



Using JOBS@Work

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www.henricjobsatwork.com



Using JOBS@Work...

- Introduction to JOBS@Work
 - What you can do in JOBS@Work
 - Some helpful terminology
-
- Connecting to JOBS@Work – Log In
 - Forgot your password – Reset your password
 - Creating a position description
 - Updating a position description
 - Certifying a position description
(Employee, Supervisor, Department Head)
 - Resources and additional tips



Introduction to JOBS@Work

JOBS@Work provides:

- Online central repository for creating and maintaining position descriptions
- Secured Internet application that enables authorized users to access position descriptions 24/7 from any computer with Internet access
- Secured up-to-date access to position descriptions
- Process for updating and maintaining position descriptions
- Process for certifying accuracy of position duties and responsibilities
- Process for certifying an employee's, supervisor's and department head's understanding of a position's duties and details
- Support the process for requesting a reclassification of a position
- Support the process for requesting and approving new position requests

Introduction to JOBS@Work

System	Is used to:
JOBS@Work	<ul style="list-style-type: none">• Create and maintain position descriptions• Maintain position-specific details and requirements• Identify preferred qualifications• Maintain position-specific duties and responsibilities• Certify the position description (employee, supervisor, department head)• Establish new positions
	<ul style="list-style-type: none">• Support a request for a reclassification of a position
Oracle	<ul style="list-style-type: none">• Maintain employee specific details in Oracle via Employee Direct Access (EDA)• Maintain assignment specific details in Oracle via Department Direct Access (DDA) and Manager Direct Access (MDA)• Send a daily transmission of a wide variety of details such as current employees and current position incumbents to JOBS@Work to accurately manage user access and position details/access• Send a daily transmission of a wide variety of position-specific details to ensure each position description remains accurate and up-to-date

What you can do in JOBS@Work

Feature	Functionality
Position Descriptions	<ul style="list-style-type: none">• Certify your own position (job) description• Update position (job) descriptions in your hierarch• Request a reclassification of a position in your hierarchy• Request a new position• Interchangeable terminology with job description
New Positions	<ul style="list-style-type: none">• Request a new position as part of the annual budget process• Request a new position as part of the supplemental budget process (generally around August/September)• Request a new position as part of a Board Paper• Request a new position as part of a Referendum• Request a new position when receive NON-County funding to support new position (e.g. grant; special program funds; state funding; federal funding)

Some helpful JOBS@Work Terminology

Term	Definition
User Name	Your JOBS@Work user name is your County ID – which is case sensitive and must be typed in ALL CAPITAL LETTERS. Example: HIG11
Password	The first time you log in to the updated JOBS@Work your password is the same as your user name. You will be immediately prompted to change your password to one that is greater than six (6) characters, no special character requirements. NOTE: If you have logged in to the updated JOBS@Work before, your password is whatever you selected – it does NOT expire.
Position Description Job Description <i>(interchangeable terminology)</i>	Position-specific information (e.g. position number, classification of position, employee job title, department and location, work hours, essential designation, supervisory status), general position information (purpose of the position, minimum qualifications, other requirements such as licensure or certifications), details about the work environment, and details about the job duties specifically assigned to the position.
Class Spec	General (generic) information about a classification that establishes basic parameters such as minimum required education and experience and identifies the general types of duties that will be assigned to positions in the classification.
Action	Process in JOBS@Work. Action types include updating a position description, certifying a position description, requesting reclassification of a position, requesting a new position

Some helpful JOBS@Work Terminology

Term	Definition
Default View	<ul style="list-style-type: none"> • Default view is the “Employee” view. All authorized users are assigned “Employee” level access to view only his/her own job description and to view only actions taken on his/her own position description • Some authorized users are assigned multiple levels of access • Access can be changed by clicking on the drop down arrow next to the user type field, selecting a different user type (FL, AL, MM, UM, AH, DCM) and then clicking once on the refresh circular arrow
User Type	<p>Type of authorized access that governs what an authorized user can see and what actions the user can initiate /take</p> <ul style="list-style-type: none"> • Employee: Access only to own position description and actions on own position description • FL: First Line: Supervisor with access to position descriptions and actions on position descriptions for all the employees s/he supervises (direct reports) in an assigned location and department • MM, UM, AH, DCM, CM: Supervisory and managerial level positions with access to positions descriptions within his-her own chain of command based on assigned locations and assigned department-wide based on the assigned user type and the user’s assigned location and department (may include multiple locations and departments) <ul style="list-style-type: none"> MM = Middle Manager who supervises other supervisory staff UM = Assistant Department Head; AH = Department Head DCM = Deputy County Manager; CM = County Manager • HR, Budget: Administrative level access to view position descriptions and actions County-wide

Connecting to JOBS@Work

Henrico County

Username

Password

[Forgot your password? Request a password reset](#)

Log In

JOBS@Work

Connecting to JOBS@Work:

- Web Address: www.henricojobsatwork.com
- Henrico County INTRANET:
 - Go to: <http://virtual.henrico/>
 - Along the left hand side of the window - click once on: [HR on Virtual](#)
 - Along the right hand side of the window - click once on: [JOBS@Work](#)
 - For access to additional training materials and instructions on using JOBS@Work click on: [JOBS@work Training & Support](#)

JOB@Work

Log in

- ① User Name: Enter your County User Id in ALL CAPITAL LETTERS
 - Example: HIGLI
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- ② Password: Enter your Password
 - The first time you log in to JOB@Work your password is the same as your user name
 - You will immediately be required to change your password
 - Password must be six or more characters – no special character requirements – passwords are case sensitive
 - Passwords do NOT expire because there is no protected or regulated information in the JOB@Work system
- ③ Click once on the Login button

JOB@Work

Henrico County

1

Enter Username
ALL CAPITAL
LETTERS

Username

HIG11

Password

●●●●●●●●

2

Enter Password
1st time = username
Passwords are case
sensitive

Login

Forgot your password? [Request a password reset](#)

3

Click ONCE on
the Login
button

JOBS@Work

Forgot Your Password – Reset Your Password

- 1 Click once on the *Request a password reset* hyperlink
 - An email will immediately be sent your County email account
- 2 A new screen will display: Enter your Username as your County User Id in ALL CAPITAL LETTERS
 - Example: HIG I I
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- 3 Click once on the Request Password Reset button and an email will be immediately sent to your County email
- 4 Click once on the link in the email to reset your password and log into JOBS@Work

JOB@Work

Henrico County

Username

Password



Click ONCE on
Request a password reset

Login

Forgot your password? [Request a password reset](#)

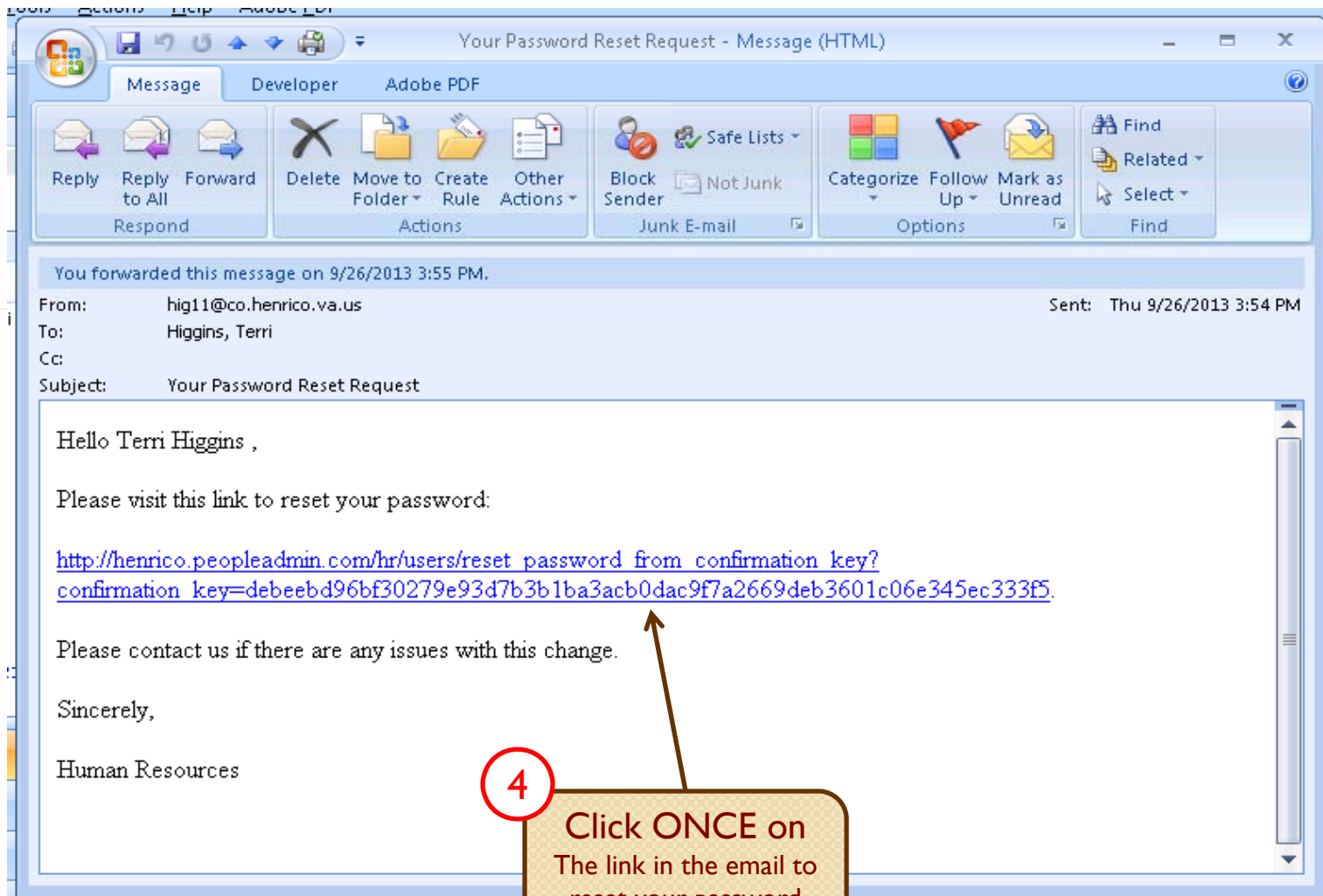
JOB@Work

The screenshot shows a web interface for Henrico County. At the top, the text "Henrico County" is displayed in white on a dark background. Below this, the title "Reset Password For User" is shown in a light gray box. A "Username" label is followed by a text input field containing the text "HIGI I". Below the input field are two buttons: "Request Password Reset" (highlighted in blue) and "Cancel".

2 Enter your Username as your County User Id in ALL CAPITAL LETTERS

3 Click once on the Request Password Reset button

JOBS@Work



4

Click ONCE on
The link in the email to
reset your password
and log in

JOBS@Work

Change (Reset) Your Password

- ① Username: Enter your County User Id in ALL CAPITAL LETTERS
 - Example: HIG I I
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- ② Password: Type in your NEW password
 - Password must be six or more characters – no special character requirements – passwords are case sensitive
 - Passwords do NOT expire because there is no protected or regulated information in the JOBS@Work system
 - Your password can NOT match any of your six past passwords
- ③ Password Confirmation: Re-type in your NEW password again
- ④ Click once on the Change Password button and the home page of JOBS@Work will open.

JOB@Work

The image shows a 'Change Password' form with the following fields and instructions:

- 1** Enter Username
ALL CAPITAL LETTERS
The 'Username' field contains 'HIG11'.
- 2** Type in your NEW Password
Passwords are case sensitive
The 'Password' field is empty.
- 3** Re-type your NEW Password
Passwords are case sensitive
The 'Password Confirmation' field is empty.
- 4** Click ONCE on the Change Password button
The 'Change Password' button is located at the bottom right of the form.

Additional text on the form includes 'Harrison County' at the top, 'password and confirmation.' above the fields, and 'or Cancel' at the bottom left.

JOB@Work

1

Your NEW password can NOT match previous passwords

! Password cannot match any of your previous 6 passwords

2

Re-renter your Username
(County ID)

3

Type in your NEW Password
Passwords are case sensitive

4

Re-type your NEW Password
Passwords are case sensitive

Henrico County

Enter new password and confirmation.

Username

Password

Password Confirmation

or Cancel

[Change Password](#)

5

Click ONCE on the Change Password button

JOBS@Work

Creating a Position Description

- Position descriptions are initially created by HR Class & Comp after all the necessary approvals, including the Board of Supervisors, have been received. Only HR Class & Comp can create a new position description from a new position action.
- Position descriptions are initially created from the information included in the new position request action submitted by the department so it is critical that every new position request in JOBS@Work be as thorough and accurate as possible when they are submitted.
- Once a position description is created it can be updated whenever necessary by clicking on the “Update Position Description” action
- A position description is also partially updated daily using a data file containing position specific data from Oracle

JOBS@Work

Preparing to update a position description

- Start by reviewing the current job description and details (typically this should include the employee and be done at least annually)
- Make note of any changes that are necessary – consider:

Location	Essential in adverse weather
Supervisory Status	Licenses and/or Certifications (required, preferred)
Work Environment and Conditions	Physical Requirements (e.g TB test, Hearing)
Preferred Education and Experience	Changes in assigned tasks, duties, responsibilities
- For each change in job duties and responsibilities:
 - List what, how, when and where the activities/duties are performed
 - Determine if any of these activities/duties related/linked. If so, group them together in a combined activity/duty statement.
 - Determine what percentage of time is spent on the activities/duties
- Confirm the changes are permanent and if the duties have significantly changed, check with HR at 501-5241

JOBS@Work

Updating a position description

- 1 Click once on the “Job Descriptions” tab
Main Job Descriptions page will display showing a listing of all position descriptions you have access to based on your user type, assigned location and assigned department.
- 2 Click once on the job description link in the first column called: Employee Job Title
A summary view of the job description will open
- 3 Click once on the “Update Position Description” link
This will prompt a message advising that the job description will not be available for other updates/changes until this action is cancelled or completed
- 4 Click once on the “Start” button to open an editable version of the job description

JOBS@Work

Updating a position description

The screenshot displays the JOBS@Work web application interface. At the top, there is a navigation bar with a logo on the left and user information on the right, including 'Inbox', 'PeopleAdmin', 'Watch List', and 'POSITION MANAGEMENT *'. Below the navigation bar, there are menu items: 'Home', 'Job Descriptions', 'Classifications', 'My Profile', and 'Help'. A red circle with the number '1' highlights the 'Job Descriptions' menu item. The main content area shows 'Job Descriptions / Main' and 'Main Job Descriptions'. There is a search bar with a search button and a link to 'More search options'. Below the search bar, there is a section titled 'Position Descriptions' with a search result: 'Saved Search: "Position Descriptions" (7 Items Found)'. A table of position descriptions is displayed below the search results. A red circle with the number '2' highlights the row for 'Senior Human Resources Analyst'.

<input type="checkbox"/>	Employee Job Title	Position Number	Location	First Name	Last Name	Supervisor	Status	(Actions)
<input type="checkbox"/>	Division Manager	G.0110.00007	G_Human Resources Department	Tina	Brooks	Assistant Dir of Human Resources (Rebecca Tate)	Active	Actions >
<input type="checkbox"/>	Human Resources Analyst III	G.0110.00008	G_Human Resources Department	Karen	Isaac	Division Manager (Tina Brooks)	Active	Actions >
<input type="checkbox"/>	Human Resources Assistant I	G.0110.00010	G_Human Resources Department	Virginia	Buchanan	Division Manager (Tina Brooks)	Active	Actions >
<input type="checkbox"/>	Human Resources Analyst	G.0110.00010	G_Human Resources Department	Angela	Greenhill	Division Manager (Tina Brooks)	Active	Actions >
<input type="checkbox"/>	Senior Human Resources Analyst	G.0110.00028	G_Human Resources Department	Terri	Higgins	Division Manager (Tina Brooks)	Active	Actions >
<input type="checkbox"/>	Senior Human Resources Analyst	G.0110.00012	G_Human Resources Department	Patricia	Alexander	Division Manager (Tina Brooks)	Active	Actions >
<input type="checkbox"/>	Senior Human Resources Analyst	G.0110.00020	G_Human Resources Department	Nancy	Besentfelder	Division Manager (Tina Brooks)	Active	Actions >

Internet | Protected Mode: Off 75%

JOBS@Work

The screenshot displays the 'Job Description: Senior Human Resources Analyst (Main)' page. The page includes a navigation bar with 'Home', 'Job Descriptions', 'Classifications', 'My Profile', and 'Help'. The user 'Tina Brooks' is logged in with 0 messages. The job details show 'Current Status: Active', 'Position Type: Main', 'Location: G_Human Resources Department', and 'Created by: System Account'. On the right, there are action links: 'Print Preview (Employee View)', 'Print Preview', 'View Supervisor', 'Update Position Description' (circled with a red '3'), and 'Employee Certify Their Own Position Description'. A 'Summary' tab is visible, and a 'Supervisor Details' section is partially shown below.

<https://henrico-sb.peopleadmin.com/hr/actions/new?>

This screenshot shows a dialog box titled 'Start Update Position Description Action on Human Resources Assistant I?'. The text inside reads: 'Once it has been started, this action will lock the job description from other updates until the action has completed.' Below the text is a 'Start' button, which is circled with a red '4'. The dialog box is overlaid on the same PeopleAdmin interface as the previous screenshot.

JOBS@Work

Updating a position description: Position Details

- 1 Review the details in each section of the job description
 - Supervisor Details (you cannot edit)
 - Classification Details (you cannot edit)
 - Position Details
 - Position Duties and Responsibilities
 - Certification of Position
 - Position Justification and Funding
- 2 Click once on the “[Edit](#)” hyperlink for the **Position Details**
An editable view of the job description will open
- 3 Scroll down and review each field – update each field if necessary
 - Required fields must be completed before you can advance.
 - If the field was vacant in the previous job description you will need to enter the correct information before continuing
 - If a field requires a change and you cannot edit it contact HR at 501-5241
- 4 Once all information has been entered click once on the “Next” button to advance to the next section of the position description

JOBS@Work

Updating a position description: Position Duties and Responsibilities

- 1 Enter (or edit) the General Purpose field – short summary of what this position does or what this position is responsible for:
Example: Performs professional level classification and compensation duties as well as other assigned duties to support the division's operations.
- 2 Click once on the drop down arrow next and select the type of supervision given to the position/employee in the position
 - **Immediate or Direct** – Supervisor assigns work and sets priorities, work is checked for accuracy, work is routine and follows set guidelines/procedures
 - **General** – Employees is assigned responsibilities and handles workload and priorities within a framework of established parameters, regulations or guidelines, works independently with minimal oversight from supervisor
 - **Limited** – Includes first line supervisors with direct daily responsibility for supervising staff and work/operations at assigned location(s). Also includes professional level staff working independently to accomplish assigned responsibilities, projects, manage clients/programs, etc.
 - **Administrative** – Assistant Department Head, Division Heads, Assistant Division Heads, and Mid-level Managers responsible for managing daily operations and staff, including supervising other supervisors
 - **Policy Direction** – Department Head Deputy County Manager responsible for high level setting policies and operational directives supporting the County's goals and mission as well as mandated missions (e.g. State or Federal compliance)

JOBS@Work

Updating a position description: Position Duties and Responsibilities

- 3 Add, delete (remove) or edit job duties
 - Click once on the “**Add Position Specific Duties and Responsibilities Entry**” button and then enter required information related to that job duty.
 - Add as many entries as necessary to fully describe the duties and responsibilities assigned to this position
 - *Click the “Save” button after completing each additional entry*
 - Click once in the “**Remove Entry?**” check box under a job duty if that duty is no longer assigned to this position
 - Click the “Save” button after checking each “Remove Entry?” box to remove the duty no longer assigned to this position
 - **Edit** - you can type any changes into any of the fields displayed and you can choose other options in any drop down lists displayed
 - *Click the “Save” button after editing each job duty*
- 4 Once all information has been entered click once on the “Next” button to advance to the next section of the position description

JOBS@Work

Certification of Position Description

Certification is required by each level listed below. This certification serves as an electronic signature.

- 1 **Employee:** Log into JOBS@Work, review own job description and certify that s/he has reviewed the document
- 2 **Supervisor:** Log into JOBS@Work, review the job descriptions for his/her direct reports, certify each job description accurately reflects the duties and responsibilities assigned to the position and certify that s/he has reviewed the document
- 3 **Department Head:** Log into JOBS@Work, review the job descriptions for his/her department, certify each job description accurately reflects the duties and responsibilities assigned to the position and certify that s/he has reviewed the document

TO CERTIFY THE JOB DESCRIPTION:

- Click once in the check box labeled “I Certify”
- Click once in the “Date certified...” field to select the current date from the pop-up calendar
- Click once on the “Next” button



JOBS@Work

Position Justification and Funding

This information must be included with the request for new position.

If approved, the position funding records will be updated by the daily data file from the current HRMS system (Oracle).

To change this information you must submit a Position Action Form to HR (attention Transactions).

JOBS@Work

Summary of Updated Position Description

- Scroll down through the summary view and make sure you see all the changes you made. If not, click once on the “[Edit](#)” hyperlink to re-open an editable view of the section. Click on each section to review (or click on the “Next” button)
- When the position description accurately reflects the specific duties and requirements assigned to that position it needs to be submitted for additional certifications
- Employee sends it to the supervisor – Select the supervisor’s correct supervisory level by looking at the Supervisor Job Description Detail section (first section). The level is indicated in the “User Groups” field. Employee also selects the correct supervisor from the drop down list of supervisors.
- Supervisor sends it through the hierarchy (MM to UM) – OR – directly to the Department Head (AH) depending on the department’s review policy. Select the correct next reviewer from the drop down list.
- Department Head submits the action to HR for review and the necessary approvals

JOBS@Work

EMPLOYEE

2

Select the supervisor's correct supervisory level from drop down list

Update Position Description: Senior Human Resources Analyst (Main) [Edit](#)
Current Status: Draft

Position Type: **Main** | Created by: **Terri Higgins**
Location: **G_Human Resources Department** | Owner: **Terri Higgins**

Summary | [History](#) | [Settings](#)

Supervisor Details [Edit](#)

Supervisor Job Description

Job Title	Division Manager
Position Number	G.0110.00007
Org Unit	G_Human Resources Department
First Name	Tina
Last Name	Brooks
Email	bro96@co.henrico.va.us
User Groups	Employee [Henrico County], MM [G_Human Resources Department], HR [Henrico County]

Take Action On Action ▾

WORKFLOW ACTIONS

- Keep working on this Action
- Cancel Action (move to Action Canceled)
- Send to First Line Supervisor (move to First Line Supervisor)
- Send to Assistant Level Supervisor (move to Assistant Level Supervisor)
- Send to Middle Manager (move to Middle Manager)
- Send to Upper Manager (move to Upper Manager)
- Send to Agency Head (move to Agency Head)
- Send to Deputy County Manager (move to Deputy County Manager)
- Send to County Manager (move to County Manager)

Supervisor level is the non-employee user group

Contains commands for working with the selected items.

JOBS@Work

EMPLOYEE

Update Position Description: Senior Human Resources Analyst (Main) [Edit](#)

Current Status: Draft

Position Type: **Main**
Location: **G_Human Resources Department**

Created by: **Terri Higgins**
Owner: **Terri Higgins**

Take Action [X]

Send to Middle Manager (move to Middle Manager)

- Tina Brooks
- Bridget Cease
- Carol Augsburg
- Collin Stewart
- Elizabeth Stovall
- Julia Sleeman
- Sheryn Holinsworth
- Tina Brooks**

Add this action to your watch list?

Submit **Cancel**

Supervisor Details [Edit](#)

Supervisor Job Description

Job Title	Division
Position Number	G.01
Org Unit	G_Hi
First Name	Tina
Last Name	Books
Email	bro96@co.henrico.va.us
User Group	Employee [Henrico County], MM [G_Human Resources Department], HR

3 Select the correct supervisor from drop down list

4 Click once on the "Submit" button

JOBS@Work

EMPLOYEE

5

You can also add a message for the next approver

Update Position Description: Senior Human Resources Analyst (Main) [Edit](#)

Current Status: Draft

Position Type: **Main** | Created by: **Terri Higgins**
Location: **G_Human Resources Department** | Owner: **Terri Higgins**

[Summary](#) | [History](#) | [Settings](#)

[Supervisor Details](#) [Edit](#)

Supervisor Job Description

Job Title	Division Manager
Position Number	G.0110.00007
Org Unit	G_Human Resources Department
First Name	Tina
Last Name	Brooks
Email	bro96@co.henrico.va.us
Work Center	Employee [Henrico County], MM [G_Human Resources Department], HR

Take Action [X]

Send to Middle Manager (move to Middle Manager)

Tina Brooks [v]

Comments (optional)
Testing Production

Add this action to your watch list?

JOBS@Work

Supervisor or other Reviewer

1

Choose **non-Employee** user type and click on the refresh arrow

2

Click once on Job Descriptions tab then select Main Actions

NOTE:The Department Head will select **AH** as the user type

3

Click once on hyperlink for the position action

The screenshot shows the JOBS@Work web application interface. At the top left is the organization's logo. The top navigation bar includes 'Home', 'Job Descriptions', 'Notifications', 'My Profile', and 'Help'. A 'PeopleAdmin' dropdown menu is open, showing 'POSITION MANAGEMENT'. A user profile for 'Tina Brooks' is visible with 'MM' as the user type and a refresh arrow. Below the navigation is a search bar with 'Open Saved Search' and 'Search' buttons. A table titled 'All Actions' is displayed, with a 'Saved Search: "All Actions"' filter. The table has columns for 'Employee Job Title', 'Position Number', 'Position Request Name', 'Position Request Workflow State', 'Last Updated', and '(Actions)'. A row is highlighted with a blue arrow pointing to the 'Senior Human Resources Analyst' link.

Employee Job Title	Position Number	Position Request Name	Position Request Workflow State	Last Updated	(Actions)
Senior Human Resources Analyst	G.0110.00028	Terri Higgins	Update Position Description: Senior Human Resources Analyst	September 30, 2013 at 12:18 am	Actions

JOBS@Work

Supervisor or other Reviewer

Scroll through and review the updated position description

Click once on the [“Edit”](#) hyperlink to open an editable view of the section. Then click once on the “Certification of Position Description “ and check the “I certify” box and enter the current date.

If the position description is accurate and verified by the employee then click once on “Take Action on Action: and select “Send to Agency Head”

If the position description requires changes send the action back to the employee to make the changes and re-certify and re-submit to the supervisor

The screenshot displays the 'Update Position Description' page for a 'Senior Human Resources Analyst (Main)'. The page includes a summary of the position, a 'Supervisor Details' section, and a 'Take Action On Action' dropdown menu. The dropdown menu is open, showing a list of workflow actions:

- Keep working on this Action
- Send to Upper Manager (move to Upper Manager)
- Return to First Line Supervisor (move to First Line Supervisor)
- Cancel Action (move to Action Canceled)
- Send to Agency Head (move to Agency Head)
- Send to Middle Manager (move to Middle Manager)
- Return to Assistant Level Supervisor (move to Assistant Level Supervisor)

The 'Supervisor Details' section shows the following information:

Job Title	Division Manager
Position Number	G.0110.00007

JOBS@Work

Department Head (or designee)

Scroll through and review the updated position description

If the position description is accurate and verified by the employee and supervisor, click once on the “[Edit](#)” hyperlink to open an editable view of the section. Then click once on the “Certification of Position Description “ and check the “I certify” box and enter the current date. then click once on “Take Action on Action” and select “Send to HR”

If the position description requires changes you can 1) click edit and make the changes then sent the action back to the SUPERVISOR to work with the employee to revise and re-certify

To select the correct supervisor review the “Supervisor Details” “User Groups” field for a non-Employee user type. Select that user type from the drop down arrow then select the correct supervisor from the list.

You can add a note advising the supervisor what changes need to be made.

NOTE: All changes to the position description must be certified by the employee, supervisor and department head to ensure everyone has had the opportunity to review the position and certify its accuracy

JOBS@Work

Department Head (or designee) – Return Action to Supervisor

Home | Job Descriptions | Classifications | My Profile | Help

Paula Reid, you have 0 messages. AH [dropdown] [refresh] [logout]

Actions / ... / Update Position Description / Senior Human Resources Analyst / Summary

Update Position Description: Senior Human Resources Analyst (Main) [Edit](#)

Current Status: Agency Head

Position Type: Main | Created by: Terri Hig | Owner: AH
Location: G_Human Resources Department

Summary | History | Settings

Take Action

Return to Middle Manager (move to Middle Manager)

Tina Brooks [dropdown]

Comments (optional)

Revise the general purpose statement [text area]

Add this action to your watch list?

Submit Cancel

Take Action

Return to Middle Manager (move to Middle Manager)

- Tina Brooks
- Bridget Cease
- Carol Augsburg
- Collin Stewart
- Elizabeth Stovall
- Julia Sleeman
- Sheryn Holinsworth
- Tina Brooks

Add this action to your watch list?

Submit Cancel

Take Action On Action

WORKFLOW ACTIONS

- Keep working on this Action
- Cancel Action (move to Action Canceled)
- Return to Upper Manager (move to Upper Manager)
- Return to Middle Manager (move to Middle Manager)
- Return to First Line Supervisor (move to First Line Supervisor)
- Send to Deputy County Manager (move to Deputy County Manager)
- Send to County Manager (move to County Manager)
- Return to Assistant Level Supervisor (move to Assistant Level Supervisor)

JOBS@Work

Finalizing an updated a position description

- Once all the necessary certifications have been received at the department level, HR will review the updated position description
 - Department level approvals require at a minimum the employee, immediate supervisor and the department head (or approved designee such as the Assistant Department Director)
 - Departments can establish a different hierarchy of approvals greater than the minimum approvals just noted
- If HR approves the updated position description, then HR will finalize the position description in JOBS@Work and the updated job description details will become the active position description
- If HR has any concerns or questions, HR will work closely with the department to resolve them so the position description can be finalized

JOB@Work Resources

Links to online materials provided in JOB@Work on the home page and under the menu options

- Henrico County INTRANET:
 - Go to: <http://virtual.henrico/>
 - Along the left hand side of the window - click once on: [HR on Virtual](#)
 - Along the right hand side of the window - click once on: [JOB@work Training & Support](#)

For additional questions or assistance contact HR Class & Comp by phone at 501-5241 or by email at highl@co.henrico.va.us

JOBS@Work Helpful Tips

Welcome to your Online Job Description System

Inbox (0 items need your attention)

Displaying items for group 'Employee':

Title	Type	Current State	State Owner
-------	------	---------------	-------------

Watch List (0 items)

Title	Type	Current State	State Owner	Creator
-------	------	---------------	-------------	---------

Useful Links

- [JOBS@WORK Help](#)
Links to intranet resources with detailed instructions for using the JOBS@Work system and managing job descriptions. Also includes contact information for additional support and questions.
- [Vacancy Request for Recruitment](#)
Links to iRecruitment where you can post a vacant position for approval to recruit and fill. Also can manage the recruitment process (e.g. review status of request; review applications).
- [Apply for an Open Position](#)
Link to the iRecruitment online job search and application process where you can search vacant positions, manage your online application and apply to job vacancies.
- [Class. Plans](#)
Link to online job classifications with general information about job classifications. NOTE: Position specific job details are found in each position's unique position description which is available to the current position employee, supervisor and department chain of command.
- [Competencies](#)
Link to more information on the current core competencies that serve as an integrated approach to talent and performance management creating a foundation for success for employees, their agencies and the County as a whole.
- [Pay Plans](#)
Links to the current and previous fiscal year pay plans.

Home page after logging in... see **JOBS@Work HELP** for more info