



July 27, 2006

No. 5

Storing Position Description Updates and Changes in ISIS HR

Seven new position description subtypes have been created in ISIS HR to assist agencies in ensuring compliance with the requirements of General Circular 1603.

Following is a handout prepared for the 7/26/2006 State Human Resources Managers Association (SHRMA) meeting. It outlines the details and requirements of the new Position Description subtypes.

In order to save the new subtypes, agencies will be required to enter some sort of text. Civil Service recommends that agencies enter the information contained in the "Duties and Responsibilities" section of the SF-3.

See the handout for more information.

Questions? Call the Civil Service HRIS Consultant at (225) 219-9422.

Position Description Subtype in ISIS HR

Civil Service has been working with ISIS HR in response to a request from Wildlife and Fisheries for a mechanism to monitor data related to General Circular 1603.

Seven new Position Description Subtypes (listed below) have been created in ISIS HR. Users will store one of the subtypes to reflect the results of a Position Description form (SF-3). ISIS HR on-line help scripts have been updated to include assistance with creating these new records.

- PD Affirmed
- PD New Position
- PD Job Correction
- PD Returned W/O Action
- PD Reallocated Up
- PD Reallocated Down
- PD Reallocated Lateral

The screenshot displays the SAP 'Organization and Staffing Display' window. The main area shows a table of task assignments for position ID 50361930. The table includes columns for Task assignment, ID, Relationship text, Valid from, Valid to, Assigned as..., and Assigned until. The selected task is 'HUMAN RESOURCE POLICY CONSULTANT' with ID 50361930, valid from 01/18/2006 to unlimited. Below the table, the 'Details for Position (S 50361930) HUMAN RESOURCE POLICY CONSULTANT' are shown, including account assignment, EE group/subgroup, address, cost distribution, hierarchy, and description. The 'Subtype' is set to 'PD New Position'. A text box with a red border and a pointer to the description field contains the instruction: 'Users must enter some text in this box after choosing the subtype in order to save the record. CS recommends pasting the "Duties & Responsibilities"'. The bottom of the window shows the Windows taskbar with the Start button, several application icons, and the system clock at 1:37 PM.

| Task assignment | ID | Relationship text | Valid from | Valid to | Assigned as... | Assigned until |
|----------------------|----------|-------------------|------------|-----------|----------------|----------------|
| ▶ HUMAN RES DIV AD S | 00194921 | Reports (line) to | 01/01/1900 | Unlimited | 02/01/2006 | Unlimited |
| ▶ HR PROGRAM ACC(O | 50000115 | Belongs to | 02/01/2006 | Unlimited | 01/18/2006 | Unlimited |
| ▶ HUMAN RES POLICY C | 00156340 | Is described by | 01/01/1900 | Unlimited | 01/18/2006 | Unlimited |
| ▶ HUMAN RES POLICY C | 00156340 | Participate CPG | 01/01/1900 | Unlimited | 01/18/2006 | Unlimited |
| ▶ ASHLEY GAUTREAU P | 00112587 | Holder | 02/12/2001 | Unlimited | 04/03/2006 | Unlimited |

Details for Position (S 50361930) HUMAN RESOURCE POLICY CONSULTANT

Account assignment: ✓ EE group/subgroup: ✓ Address: ✓ Cost distribution: ✓ Hierarchy: ✓ Description: ✓

Language: English Valid from: 01/18/2006
Subtype: PD New Position To: 12/31/9999

Users must enter some text in this box after choosing the subtype in order to save the record. CS recommends pasting the "Duties & Responsibilities"

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When creating or maintaining these subtypes, if the outcome of an SF-3 submission is a new position, then delimit the position description subtype on the old position and use the “PD New Position” subtype in the position description section of the NEW position. Once the employee has been moved to the new position number, then perform position maintenance to delimit the OLD position number.

Users will be required to enter text in the text box. Civil Service recommends that agencies enter the **Duties and Responsibilities** section of the SF-3. This can be copied and pasted from the text of a Word document. Then, if Civil Service and ISIS HR are later able to generate an electronic version of the SF-3, this information could be output as part of the form. Also, the information is easily updated in ISIS by either pasting over the current text or typing any corrections when updating the record.

This information, once created, is available on **ZP19** and **ZP115**.

- ZP19 (Position Data by Personnel Area)

Three new columns have been added: “SF-3 Result,” “SF-3 Start” and “SF-3 End.” If one of the 7 subtypes exists on the Run Date, the noted columns will be populated. The previous column “Description Exists?” will continue to report a “Y” if a **General Description** subtype record exists. Be careful that you don’t confuse the new SF-3 (or PD) Description subtypes with the General Description subtype.

- ZP115 (Position Form)

A new output line is being added to the “Description” section of this form. If any of the 7 subtypes exist, the subtype text will be output, along with the begin date of that record and the first 72 characters that appear in the text box. If none of these subtypes exist, nothing will output. This revision should be in production in ISIS HR by August 7th.