

# **JOB ANALYSIS LIBRARY**

## **Adding a Vacancy Announcement Number to the Job Analysis**

### **Introduction**

The purpose of the Job Analysis (JA) Library is to improve our ability to share job analyses throughout the CHCO community.

### **Guide Contents**

This guide provides instructions on adding a Vacancy Announcement Number to the Job Analysis.

## Adding a Vacancy Announcement Number Associated with the Job Analysis

To assist you in finding your Job Analysis, you can also add one or more Vacancy Announcement Numbers associated with the Job Analysis. This will help you use the search feature in the JA Library when you know the Vacancy Announcement number, but not where the JA is located.

### Step 1



After logging into Lotus Notes, double click on the PD Library ICON. This will take you to the Job Analysis Library. Click on Job Analysis Library.



### Step 2

This will bring up a list that contains both position descriptions and job analyses for positions throughout GSA.

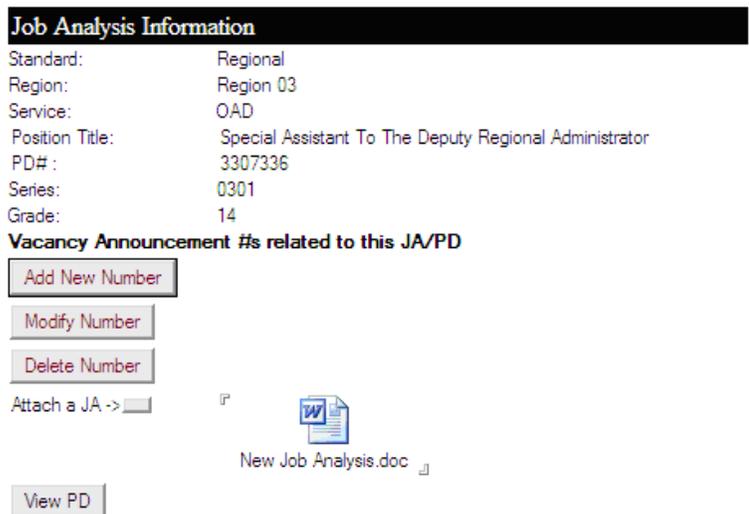
| Pay Plan   | Series | Grade | Position Title   | PC#     | Vacancy Number                   | Desc |
|--|--------|-------|--|---------|----------------------------------|------|
| <ul style="list-style-type: none"> <li>▶ Central Office</li> <li>▶ Executive Resources</li> <li>▶ National Capital Region</li> <li>▶ Office of Inspector General</li> <li>▶ Region 01</li> <li>▶ Region 02</li> <li>▶ Region 03</li> <li>▶ FAS</li> <li>▶ LEGAL</li> <li>▶ QAD <ul style="list-style-type: none"> <li>▶ GS 0201 14 Assistant Human Resources Officer 3307837 51CF22F10DC51F846515758800501316</li> <li>▶ GS 0301 14 Emergency Program Specialist 3307824 A846A348C78E088E8851E758800501317</li> <li>▶ GS 0501 14 Financial Management Analyst 3307827 D0842FC4C28C9A46451E758800501318</li> <li>▶ GS 1234 14 JA Test! 7896541 37F47481E4C2833708257594006FA88</li> <li>▶ GS 0340 14 Program Manager 3307853 2E2F4357C2C2C37851E758800501313</li> </ul> </li> </ul> |        |       |  |         |                                  |      |
| GS   | 0301   | 14    | Special Assistant To The Deputy Regional Administrator | 3307336 | A0E4747857F0P282578887085101314  |      |
| GS   | 0301   | 13    | Congressional Services Specialist                      | 3307812 | 57EE252081588844525742F00438E2   |      |
| GS   | 0301   | 13    | Congressional Services Specialist                      | 3307812 | DCEC28854850F708520758800501311  |      |
| GS   | 0301   | 13    | Emergency Program Specialist                           | 3307849 | 3E6E52698847E3108520CF016E833    |      |
| GS   | 0260   | 13    | Equal Employment Manager                               | 3306696 | D07C293A96D2F88852E758800501312  |      |
| GS   | 0201   | 13    | Lead Human Resources Specialist                        | 3307884 | 55042F7E40CA1588625758800501315  |      |
| GS   | 0201   | 13    | Lead Human Resources Specialist (Information Systems)  | 3307939 | 896C069CA10C91CA851E75880050131C |      |
| GS   | 1102   | 13    | Procurement Analyst                                    | 3307884 | 155CFF6C0E77E0C01E1575880050131B |      |
| GS   | 1035   | 13    | Public Affairs Specialist                              | 3307891 | 21CCF918F68A88852575880050131A   |      |
| <ul style="list-style-type: none"> <li>▶ PBS</li> <li>▶ PBS Building Block PDD PDs</li> <li>▶ Region 04</li> <li>▶ Region 05</li> <li>▶ Region 06</li> <li>▶ Region 07</li> </ul>  |        |       |  |         |                                  |      |

Adding a Vacancy Announcement Number to the Job Analysis

### **Step 3**

Open the Job Analysis Library and locate the JA where the Vacancy Announcement Number should be attached. Click the triangle ▶ **Region 03** next to Region. Click triangle ▶ **OAD** next to Service. Double click to open the PD. Click Attach/Edit/View Job Analyst  button. The Job Analysis Form appears.

## **JOB ANALYSIS FORM**



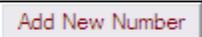
**Job Analysis Information**

|                 |  |
|-----------------|--|
| Standard:       | Regional   |
| Region:         | Region 03  |
| Service:        | OAD  |
| Position Title: | Special Assistant To The Deputy Regional Administrator |
| PD# :           | 3307336  |
| Series:         | 0301   |
| Grade:          | 14   |

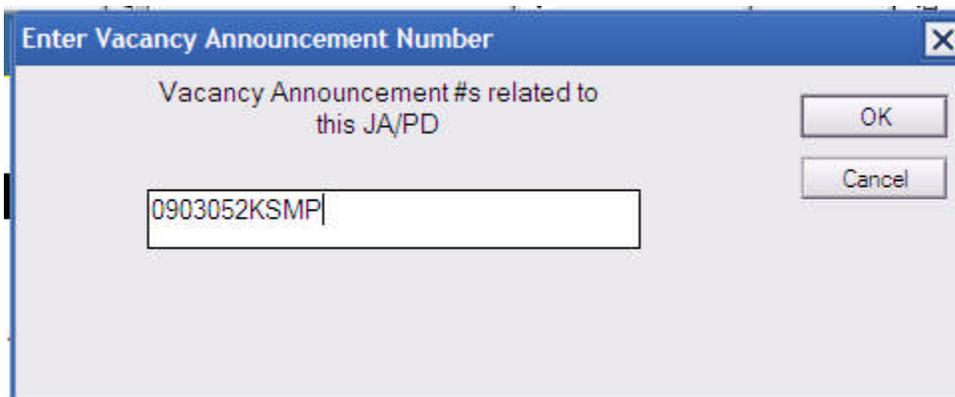
**Vacancy Announcement #s related to this JA/PD**

Attach a JA ->   New Job Analysis.doc

### **Step 4**

Click on Add New number  button.

A pop-up box “Enter Vacancy Announcement Number” will appear. Enter the Vacancy Announcement Number associated with this JA in the pop-up box. Click OK.



**Enter Vacancy Announcement Number**

Vacancy Announcement #s related to this JA/PD

Adding a Vacancy Announcement Number to the Job Analysis

The Vacancy Announcement Number will appear.

## JOB ANALYSIS FORM

| Job Analysis Information |           |
|--------------------------|-----------|
| Standard:                | Regional  |
| Region:                  | Region 03 |
| Service:                 | OAD       |
| Position Title:          | JA Test1  |
| PD# :                    | 7896541   |
| Series:                  | 1234      |
| Grade:                   | 14        |

**Vacancy Announcement #s related to this JA/PD**

|   |             |
|---|-------------|
| <input type="button" value="Add New Number"/> | 0903052KSMP |
| <input type="button" value="Modify Number"/>  |             |
| <input type="button" value="Delete Number"/>  |             |

Attach a JA ->

  
APPASMGFS2.jpg

Add additional Vacancy Announcement numbers in the same manner. You can also make additional changes using the Modify Number  button and Delete Number  button to modify or delete Vacancy Announcement numbers.

The same procedures apply to adding a Vacancy Announcement in the Master Library.

Click Save & Close  button to exit form.

Click Close  button to close PD.