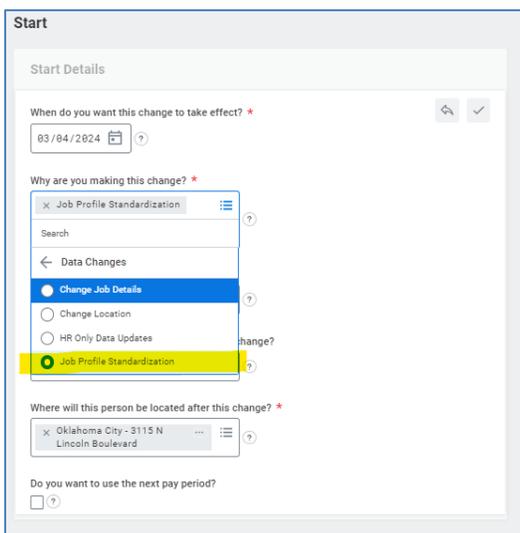
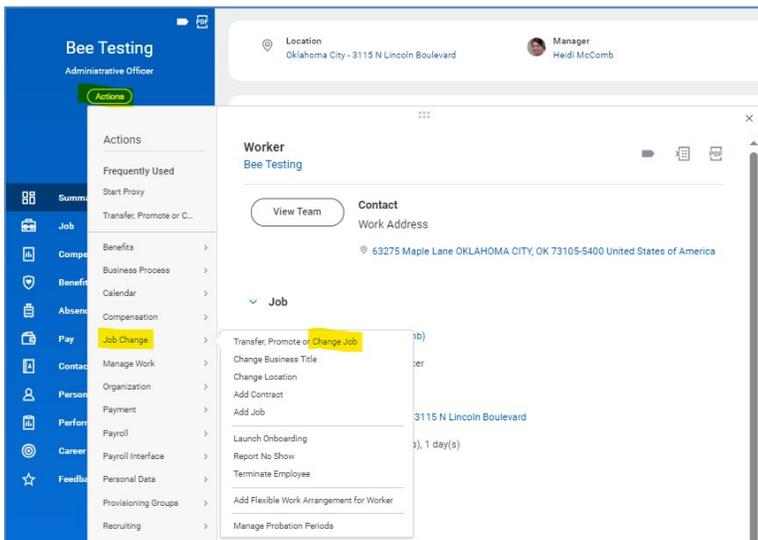
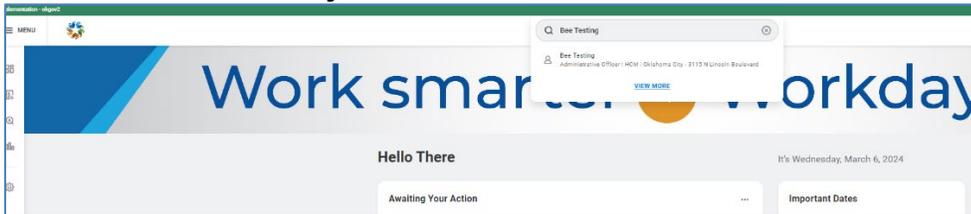


Process for a job profile change

Step 1: Initiate the Job Change on the Worker profile.

Update the job profile.

- Type worker's name in the search box and go to the **Worker** profile.
- Select the **Actions** button → **Job Change** → select **Change Job**.
- For the reason, select **Data Changes** → **Job Profile Standardization**.
- Select **Start**. Under **Job Profile**, update the job profile to a standardized job profile from the job catalog.
- Go to **Summary** and select **Submit**.



Change Job Bee Testing ...

Start

Start Details

When do you want this change to take effect? *

- 03/10/2024 added

Why are you making this change? *

- Job Profile Standardization added

Who will be the manager after this change?

Heidi McComb

Which team will this person be on after this change?

HCM (Heidi McComb)

Where will this person be located after this change? *

- Oklahoma City - 3115 N Lincoln Boulevard

Do you want to use the next pay period?

- Yes added

Start **Cancel**

Change Job Bee Testing ...

Job

Position

Position
0900124300003 Administrative Officer

Do you want to create a new position?

- No added

Job Requisition

- (empty) added

Is the current position available for overlap?

- No added

Job Profile

Job Profile *

- C31C-EH - Human Resources Mgmt Spec III (EH) added
- 4903-EH - Administrative Officer (EH) removed

Job Title

- Human Resources Mgmt Spec III was Administrative Officer

Business Title

Business Title

- Human Resources Mgmt Spec III was Administrative Officer

Job Guide Me

Position

Position
0900124300003 Human Resources Mgmt Spec III

Do you want to create a new position?

- No added

Job Requisition

- (empty) added

Is the current position available for overlap?

- No added

Job Profile

Job Profile *

- C31B-EH - Human Resources Mgmt Spec II (EH) added
- C31C-EH - Human Resources Mgmt Spec III (EH) removed

Job Title

- Human Resources Mgmt Spec II was Human Resources Mgmt Spec III

Business Title

Business Title

- Human Resources Mgmt Spec II was Human Resources Mgmt Spec III

Location Guide Me

Location Details

Location *

- Oklahoma City - 3115 N Lincoln Boulevard

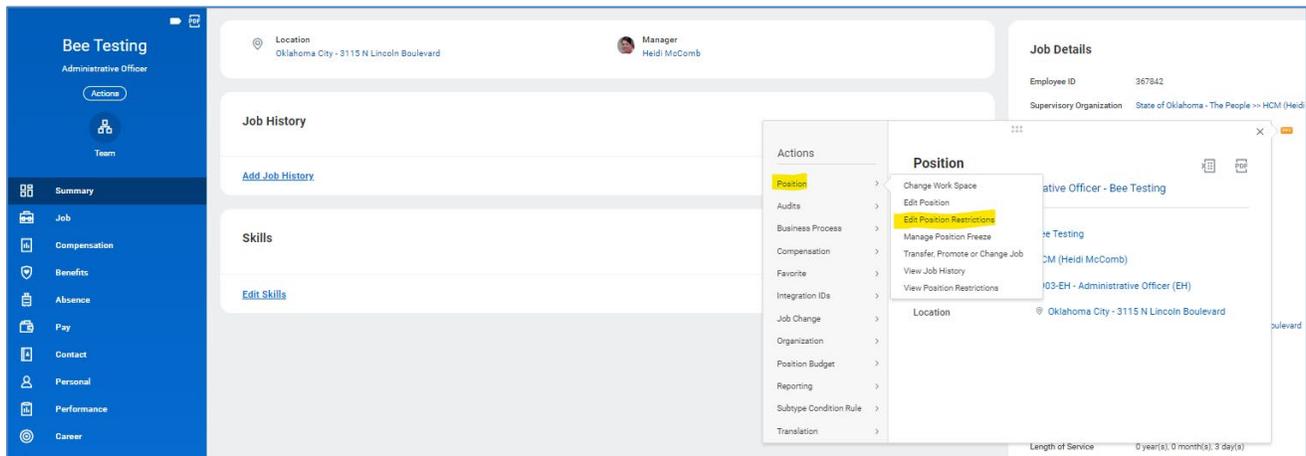
Work Space
(empty)

Submit **Save for Later** **Cancel**

Step 2: Initiate an Edit Position Restrictions action.

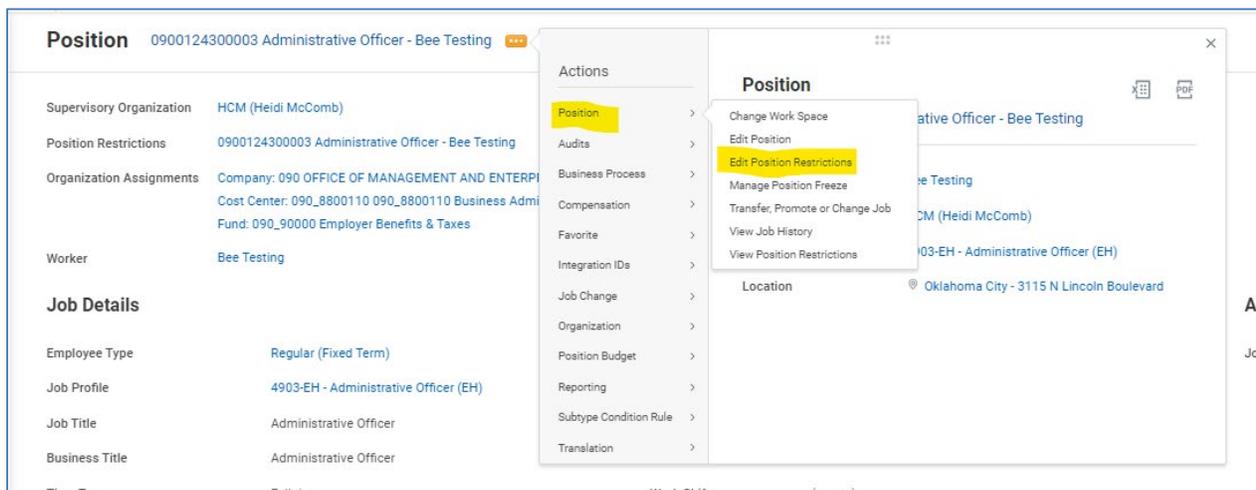
To edit position restrictions, go to the position of the incumbent to start the EPR process.

- From the **Worker** profile, you will see the **Position** in the summary under **Job Details**; OR you may search for the position in your search bar
- Select the **Actions** button next to the position, select: → **Position** → select **Edit Position Restrictions**.
- For the **Position Change Reason**, select **Edit Position Restriction>Reallocation**.
- Change the **Job Profile** to a standardized job profile in the job catalog and select **Submit**.



The screenshot shows the 'Bee Testing' worker profile page. The 'Actions' menu is open, and the 'Position' option is selected, leading to a sub-menu where 'Edit Position Restrictions' is highlighted. The background shows the worker's summary, including location (Oklahoma City - 3115 N Lincoln Boulevard) and manager (Heidi McComb).

OR



The screenshot shows the 'Position' page for '0900124300003 Administrative Officer - Bee Testing'. The 'Actions' menu is open, and the 'Position' option is selected, leading to a sub-menu where 'Edit Position Restrictions' is highlighted. The background shows position details such as Supervisory Organization (HCM (Heidi McComb)), Position Restrictions, and Job Details (Employee Type: Regular (Fixed Term), Job Profile: 4903-EH - Administrative Officer (EH)).

Edit Position Restrictions

Position 0900124300003 Human Resources Mgmt Spec III - Bee Testing

Organization HCM (Heidi McComb)

Position Change Reason

- ✕ Edit Position Restrictions > Reallocation
- Search
- ← Edit Position Restrictions
- Edit Position Restrictions > Change in Time Type**
- Edit Position Restrictions > Change in Worker Sub-Type
- Edit Position Restrictions > Level Change
- Edit Position Restrictions > Location Change
- Edit Position Restrictions > Reallocation

Position Details

Last Updated 03/10/2022

Job Posting Title * HR Business Partner

Available For Hire

Hiring Freeze

Hiring Restrictions Qualifications History

Note Hiring restrictions are only applicable when a position is open. Changes to this section are applied to future hires or transfers into this position.

Availability Date * 01/01/1900

Earliest Hire Date * 11/03/2022 

Hiring Restrictions Qualifications History

Note Hiring restrictions are only applicable when a position is open. Changes to this section are applied to future hires or transfers into this position.

Availability Date * 01/01/1900

Earliest Hire Date * 11/03/2022 

Job Profiles for Job Family (empty)

Job Profile * ✕ CS1C-EH - Human Resources Mgmt Spec III (EH)

Job Description

Format B I U A     

Basic Purpose

Positions in this job family are assigned responsibilities involving the management of human resources, the completion of various human resources management activities and personnel actions, and the application of laws, rules and standards related to personnel and payroll administration and human resources management. Some positions are assigned responsibilities in a specialized area of human resources management, such as compensation, classification, recruiting, grievance management, personnel selection, employee benefits, or employee transactions. Other positions may be assigned responsibilities in several or all of these areas, depending on the size and organization of the unit or agency to which assigned.

Typical Functions

- Performs human resources management, personnel, or payroll administration activities involving responsibility for the interpretation and application of rules, laws and policies.
- Completes classification studies, job audits and other activities to identify duties and responsibilities assigned to employees; develops job descriptions, job specifications, organization charts and other materials to describe positions and duties performed by employees; determines appropriate classifications for individual positions.
- Conducts wage and salary surveys by collecting and evaluating salary data; prepares recommendations or requests for salary changes; determines salary changes authorized for specific actions, such as appointments, promotions, transfers, demotions and reinstatements.
- Administers the preparation and processing of agency payroll; administers the provisions of the Fair Labor Standards Act; administers leave, worker's compensation, insurance, retirement and other employee benefits programs, or special programs such as daycare and charitable contributions.
- Collects and analyzes data on personnel selection procedures and methods, based on established psychometric techniques; prepares charts, graphs and other statistical information on examination results, develops tests and other selection devices.
- Performs centralized or agency recruiting activities; prepares recruiting announcements or other information concerning job vacancies; interviews applicants and evaluates application forms; provides job

Location * ✕ Oklahoma City - 3115 N Lincoln Boulevard

Submit Save for Later Cancel