it is submitted to the Commissioner for approval. After the Commissioner has approved the organizational change, the classification request may be submitted for review and action as necessary.

No department manager or supervisor shall appoint or advise an employee verbally or in writing that they are subfilling or acting in a new classification that is being proposed but has not been established by the Division of Personnel, Department of Administration.

All job descriptions will be reviewed at least annually at the time of annual evaluation preparation.

Each job description will be maintained up to date and used as a tool for orientation of newly appointed employees. Employees will be encouraged to review their job descriptions with some frequency and when there is evidence of a significant change in duties, the job description will be updated.

DISTRIBUTION:

Administrative Manual Holders, Headquarters and Sections Supervisors.

PROCEDURE:

All classification actions, including new positions, reclassifications, updated descriptions, range changes, new classes, etc., shall be accomplished through the Department's Personnel Officer and the Department of Administration, Division of Personnel. Positions must be classified before they are filled. A position can be established only when it is approved in the current and/or approaching fiscal year budget. All classification action is based solely on the duties described in the PDQ form, (02-8209(8-84).

Initial action is taken by the employee and the immediate supervisor who will describe the duties of the position in detail. Detailed and accurate descriptions of duties help to insure proper allocation of positions. Organizational and staffing charts must be attached. Internal consistency within the unit is essential. Completed forms are to be submitted through normal administrative channels. Immediate supervisors are requested to review the job description to assure accuracy and consistency. Comments may be added to the job description along with the identification of the writer.

The Departmental Personnel Officer is responsible for the final review and processing classification actions to the Division of Personnel, or, should it be considered necessary, returning individual requests for clarification and/or additional information considered necessary to facilitate a final recommendation. The Division of Personnel makes final determination on classification actions.

Attached as exhibit A are suggestions to assist in giving you a better understanding of what is needed in a well-prepared job description.

Level Definitions:

Immediate Supervision: Methods of performing tasks are explained in specific terms and work is reviewed by supervisor while in progress and upon completion.

General Supervision: Methods of performing tasks are explained in general terms and work is reviewed by supervisor upon completion.

Direction: Methods of performing tasks are usually left to judgement of employee with supervisor available for assistance if needed. Work is reviewed upon completion.

General Direction: Methods of performing tasks are the responsibility of employee so long as within established policies and procedures. Work is reviewed only periodically to assure conformance and to measure results.

General Administrative Direction: Employee has wide latitude in interpreting and applying policies, rules and regulations and performance is measured by total results.

CLASSIFICATION OF POSITIONS

PERTINENT ALLOCATION FACTORS

1. Tests of fitness needed to evaluate probable success in the position.

   Can the same testing procedure be used to evaluate candidates for this position as for other positions in a class?

2. Education, experience, skills, and abilities required.

   What kind and what minimum of education and/or experience is needed for reasonable success in a position?
   What skills and what level of proficiency is required for the position? (Indicate kinds of machines and equipment used if any.)
   What personal abilities are needed in the position?

3. Supervisory control over the position.

   From whom does the employee receive instructions?
   What type of instructions are they and how general or detailed?
   Is supervision over the position technical or functional or is it administrative only?
   How is the employee's work controlled by manuals, rules, regulations and policies?
   How much initiative is allowed the employee in planning this work?
   Is work reviewed during process or only upon completion?
   Is work given a technical review or is it reviewed only for compliance with administrative matters?

4. Supervision exercised by the position.

   What is the number and class level of employees supervised?
   What is the complexity of the structure of the organization supervised?
   What is the employee's responsibility for organization or work, work flow and methods of operation?
   What is employees responsibility for work production and meeting deadlines?
   What type of review does employee make of the work of others-detailed general, technical, policy administrative?
   What is employee's responsibility for control over the objectives and purpose of the work supervised and the form and quality of the end product?
   What is the extent of employee's formulation of policies and the scope of these policies?
   What is the extent of employee's responsibility in selecting and assigning employees?
   What general management responsibilities does employee have (supplies, equipment, budgeting)?

5. Variety and complexity of duties.

   Are assignments made to the employee selected on the basis of difficulty or are they general assignments covering a variety of types and levels of difficulty?

CLASSIFICATION OF POSITIONS

If there is a variety of tasks assigned, which are the more difficult?
What proportion of time is spent on the more difficult tasks?
Are the various tasks each of a recurring type or do they present nonrepetitive problems?
Are the various tasks in the same or related subject-matter fields?

6. Initiative and originality required.

How much initiative is given the employee in deciding how to accomplish assignments?
During process of the work, how much and what type of review is given to the work?
Is the employee required to devise new work methods or procedures?
Does employee adapt existing methods to fit assignment?
Does employee work out solutions to problems for which no existing solutions exists?
Does employee analyze and calculate the recommendations of others in relation to the above?

7. Authority to make commitments, responsibility for decisions, and consequence of errors.

What decisions does the employee make which are not reviewed by others?
What decisions are reviewed, what is the type and extent of this review?
What types of problems are these and how important are they?
What is employee's responsibility for recommendations on agency programs and policy?
How final are employee's decisions and recommendations in relation to the functions of the agency?
What would be the consequence of errors or inadequacies in employee's recommendations and decisions?

8. Personal contacts and relationships with others.

What contacts does the employee have with others? Within the agency? Outside the agency?
What is the purpose of these contacts?
What type of subject matter is dealt with?
Is it simple, complex, broad, narrow, controversial?
What conditions made it easy or difficult to accomplish these contacts?
During these contacts does the employee have authority to make official commitments?

SUGGESTIONS IN DESCRIBING YOUR POSITION

It is essential that the Division of Personnel be furnished with adequate, accurate, and detailed information as to the duties and responsibilities of your position. To write a good description of your work is often difficult. For this reason it is suggested that you compose your statement on a separate sheet of paper and review it critically in the light of these instructions before typing it on the Position Description.

Certain viewpoints and suggestions are offered below to help you in preparing a good statement of your duties and responsibilities.

1. Item 13 of the PDQ asks you to describe in detail the work you do. It is a most important item. Go into detail. If you do not have space enough on the form for all your description continue it on the back of the form.

2. DO NOT USE BROAD GENERAL TERMS WITHOUT EXPLANATION; they are not definite. Try to give a specific and concrete picture of your work, so that one unacquainted with it may from your description visualize it truly and accurately; or if it is one that requires professional, scientific, or technical training, describe it so that another person with the same training will be able to understand the characteristics of the position. Imagine that you are "breaking in" a new employee of adequate qualifications and that you are giving the first information concerning the duties of the job.

3. MAKE YOUR STATEMENT PLAIN. What is wanted is a description, not an appraisal through the use of such purely relative adjectives as difficult, important, complex, etc. The use of these adjectives is of no value to the analyst who must classify your position. It is more essential to set fourth what you do that you regard as a difficult, important, or complex task or duty.

4. USE YOUR OWN WORDS: MAKE AN ORIGINAL AND INDEPENDENT STATEMENT. Do not copy expressions from class specifications issued by the Division of Personnel. Descriptions of individual positions must necessarily be more specific and definite than descriptions of classes of positions which are given in broad terms so as to include many individual positions. Do not collaborate with others in your office or station doing similar work in the effort to present uniform descriptions under the belief that this assists the analyst classifying the position. On the contrary, several original descriptions taken together generally give a better picture of the position than one description prepared by one person or by several in conference.

5. Here are suggestions for certain kinds of work. Read them, even if you do not do that kind of work, because they may help to suggest the points you should cover in describing your own work.

(a) For example, if you are a secretary, it is not sufficient for you to state: "I take dictation and transcribe my notes." What kind of dictation - correspondence, reports, informal conferences, formal hearings? What subject matter - general, administrative, medical, engineering, legal or what?

What is the official position of such officers or employees as dictate to you? Do you have occasion to compose your own letters? How often? In what kinds of cases? Do you do any other clerical work? Exactly what are these clerical or secretarial tasks? How much of your working time is devoted to them? Describe them in as much detail as your stenographic duties. If your position requires you to have unusual stenographic or typing speed and accuracy, so state and tell why.

(b) If you are an inspector it is not sufficient to say: "I assist in the enforcement of the----act (whatever it may be) by making inspections and reports." Where do you go to make an inspection? Whom do you make contact with? What do you inspect? What precise tasks constitute an inspection? What is the purpose of your inspections? What do you look for? What points are you supposed to cover in your report? Do you make a report on a prescribed form by filling in blanks or in a prescribed manner, or do you organize and prepare your material on your own initiative and dictate it? To whom do you present your report? What happens to it after that? If your report establishes the existence of some violation or the absence of some requirement, what steps are taken on the basis thereof? Do you have anything to do with these subsequent steps? If so, precisely what?

(c) If your tasks constitute a portion of a regular method or process, your description of duties should be such that an analyst classifying the position will get a clear idea of (1) the relationship of your job to the entire method or process, (2) the type of material or data you work with or from, (3) the procedure you follow in the performance of your work, and (4) what the work is like when it leaves your hands.

(d) If you are an administrative officer, the description of your work will naturally be broader than otherwise. In such cases a satisfactory description to item 13 can be prepared by considering replies to such questions as the following.

(1) What functions do you direct, supervise, and control?

(2) What part do you play in the formulation and development of operating plans, programs, methods, and policies?

(3) Upon what types of problems do you make decisions that do not require higher approval and that generally are not reviewed.

(4) Upon what matters do you generally have only recommendatory authority?

(5) Over what geographical area do you have administrative jurisdiction?

(6) Give some indication of the size of your establishment by showing such parts as the number of your assistants and subordinates, the annual amount of receipts, disbursements, collections, or other figure or figures that will serve as an index.

(7) With what other administrators, public or private, do you make contact in carrying out your work? For what purposes?

6. Do not use such rather loose and indefinite expressions as "I assist in -- " or "I handle correspondence in connection with --," without explaining just what you do when you handle correspondence. The fact that you assist in doing a certain thing shows the purpose of your work, but it does not show exactly what you do. Obviously there are a great many ways of assisting in a given project. Similarly, an executive, a secretary, a typist, a messenger, a mailing clerk, a file clerk may all "handle correspondence" each in his own way. In the case of an employee who dictates, or writes rough drafts for, or types correspondence, it is essential to show what the class of correspondence is, what the employee does in order to get the information required to answer the letter, what sort of review or approval the letter requires, and other facts that will indicate the degree of independence with which the letter is composed and the subsequent review or check to which it is subjected.

7. Sometimes the best way to make the duties statement clear is to use typical tasks as illustrations. Avoid the unusual or exceptional task that occurs once in a lifetime as it can not serve as the basis for classification. The tasks used as illustrations should be such as are typical of the duties occurring time and time again. Do not be reluctant to give specific tasks merely because you believe that it is common knowledge that they are part of the duties of your position. For example, a graduate nurse in describing work performed ought to specify specific duties such as, take and record temperatures, administer prescribed medicines, changes dressings, make beds, etc.

8. Sometimes it is helpful to think of your work as requiring you to accomplish certain major objectives or tasks. In all but the simplest jobs, these major objectives are accomplished through lesser or contributing tasks. This process of dividing each task into its contributing tasks can obviously be carried out to a ridiculous point; for example, the opening and closing of a file case are tasks which contribute to the objective of filing a paper. Naturally, the analyst is not interested in such minute tasks as those; but it is suggested that in writing your description you consider all the contributing tasks that go to make up a given objective, and if these tasks are the sort of work that you would include in describing you work to a fellow employee or an employee in the same line of activity, incorporate descriptions of them in your statement, showing their relation to the major objective to which they contribute.

9. In the column at the left of the space provided on the item you are asked to show the percentage of your time given to your different duties. Everyone understands that ordinarily you can not distribute your time exactly. Give your best estimate.

10. Your answer to item 13 should be typewritten.

11. Attach a current staffing chart showing your position and its relationship to other significant positions. The chart must be labeled with position control numbers and "class titles."

12. Try to put on paper the best possible picture of your job. Your cooperation in preparing a carefully and thoroughly considered statement will be appreciated. It will also insure a faster response to your request than responses to descriptions that are not complete.