3/16/09

Individual PD Allocation Workflow Chart

WRITE / REVIEW PD* → **FIRST LEVEL REVIEW** → **SECOND LEVEL REVIEW** → **CLOSEOUT & FINAL ACTION**

START: Complete PD form in OPD

Supervisor:
(1) Review / Edit PD
(2) Send forward / Approve

Division:
(1) Review / Edit PD
(2) Send forward / Approve

Department:
(1) Review / Edit PD
(2) Set priority
(3) Send forward / Approve
(4) Verify staffing chart attached

Classification receives PD in OPD: (1) Check submission for missing information (return to department if need additional information); (2) Convert attachments to PDF; (3) Assign PD to first level review classifier based on priority, job class, agency; (4) Clock starts for Client Svcs. Standards

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First classifier researches position:
(1) Read PD & attachments
(2) Pull PD of record & attachments
(3) Review class specs
(4) Draw up list of questions or areas needing additional research
(5) Draw up list of contacts and resources
(6) Gather clarifying information / may contact agency **(SUSPEND!)**

Incumbent or supervisor provides additional clarification information, decides if PD needs to be returned **(resume prior to returning PD).** If desk audit is necessary, keep position in **suspense.**

Classifier determines if desk audit is needed

Desk audit (optional) SUSPEND!

Classifier writes analysis and recommends allocation action (e.g., Update, Reallocation, etc.)

Second level reviews analysis and recommendation:
(1) Looks for information gaps
(2) Argues all sides – ensures logical, appropriate allocation
(3) Reviews for enterprise-wide consistency
(4) May return analysis to first level classifier for more research

First classifier gathers additional information **(suspend), Resume prior to sending forward**

Second classifier sends allocation forward for closeout in OPD **(resume)**

***Additional Resources**

HR Solutions FY06 Issue I
HR Solutions FY07 Issue I
Management Services Consultant
OPD Guide / Online Help

KEY

Department / Agency Takes Action

Classification Takes Action

Classification finalizes PD: (1) Records action in OPD; (2) Notifies agency of action; (3) Updates AKPAY; (4) **Clock Stops for Client Svcs Standards**

FINISH:

Filled Position
Technical Services updates employee information

OR

Vacant Position
Employee Services posts recruitment

Glossary of Terms

Review –analysis of duties , authority and organizational placement assigned to position, in relation to job class specs
Agency – Executive Branch department, board, or commission
Allocation – assigning a position to a job class
Reallocation – allocation of a position to a different job class using a full PD
Update – PD noting changes in a position's duties that did not result in a reallocation of the position