

View Position Details

Lesson Objective:

Upon completion of the View Position Details lesson, you will be able to:

Objective

- Review position details in CV360.



This process is for reviewing the position details only. To request a position change, please see the “Request a Position Change” guide.

Focus



- Carefully review all position details to maintain accuracy in the system.

Navigation



My Client Groups →
Quick Actions →
Show More →
Workforce Structures →
Positions

View Position Details



1

Select My Client Groups

Me

My Team

My Client Groups

Benefits Administration

Recruiting-HR

Contra >

QUICK ACTIONS

APPS

HCM Experience Design Studio

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Hiring

Candidate Sourcing

Journeys

New Person

Person Management

Person Spotlight

- Contact Info
- Dependent and Beneficiary Contacts
- Change Photo

Show More

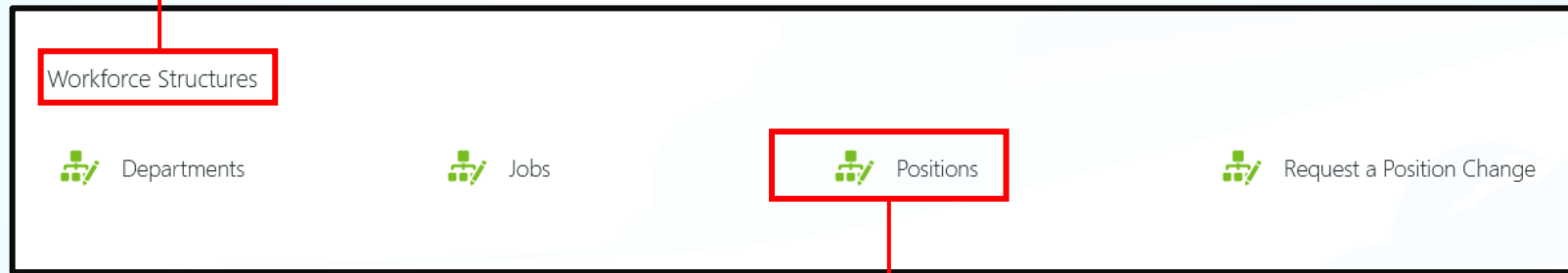
2

Select Show More

View Position Details

3

Locate Workforce Structures section



4

Select Positions

View Position Details



5

In Search field, enter Position name, code, parent position, or incumbent

< Positions

Search by name, code, parent position, or incumbent

Effective DateStatusIncumbentParent Position CodeParent Position NameHiring StatusTypeFilters

6

Select Position from search result

< Positions

999637

Effective DateStatusIncumbentParent Position CodeParent Position NameHiring StatusTypeFilters

Name	Code	Status	Incumbents	Parent Position Name	Job Name
999637 - Administrative Coordinator	999637	Active	Hiram A, Cousin	07534 - Administrative Support Manager	99025 - Administrative C



Use the filters under search bar to narrow the search.

View Position Details



7

Carefully review
position details page

< 15108 - Employee Development Trainer

15108

...

Update

Summary of Changes

What Changed	After	Before
Action Reason	Salary Range Adjustment	
Valid Grade	DK2_20	
Valid Grade		DK2_19

Basic details

Effective Date 1/3/2026 -	Action Reason Salary Range Adjustment	Status Active
Parent Position 00472 - Human Resources Manager	Business Unit DeKalb County	Name 15108 - Employee Development Trainer
Code 15108	Department 01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT	Job 15050 - Employee Development Trainer
Location	Full Time or Part Time	Regular or Temporary

View Position Details



Incumbents

Total FTE
1

Vacant FTE
0

Erek Gray
105981
15050 - Employee Development Trainer

FTE
1

Assignment Status
Active

Position Entry Date
4/4/22

Position Exit Date
12/31/12

Assignment Type
Employee

Show past incumbents



Select Show past incumbents to review employees previously occupying this position

Conclusion



- The learner can now identify and select the correct position to review. They understand how filters support easier position selection. This ensures the correct position record is viewed.
- The learner understands how to view the position details, including past incumbents.