

POSITION CHANGES MATRIX

When does OMB need to approve a position request?

Position Type	NEEDS OMB APPROVAL			EXCEPTIONS	
	New Position Creation	Reclassification resulting in more than a two-range increase	Extension	New Position Creation	Reclassification resulting in more than a two-range increase
FULL-TIME					
FACL: Full-time, OMB authorized (operating budget)	Yes	Yes	N/A		
JCCL: Full-time, capital budget	Yes	Yes	N/A		
PXFT: Partially exempt, full-time	Yes	Yes	N/A		
EXFT: Exempt full-time *Requires Chief of Staff approval to recruit or hire (range 16 and up)	Yes	Yes	N/A		
PART-TIME					
HACL: Part-time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	N/A	<ul style="list-style-type: none"> ▶ University of Alaska - all positions ▶ New emergency fire fighters ▶ New emergency guards ▶ Governor's Office (Exempt - full-time or part-time) 	<ul style="list-style-type: none"> ▶ Flexing of positions (Note: OMB approval is needed if the action involves a reclass resulting in more than a two-range increase from the highest budgeted pay range.) ▶ Reclassifications through a study conducted by the Division of Personnel and Labor Relations ▶ Reclassifications as a result of a formal process (such as a Union dispute or Labor Relations arbitration decision) (Note: Approval is not necessary, but notification of the reclassification to OMB is required.) ▶ Governor's Office (Exempt - full-time or part-time) ▶ Reclassification of Attorney/ Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law
LCCL: Part-time, capital budget	Yes	Yes	N/A		
PACL: Part-time, OMB authorized (operating budget)	Yes	Yes	N/A		
PXPT: Partially exempt, part-time	Yes	Yes	N/A		
EXPT: Exempt part-time *Requires Chief of Staff approval to recruit or hire (range 16 and up)	Yes	Yes	N/A		
RCCL: Part-time, 0-14 hours, capital budget	Yes	Yes	N/A		
SEASONAL					
AACL: Seasonal, part-time, OMB authorized (operating budget)	Yes	Yes	N/A		

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CACL: Seasonal, part-time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	N/A		
KCCL: Seasonal, full-time, capital budget	Yes	Yes	N/A		
MCCL: Seasonal, part-time, capital budget	Yes	Yes	N/A		
NCCL: Seasonal, part-time, 0-14 hours, capital budget	Yes	Yes	N/A		
SACL: Seasonal, full-time OMB authorized (operating budget)	Yes	Yes	N/A		
NON-PERMANENT /TEMPORARY					
Short-Term				None	None
90 days or less (SU bargaining unit)	No	N/A	Yes (beyond 90 days)		
120 days or less (GGU and CEA bargaining units)	No	N/A	Yes (beyond 120 days)		
Long-Term				EXCEPTIONS	
over 90 days (SU bargaining unit)	Yes	N/A	Yes	<ul style="list-style-type: none"> ▶ On-call substitutes ▶ Student, college and graduate interns ▶ Program service aides 	
over 120 days (GGU and CEA bargaining units)	Yes	N/A	Yes		
All Others					
120 days or less (all bargaining units except SU, GGU, CEA)	No	N/A	Yes (beyond 120 days)		
over 120 days (all bargaining units except SU, GGU, CEA)	Yes	N/A	Yes		

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OTHER ACTIONS	NEEDS OMB APPROVAL			EXCEPTIONS	
	OMB Approval Needed	Reclassification resulting in more than a two-range increase	Extension	New Position Creation	Reclassification resulting in more than a two-range increase
Deletion of any budgeted position	Yes	N/A	N/A	<ul style="list-style-type: none"> ▶ On-call substitutes ▶ Student, college and graduate interns ▶ Program service aides ▶ University of Alaska - all positions ▶ New emergency fire fighters ▶ New emergency guards ▶ Governor's Office (Exempt - full-time or part-time) 	None
Position Type Change (Time Status Change)	Yes	N/A	N/A	<ul style="list-style-type: none"> ▶ University of Alaska - all positions 	
Movement of a specific position (with the position control number) from the Exempt or Partially Exempt Service to the Classified Service, or vice-versa.	Yes	N/A	N/A	<ul style="list-style-type: none"> ▶ New emergency fire fighters ▶ New emergency guards ▶ Governor's Office (Exempt - full-time or part-time) 	
Duty Station Location Changes or Multi-location recruitment	Yes	N/A	N/A	<p>(1) Location changes for non-permanent positions and permanent positions between Juneau and Douglas, or Joint Base Elmendorf-Richardson and Camp Carroll do not require OMB approval.</p> <p>(2) Specific department blanket approvals are permitted on a case-by-case basis.</p> <p>(3) Short-term non-permanent and intern location change requests do not require OMB approval. (GGU, SU, CEA only)</p>	

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ACCEPTABLE OMB APPROVAL DOCUMENTS	EXCEPTIONS
<p>The following documents are acceptable for OMB approval/verification (drafts are not acceptable):</p> <ul style="list-style-type: none"> • Signed OMB Position Approval Form • Email from OMB staff verifying approval/verification • Signed memo from OMB that includes the Director, Office of Management and Budget's approval signature or initials 	None
GUIDANCE AND CLARIFICATION	
<p>If the final allocation of a position is more than two ranges higher than the original OMB approval, the agency must contact OMB for additional approval.</p>	
<p>Non-permanent positions approved by OMB for more than one year will only be established in 12-month increments by the Division of Personnel and Labor Relations (DOPLR). EX: A Non-permanent position that is approved by OMB from May 1, 2012 to June 30, 2015 for a long-term project. DOPLR will only establish the position from May 1, 2012 to April 30, 2013. Prior to the position expiring, and no earlier than 30 days before the existing expiration date, the agency <u>must</u> submit an extension request for an additional year and attach the original OMB approval to the submission. An extension will be considered once the agency has certified that adequate funds for the additional year are available and that the work still exists. All extensions will be effective one year from the existing expiration date. There is no need to re-submit for additional OMB approval unless the project goes past June 30, 2015, or if the position expires before an extension request is submitted and approved.</p>	None
<p>The range, job class title, and location listed on a position request must match the information in the OMB Position Approval Form. If not, the request will be returned to the agency.</p>	

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DEFINITIONS
Duty Station Location Changes - Position moving from one location to another. OMB will consider blanket duty station location approvals for certain situations.
Full-time Position - Works year round at 37.5 hours or more per week.
Part-time Position - Works year round, but less than 37.5 hours per week.
Seasonal Position - Works full-time or part-time for part of the year. Note: Payroll and ABS position types may differ. For instance, KCCL and SACL are full-time for payroll but counted as part-time in ABS.
Non-Permanent Position - A position that is not in the exempt or partially exempt service and not a permanent or emergency position.
Long-Term Non-Permanent Position - ♦ Position established for more than 120 days (GGU, CEA). ♦ Over 90 days (SU). (Not all incumbents of non-perm positions that exceed 120 days are eligible for benefits.) Note: Only the GGU, SU, and CEA Collective Bargaining Agreements provide for the establishment of either short-term or long-term status for a non-permanent position. All others are established per AS 39.25.195 and are not distinguished by short- or long-term status.
Short-Term Non-Permanent Position - ♦ Position established for 120 days or less (GGU, CEA). ♦ 90 days or less (SU). (Not all incumbents of non-perm positions that exceed 120 days are eligible for benefits.) Note: Only the GGU, SU, and CEA Collective Bargaining Agreements provide for the establishment of either short-term or long-term status for a non-permanent position. All others are established per AS 39.25.195 and are not distinguished by short- or long-term status.
(All Other Non-Permanent Positions) - All other bargaining unit's non-perm positions can be established for a period of 120 calendar days or more if the appointment is for a Program, Project, or Substitute position. If the appointment is for work that is a regular and continuing function of the agency (normal) the position can be established for a period of 120 days or less per AS 39.25.195 (g).
(Substitute Non-Permanent Position) - ♦ Fills in for regular permanent employee while on leave. ♦ Must be the same job class as the permanent position.
On-Call Substitute - ♦ In the event a regular, permanent employee takes leave, the supervisor has a pool of incumbents to call. ♦ Multiple employees may be appointed to the same PCN (GGU only).
Position Type - Describes the working hours or seasonal status of a position. Each status type has a four-letter payroll code for position control such as FACL, SACL, HCCL, PXPT, etc.
Position Type Change - Change in position type occurs when an existing permanent position is changing between full-time, part-time, and seasonal. (Position Type Change can also be referred to as Time Status Change.)
Temporary Exempt Positions - Positions of a temporary duration within a 100% exempt agency <u>or</u> established under AS 39.25.110(9)