

JOB ANALYSIS LIBRARY

Using the Navigation Buttons

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 using the following buttons:

- Expand all
- Collapse all
- View Occupants List
- View Job Analysis

Note: Search by Keyword will be covered in separate guide (Searching for Job Analyses in the Library).

Using the Navigation Buttons

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 you first open the JA Library, you will see a number of buttons that will assist you in navigating throughout the JA Library (Search by Keyword, Expand All, Collapse All, View Occupants List and View Job Analysis – additional buttons will be covered in other guides including the Search by Keyword button).



Expand All and Collapse All

Step 1

Click on the Expand All  button. This expands the view you will see when you review the JAs within the Library.

▼ Region 04					
▼ OAD					
GS	0905	15	Attorney-Adviser (General)		4403378
▼ GS	0201	15	Human Resources Officer		4401893
Job Analysis - pcodedesc.jpg -					
GS	0905	15	Supervisory Attorney-Advisor (General)		4403714
▼ GS	0342	15	Support Services Supervisor		4403690
Job Analysis - Test JA2.doc -					
GS	0905	14	Attorney-Adviser (General)		4401973
GS	0905	14	Attorney-Adviser (General)		4402632
GS	0301	14	Executive Assistant to the Regl Admr		4403723
▼ PBS Building Block POD PDs					
GS	1234	14	Team Leader		1234567
▼ Region 05					
▼ PBS					
GM	0301	15	Deputy Regional Commissioner for PBS		5509175
▼ GM	1176	14	Building Manager		550B398
Job Analysis - JAbtnSeries.jpg -					
GM	1176	14	Building Manager		550B906
▼ Region 06					
▼ CPC					
▼ GS	0201	13	Human Resources Specialist		6004255
Job Analysis - Test JA5.doc -					
GS	0201	13	Human Resources Specialist (Information Systems)		6004005
▼ GS	0201	13	Supervisory Human Resources Specialist		6004261
Job Analysis - JOB ANALYSIS WORKSHEET FROM MARYANN 3-2009.doc -					

Step 2

To see the listing of all of the Regions, click on the Collapse All **Collapse All** button. This view allows you to narrow your search to a specific Region if necessary.

▶ 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

You can use the Expand All **Expand All** button to expand one Region at a time.

▼ Region 03
▼ FAS
▼ GS 2210 13 IT Specialist* 3307607
Job Analysis - Test JA.doc -
Job Analysis - Test JA2.doc -
▼ sd 0000 09 1111111
Job Analysis - Test JA3.doc -
▼ LEGAL
▼ GM 0905 15 Attorney-Adviser (General) 3300016
Job Analysis - PBSCourtesiessep05.doc -
Job Analysis - Test JA2.doc -
▼ OAD
▼ GS 0201 14 Assistant Human Resources Officer 3307697
Job Analysis - JAbtn.jpg -
Job Analysis - Chinese Chicken Wings.doc -

View Occupants List

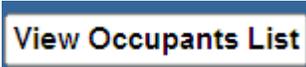
The View Occupants List  button allows you to see the employees that encumber a particular PD.

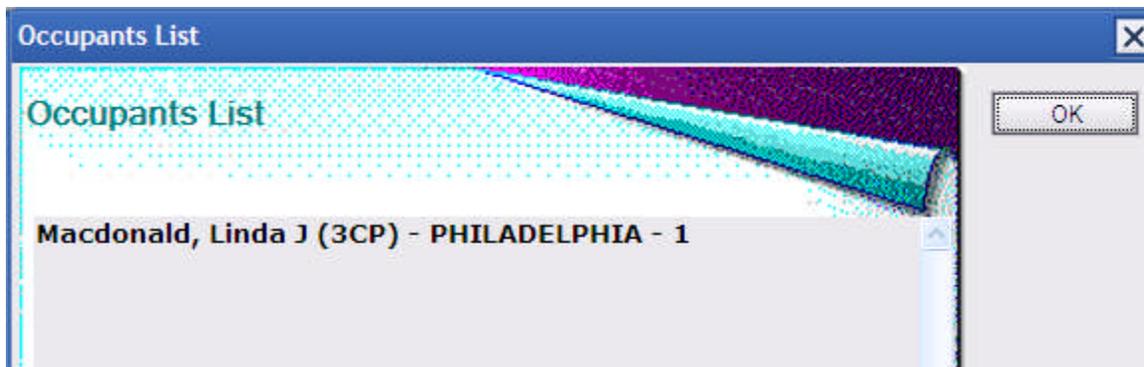
Step 1

From the JA Library, click on the position that you wish to view.

▶ GS	0201	13	Lead Human Resources Specialist (InformationSystems)	3307939	6
GS	1102	13	Procurement Analyst	3307894	1
▶ GS	1035	13	Public Affairs Specialist	3307891	2

Step 2

Click on the View Occupants List  button. The occupants of the position appear.



Click the OK  button to close the Occupants List.

View Job Analysis Button

Clicking on the View Job Analysis  button allows you to view the JA Form.

Step 1

From the JA Library click on the PD you would like to review JA.

▶ GS	0260	13	Equal Employment Manager	3306696
▶ GS	0201	13	Lead Human Resources Specialist	3307684
▶ GS	0201	13	Lead Human Resources Specialist (InformationSystems)	3307939
GS	1102	13	Procurement Analyst	3307894
▶ GS	1035	13	Public Affairs Specialist	3307891

Step 2

Click on View Job Analysis  button. The JA for the position appears.

JOB ANALYSIS FORM

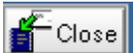
Job Analysis Information

Standard: Regional
Region: Region 03
Service: OAD
Position Title: Lead Human Resources Specialist (InformationSystems)
PD#: 3307939
Series: 0201
Grade: 13

Vacancy Announcement #s related to this JA/PD

VA1234

Attach a JA ->  | Test JA.doc

Click Close  button to exit form.