

ADDENDUM A

MEMORANDUM

STATE OF ALASKA

To: Classification Manager
Division of Personnel
Department of Administration

Date:

From: Human Resources Manager

Phone:

Subject: Flexible Staffing Agreement
Request

We are requesting approval to establish PCN _____ as a flexibly staffed position allocated to Class Series and levels, subject to the conditions outlined below:

1. An up-to-date Position Description (PD) form describing the duties to be performed at each level and a Fair Labor Standards Act worksheet for each level for which an exemption is claimed is attached. All future PD updates will describe the duties to be performed at each level.
2. The filled position will be reallocated to the next higher level when agency management has determined that the incumbent has satisfied all requirements demonstrating ability to perform at the higher range. A training plan is attached.

Please indicate your approval of this flexible staffing request by signing below:

Approval

Date