

JOB ANALYSIS LIBRARY

Using the Sort Function

Introduction

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

Guide Contents

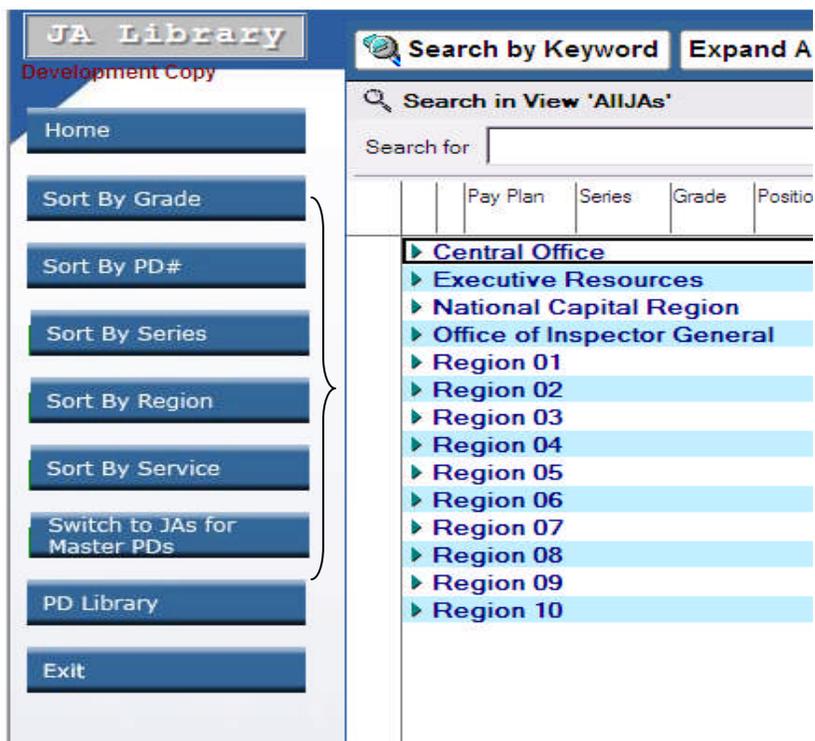
This guide provides instructions on sorting by a variety of options including Grade, PD Number, Series, Region and Service.

Using the Sort Function

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



When the JA Library opens, you have a number of methods to sort the Library.



The screenshot shows the JA Library interface. On the left is a navigation menu with buttons for Home, Sort By Grade, Sort By PD#, Sort By Series, Sort By Region, Sort By Service, Switch to JAs for Master PDs, PD Library, and Exit. A bracket groups the Sort By buttons. The main area has a search bar and a table with columns: Pay Plan, Series, Grade, and Position. The table content is as follows:

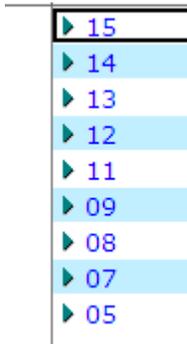
	Pay Plan	Series	Grade	Position
▶				Central Office
▶				Executive Resources
▶				National Capital Region
▶				Office of Inspector General
▶				Region 01
▶				Region 02
▶				Region 03
▶				Region 04
▶				Region 05
▶				Region 06
▶				Region 07
▶				Region 08
▶				Region 09
▶				Region 10

Note: The following instructions assume that you clicked on the Collapse All **Collapse All** button before beginning your sort. Otherwise you may have very different views on your sorts.

Sorting by Grade

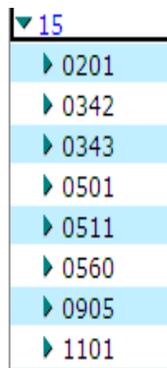
Step 1

To sort by Grade, select the Sort by Grade  button. This option gives you all of the grades within the JA Library.



Step 2

Click on the grade of the position that correlates to the JA you wish to utilize. The grade and series appears.



Step 3

Click on the series that correlates to the JA you wish to view.

▼ 15
▼ 0201
04 Human Resources Officer OAD 4401893
▶ 0342
▶ 0343
▶ 0501
▶ 0511
▶ 0560
▶ 0905
▶ 1101

Step 4

Double Click on the Position Title.

▼ 15
▼ 0201
04 Human Resources Officer OAD 4401893
▶ 0342

The Job Analysis Form appears that is associated with this position. Click on Edit JA

 button to view.



JOB ANALYSIS FORM

Job Analysis Information

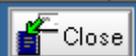
Standard:
Region: Region 04
Service:
Position Title: Human Resources Officer
PD#: 4401893
Series: 0201
Grade: 15

Vacancy Announcement #s related to this JA/PD

12345679
1234560000
123456

Attach a JA ->



Click  button to exit form.

Sorting by PD Number

Step 1

Click the Sort by PD#  button. This gives you the sort by position description number. Double click on position title you wish to view.

PD# ▾	Position Title ▾	Pay Plan	Series	Grade	Service	Vacancy Announcement ▾
000A607	Budget Officer		0560	15	CF0	1234566789,12345
000D610	Auditor		0511	15	OIG	
000X043	IT Specialist		2210	14	CIO	
00C1786	Program Analyst		0343	13	CF0	
00C1843	Printing & Publications Sys Manager		0301	13	CHCO	

Step 2

The Job Analysis Form appears. Click on the Edit JA  button to view the JA.

JOB ANALYSIS FORM

Job Analysis Information

Standard:

Region: Central Office

Service:

Position Title: Budget Officer

PD#: 000A607

Series: 0560

Grade: 15

Vacancy Announcement #s related to this JA/PD

1234566789

12345

Attach a JA ->



Test JA3.doc Test JA.doc

Click the Close  button to exit form.

Sorting by Series

Step 1

Click on the Sort by Series  button. This gives you list by occupation series. Click on the series you wish to view.

- ▶ 0000
- ▶ 0201
- ▶ 0203
- ▶ 0260
- ▶ 0301
- ▶ 0303
- ▶ 0340
- ▶ 0342
- ▶ 0343

Step 2

The list of Position Titles by series appears. Double click on the position you would like to view.

▼ 0301					
14	CO	Special Emphasis Program Coordinator	CHCO	00C3046	
14	CO	Special Emphasis Program Coordinator	CHCO	00C3046	
14	07	Customer Service Branch Manager	FAS	7701525	
14	03	Emergency Program Specialist	OAD	3307754	
14	03	Special Assistant To The Deputy Regional Administrator	OAD	3307336	
13	CO	Printing & Publications Sys Manager	CHCO	00C1843	
13	03	Congressional Services Specialist	OAD	3307612	

Step 3

The Job Analysis form appears. Click on the Edit JA  button to view the JA.

JOB ANALYSIS FORM

Job Analysis Information

Standard:
Region: Central Office
Service:
Position Title: Special Emphasis Program Coordinator
PD#: 00C3046
Series: 0301
Grade: 14

Vacancy Announcement #s related to this JA/PD

Attach a JA ->



Sample Job Analysis for PD.doc

Click Close  button to exit form.

Sorting by Region

Step 1

Click on the Sort by Region  button. This gives you sort by Region. Click on the Region you wish to view.

- ▶ CO
- ▶ R01
- ▶ R02
- ▶ R03
- ▶ R04
- ▶ R05
- ▶ R06
- ▶ R07
- ▶ R08
- ▶ R09
- ▶ R10
- ▶ R11

Step 2

This gives you a list by Region and Grade. Click on the grade you wish to view.

- ▼ R03
 - ▶ 15
 - ▶ 14
 - ▶ 13
 - ▶ 12
 - ▶ 09

Step 3

The positions within that grade appear. Double click on the position you wish to view.

▼ 15		
0905	Attorney-Adviser (General)	3300016

Step 4

The Job Analysis form appears. Click on the Edit JA  button to view the JA.

JOB ANALYSIS FORM

Job Analysis Information

Standard:
Region: Region 03
Service:
Position Title: Attorney-Adviser (General)
PD#: 3300016
Series: 0905
Grade: 15

Vacancy Announcement #s related to this JA/PD

Attach a JA ->



Test JA2.doc



PBSCourtesiessep05.doc

Click the Close  button to exit form.

Sorting by Service

Step 1

Click on the Sort by Service  button. This gives you list by Service. Click on the Service you wish to view.

- ▶ CFO
- ▶ CHCO
- ▶ CIO
- ▶ **CPC**
- ▶ FAS
- ▶ FIN
- ▶ LEGAL
- ▶ OAD
- ▶ OIG
- ▶ PBS
- ▶ PBS Building Block POD PDs

Step 2

The grade appears. Click on the grade.

- ▼ **CIO**
- ▶ 14

The position appears. Double click on the position you wish to view.

▼ 14	
2210 IT Specialist	000X043

Step 3

The Job Analysis form appears. Click on the Edit JA  button to view the JA.

JOB ANALYSIS FORM

Job Analysis Information

Standard:
Region: Central Office
Service:
Position Title: IT Specialist
PD#: 000X043
Series: 2210
Grade: 14

Vacancy Announcement #s related to this JA/PD

Attach a JA ->



Test JA5.doc



JAbtn.jpg

Click the Close  button to exit form.