

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 2-range increase	Extension	New Position Creation	Reclassification resulting in more than a 2-range increase
FULL TIME					
EXEMP exempt full time (Gov Off only)	NA	NA	NA	<ul style="list-style-type: none"> ▶ University of Alaska – all positions ▶ New positions authorized in the enacted budget or by an appropriated fiscal note ▶ New emergency fire fighters ▶ New emergency guards 	<ul style="list-style-type: none"> ▶ Reclassification of Attorney/Associate Attorney positions for Public Defender Agency; Office of Public Advocacy; Department of Law ▶ Flexing of flexibly-ranged positions ▶ Reclassifications through a study initiated by the Division of Personnel
FACL Full time, OMB authorized (operating budget)	Yes	Yes	NA		
JCCL Full time, capital budget	Yes	Yes	NA		
PXFT Partially exempt, full time	Yes	Yes	NA		
PART TIME					
EXPT exempt part time (Gov Off only)	NA	NA	NA		
HACL Part time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	NA		
LCCL Part time, capital budget	Yes	Yes	NA		
PACL Part time, OMB authorized (operating budget)	Yes	Yes	NA		
PXPT Partially exempt, part time	Yes	Yes	NA		
RCCL Part time, 0-14 hours, capital budget	Yes	Yes	NA		

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SEASONAL					
AACL Seasonal, part time, OMB authorized (operating budget)	Yes	Yes	NA	None	None
CACL Seasonal, part time, 0-14 hours, OMB authorized (operating budget)	Yes	Yes	NA		
KCCL Seasonal, full time, capital budget	Yes	Yes	NA		
MCCL Seasonal, part time, capital budget	Yes	Yes	NA		
NCCL Seasonal, part time, 0-14 hours, capital budget	Yes	Yes	NA		
SACL Seasonal, OMB authorized (operating budget)	Yes	Yes	NA		
NON-PERM/TEMPORARY					
(Short-Term)				None	None
90 days or less CEA, SU	No	NA	Yes		
120 days or less all other Bargaining units	No	NA	Yes		
120 days or less exempt	No	NA	Yes		
(Long-Term)					
over 90 days CEA, SU	Yes	NA	Yes		
over 120 days all other Bargaining units	Yes	NA	Yes		
over 120 days exempt	Yes	NA	Yes		

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OTHER POSITION TYPES					
On-Call Substitute	No	NA	No	None	None
Substitute Position	No	NA	Yes, if over 120 days		
student, college, and graduate Interns; program non-perms	No	NA	No		
program service aide	No	NA	NA		
OTHER ACTIONS	OMB Approval Needed				
Deletion of any position	No	NA	NA		
Position time status changes	Yes	NA	NA		
Duty Station location changes	Yes	NA	NA		
NOTES					
If the Division of Personnel determines that a classification for a new position is different from that approved in the most recent budget or as approved by OMB, and the new classification is more than 2 ranges higher than the OMB approved position, then the position request must be returned to OMB for further evaluation.					

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DEFINITIONS					
Part time - works year round					
Seasonal - works full time part of the year (except some F&G seasonal positions)					
Project employee - performs work of a restricted duration which is directed toward an explicit objective, following a specific plan or design. A project is characterized by specificity of nonrecurring activities, issues and objectives.					
Program employee - high school, college or graduate student participating in a planned internship program performing assignments which are pertinent to both the student's educational goals and the department's needs. EXAMPLE: Non-perms that are part of the LTC Letter of Agreement on-the-job training program in DOT AAM 250.070					
Non-Perm (often referred to as Short Term Non-Perm) - Temporary employee working 120 days or less for GG. ♦ 90 days or less for SU.					
Non-Perm (often referred to as Long-Term Non-Perm) - Temporary employee for work expected to last longer than a short term non-perm.					
On-Call Substitute ♦ Consists of multiple employees in one PCN. ♦ In the event a regular, permanent employee takes leave, the supervisor has a pool of incumbents to call.					
Substitute Position (considered non-perm) ♦ Can be long or short term. If the work is expected to exceed 90 or 120 days (depending upon the labor agreement) a long-term position must be requested. ♦ Fills in for regular permanent employees while on extended leave. ♦ Must be the same job class as the permanent position.					
Temporary -- there are no temporary positions in the classified service - only non-perm. EXCEPTION: There may be limited temporary positions in exempt service.					
Duty Station location changes: OMB will consider blanket duty station location waivers for certain job classes. When presenting your case to OMB for this wavier, remember that one of the requirements will be that the positions are easily discernable by DOP for verification.					