

# Manage Workforce Structure: Manage Position

## Validate a Position

This is an overview of the steps to validate a Position in CV360.

1

Select the **My Client Groups** tab from the CV360 home Page

2

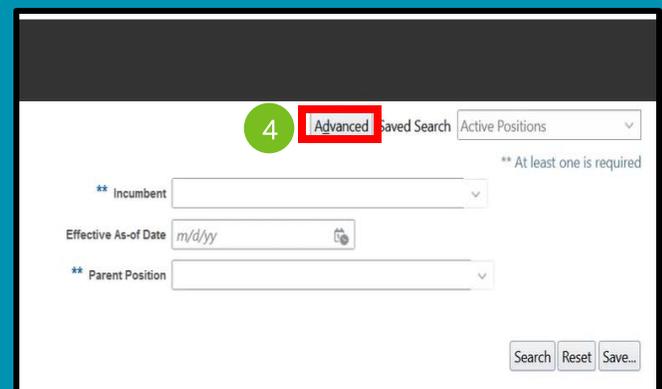
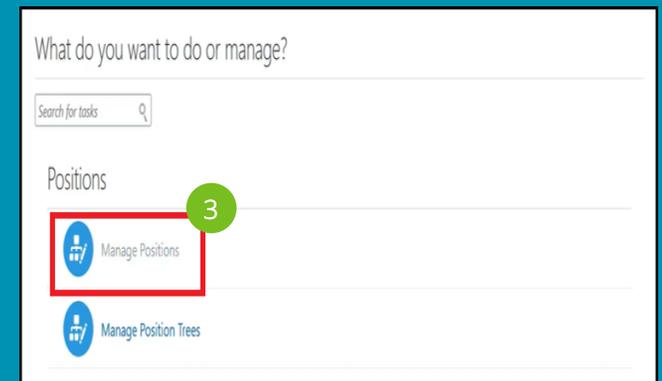
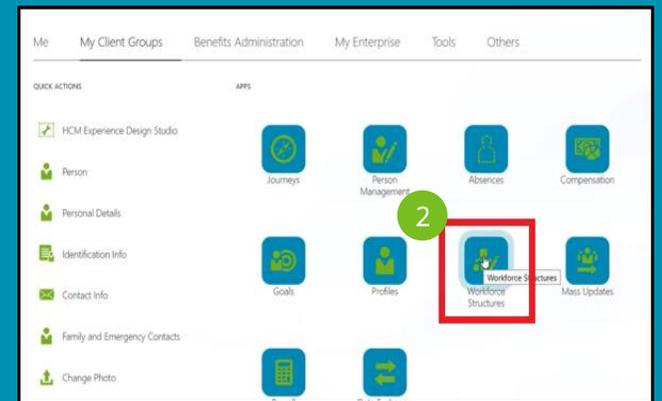
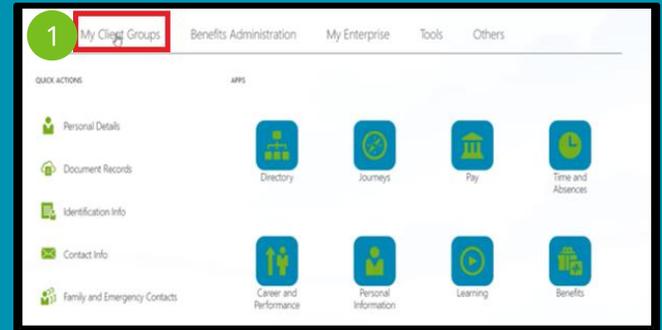
Select the **Workforce Structures** tile from the Apps Area

3

Scroll down to the Positions section and select the **Manage Positions** link

4

Select the **Advanced** button to begin a search for existing positions



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5

In the Name field, select **Does Not Contain** from the drop-down list

6

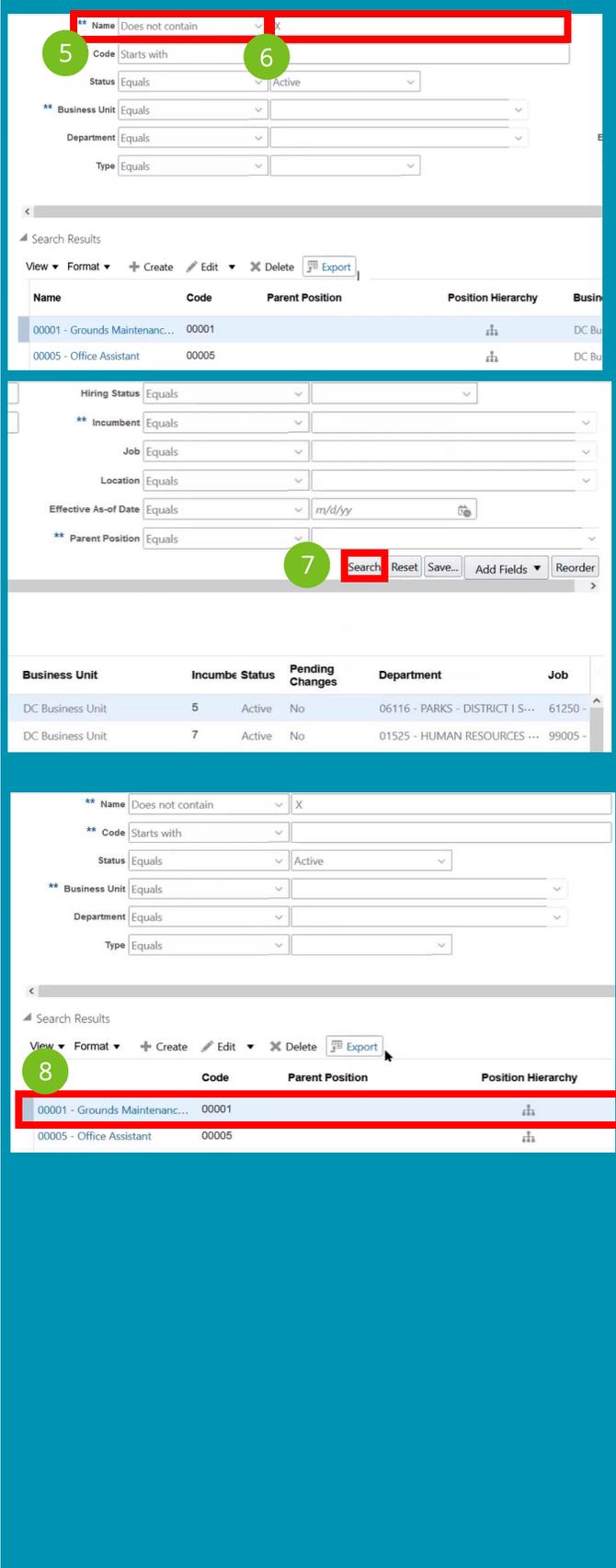
Key in an **X** in the Name field

7

Select the **Search** Button

8

Select the desired **Position Name** from the returned Search Results



The screenshot illustrates the steps to validate a position in CV360. It shows the search criteria form and the resulting search results table.

**Search Criteria Form:**

- Name:** Does not contain (selected), X (entered)
- Code:** Starts with
- Status:** Equals, Active
- Business Unit:** Equals
- Department:** Equals
- Type:** Equals

**Search Results Table:**

Name	Code	Parent Position	Position Hierarchy	Business Unit
00001 - Grounds Maintenan...	00001			DC Bu...
00005 - Office Assistant	00005			DC Bu...

**Search Results Table (Detailed):**

Business Unit	Incumbe Status	Pending Changes	Department	Job	
DC Business Unit	5	Active	No	06116 - PARKS - DISTRICT I S...	61250 - ...
DC Business Unit	7	Active	No	01525 - HUMAN RESOURCES ...	99005 - ...

**Search Criteria Form (Detailed):**

- Name:** Does not contain (selected), X (entered)
- Code:** Starts with
- Status:** Equals, Active
- Business Unit:** Equals
- Department:** Equals
- Type:** Equals

**Search Results Table (Detailed):**

Name	Code	Parent Position	Position Hierarchy
00001 - Grounds Maintenan...	00001		
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9

Select the **View History** button



*View History provides a historical perspective of all the changes and updates that have occurred to the position since its creation to its current state*

10

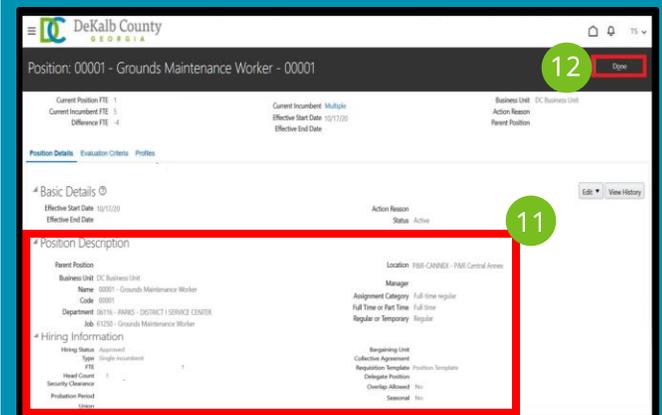
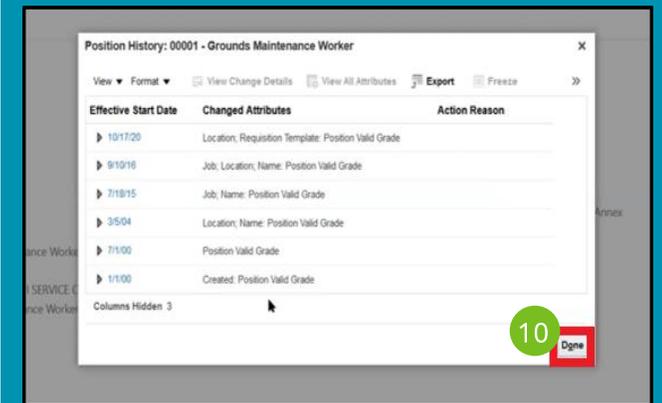
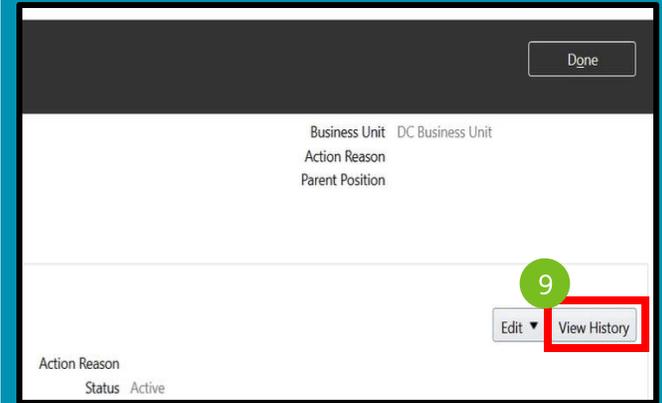
Select the **Done** button to close the position history pop-up box

11

Validate that the Position information is correct and that the Hiring Status is set to **Approved**. This allows this position to be selected for use

12

Select the **Done** Button



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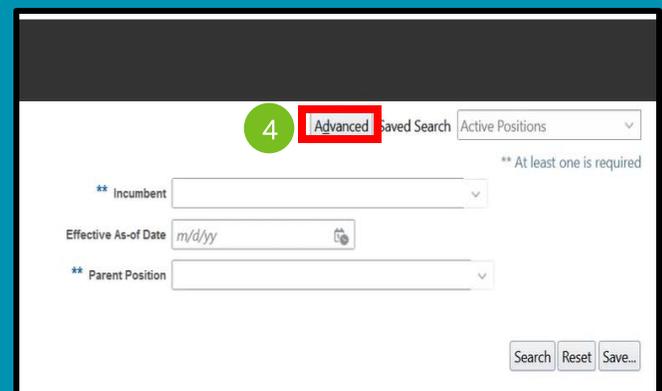
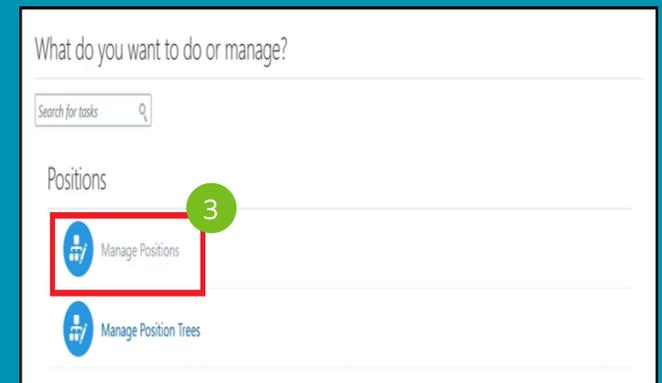
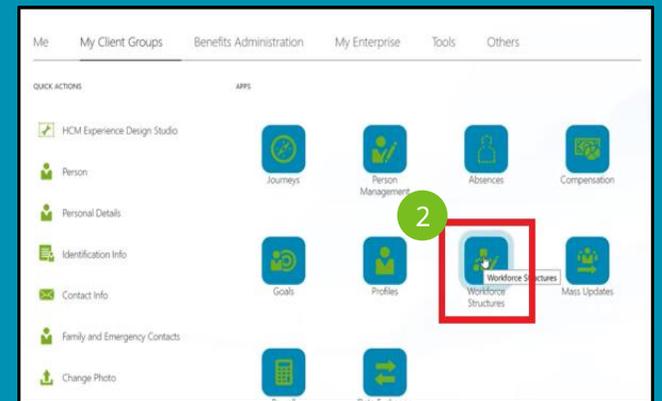
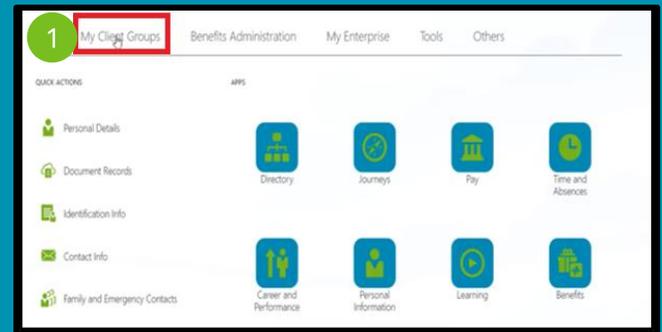
Select the **Workforce Structures** tile from the Apps Area

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Scroll down to the Positions section and select the **Manage Positions** link

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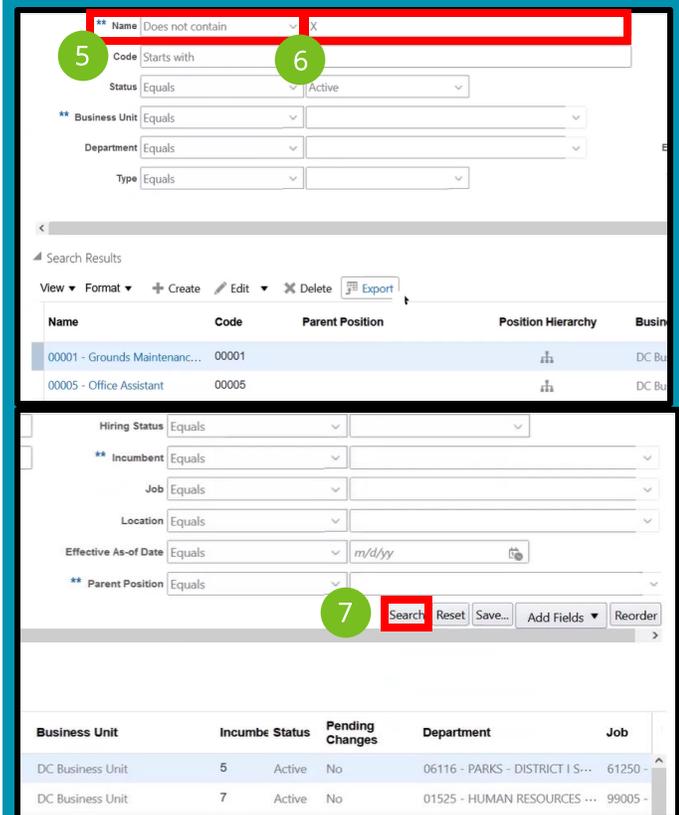
Key in an **X** in the Name field

7

Select the **Search** Button

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Select the desired **Position Name** from the returned Search Results



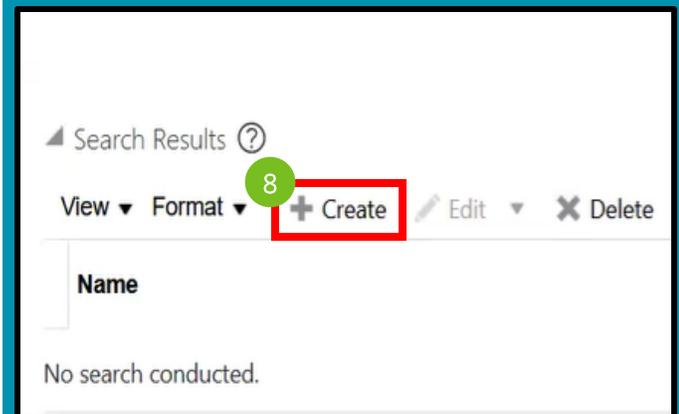
5

6

7

Name	Code	Parent Position	Position Hierarchy	Busin
00001 - Grounds Maintenanc...	00001			DC Bu
00005 - Office Assistant	00005			DC Bu

Business Unit	Incumb Status	Pending Changes	Department	Job
DC Business Unit	5	Active	No	06116 - PARKS - DISTRICT 1 S... 61250 -
DC Business Unit	7	Active	No	01525 - HUMAN RESOURCES ... 99005 -



8

View Format + Create Edit Delete

Name

No search conducted.



*The position code is automatically generated. Since the Position Name includes the code, it will be necessary to complete the name once the code is generated. The code will be available in the Position Details section*

# Manage Workforce Structure: Manage Position

## Create a Position

This is an overview of the steps to create a Position in CV360.

9

Set the **Effective Start Date** field to **1/1/1901**

10

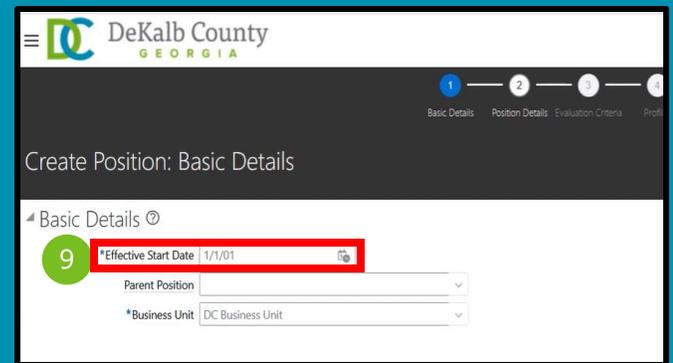
Insert the appropriate **Business Unit**, and the appropriate **Position Name** in their respective fields

11

Select the **Next** button

12

Insert the appropriate **Department** in the **Department** field



DeKalb County  
GEORGIA

1 2 3 4

Basic Details Position Details Evaluation Criteria Profile

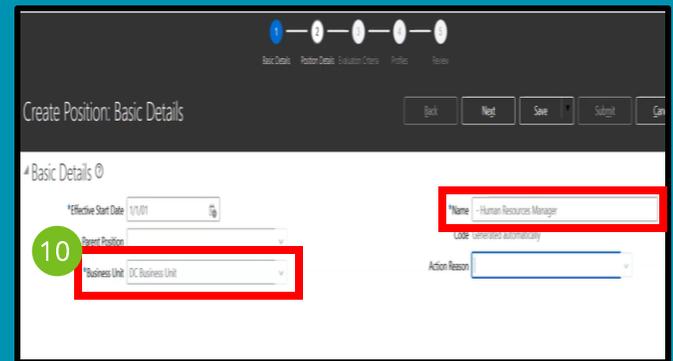
Create Position: Basic Details

Basic Details ☯

9 \*Effective Start Date 1/1/01

Parent Position

\*Business Unit DC Business Unit



1 2 3 4 5

Basic Details Position Details Evaluation Criteria Profile Review

Create Position: Basic Details

Back Next Save Submit Cancel

Basic Details ☯

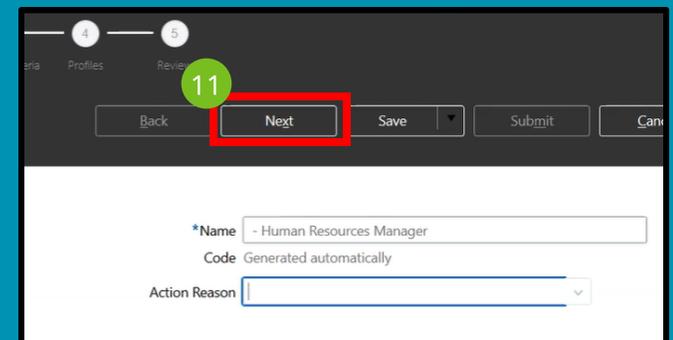
10 \*Effective Start Date 1/1/01

Parent Position

\*Business Unit DC Business Unit

\*Name - Human Resources Manager  
Code Generated automatically

Action Reason



4 5

Basic Details Position Details Evaluation Criteria Profile Review

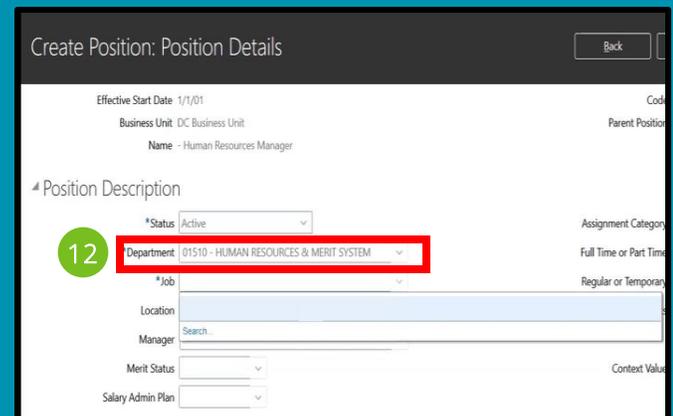
11

Back Next Save Submit Cancel

\*Name - Human Resources Manager

Code Generated automatically

Action Reason



Create Position: Position Details

Back

Effective Start Date 1/1/01

Business Unit DC Business Unit

Name - Human Resources Manager

Code

Parent Position

Position Description

12 \*Status Active

Department 01510 - HUMAN RESOURCES & MERIT SYSTEM

Assignment Category

\*Job

Full Time or Part Time

Location

Regular or Temporary

Manager Search...

Merit Status

Context Value

Salary Admin Plan

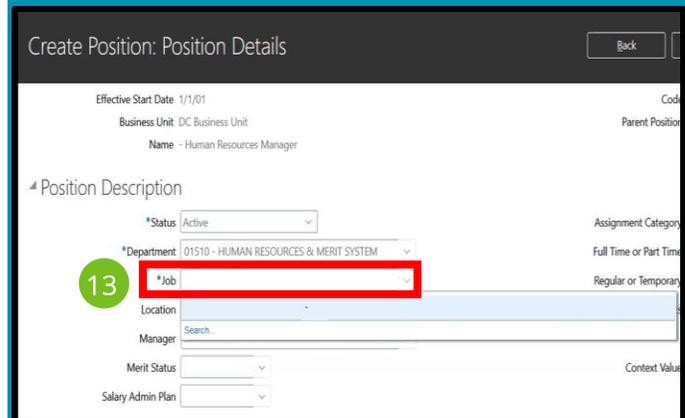
# Manage Workforce Structure: Manage Position

## Create a Position

This is an overview of the steps to create a Position in CV360.

13

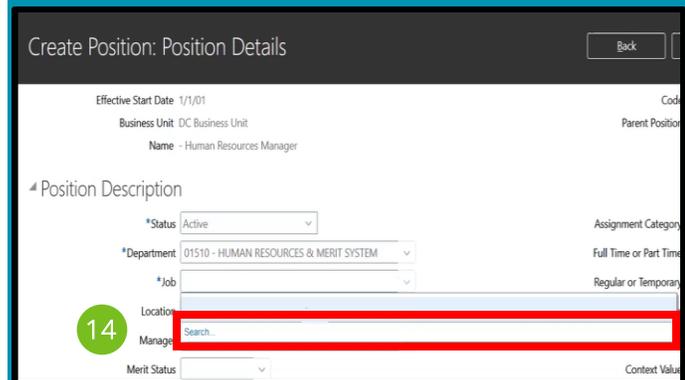
Select the appropriate **Job** from the drop-down list



The screenshot shows the 'Create Position: Position Details' form. The 'Job' dropdown menu is highlighted with a red box and a green circle containing the number 13. The form includes fields for Effective Start Date, Business Unit, Name, Status, Department, Location, Manager, Merit Status, and Salary Admin Plan.

14

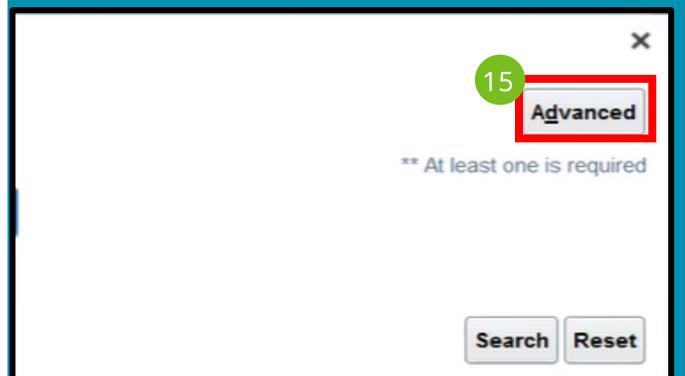
Select the **Search** link



The screenshot shows the 'Create Position: Position Details' form. The 'Search' link is highlighted with a red box and a green circle containing the number 14. The form includes fields for Effective Start Date, Business Unit, Name, Status, Department, Location, Manager, Merit Status, and Salary Admin Plan.

15

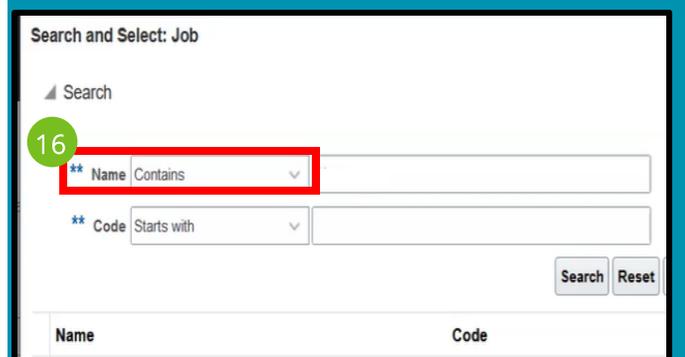
Select the **Advanced** button



The screenshot shows the search results page. The 'Advanced' button is highlighted with a red box and a green circle containing the number 15. The page includes a search bar, a 'Search' button, and a 'Reset' button. A note indicates that at least one search criteria is required.

16

Select **Contains** from the Name drop-down list



The screenshot shows the 'Search and Select: Job' form. The 'Name' dropdown menu is highlighted with a red box and a green circle containing the number 16. The form includes fields for Name, Code, and search criteria. The 'Name' dropdown is set to 'Contains'.

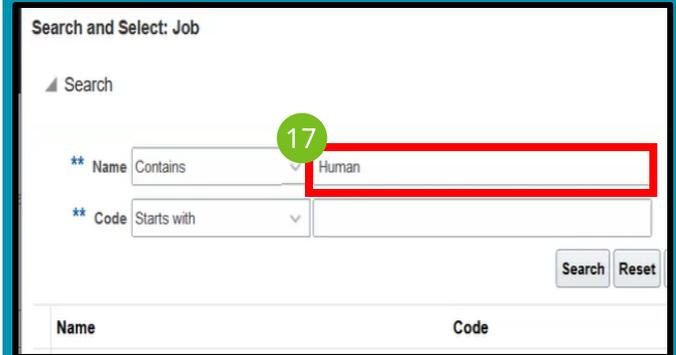
# Manage Workforce Structure: Manage Position

## Create a Position

This is an overview of the steps to create a Position in CV360.

17

Key in the desired **Naming Criteria** in the **Name** field



Search and Select: Job

Search

\*\* Name Contains Human

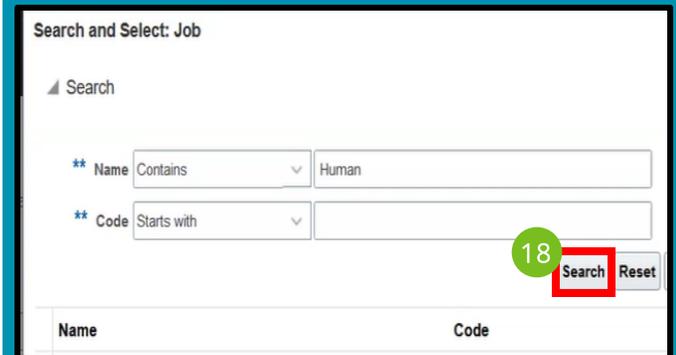
\*\* Code Starts with

Search Reset

Name	Code
------	------

18

Select the **Search** button



Search and Select: Job

Search

\*\* Name Contains Human

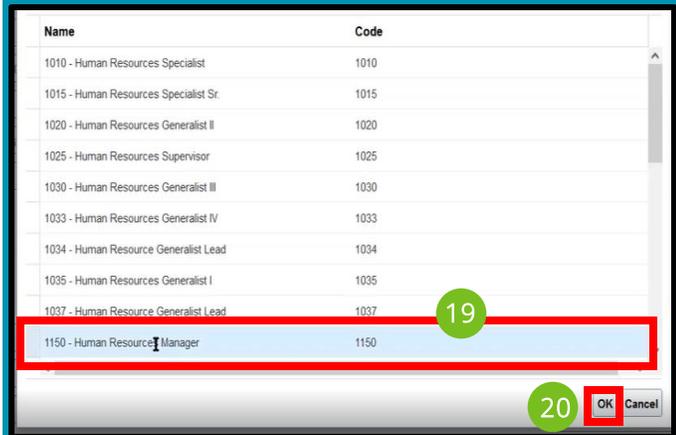
\*\* Code Starts with

Search Reset

Name	Code
------	------

19

Select the desired **Job Name** from the results list



Name	Code
1010 - Human Resources Specialist	1010
1015 - Human Resources Specialist Sr.	1015
1020 - Human Resources Generalist II	1020
1025 - Human Resources Supervisor	1025
1030 - Human Resources Generalist III	1030
1033 - Human Resources Generalist IV	1033
1034 - Human Resource Generalist Lead	1034
1035 - Human Resources Generalist I	1035
1037 - Human Resource Generalist Lead	1037
1150 - Human Resource Manager	1150

OK Cancel

20

Select the **OK** button

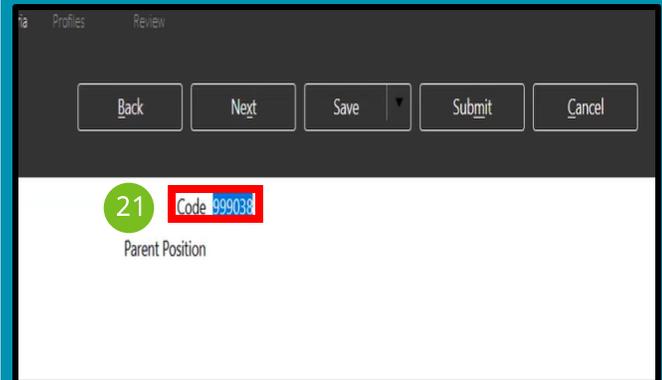
# Manage Workforce Structure: Manage Position

## Create a Position

This is an overview of the steps to create a Position in CV360.

21

Highlight the **Position Code**, and then press **Ctrl + C** to copy the code



Review

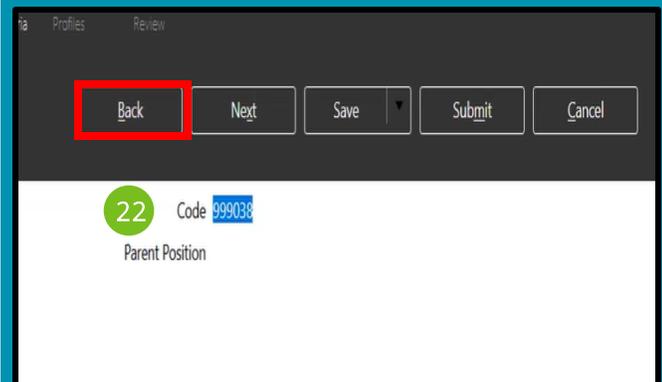
Back Next Save Submit Cancel

21 Code 999038

Parent Position

22

Select the **Back** button



Review

Back Next Save Submit Cancel

22 Code 999038

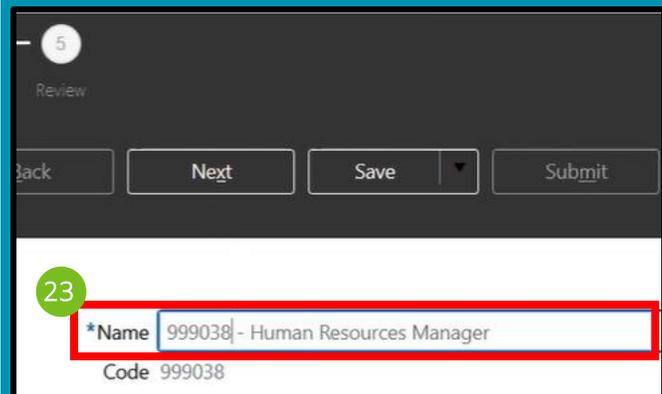
Parent Position

23

Press **Ctrl + V** to paste the code into the beginning of **Name** field



*Before the user can copy and paste the Position code back to the Position Name, the required fields, **Department** and **Job**, need to be entered*



Review

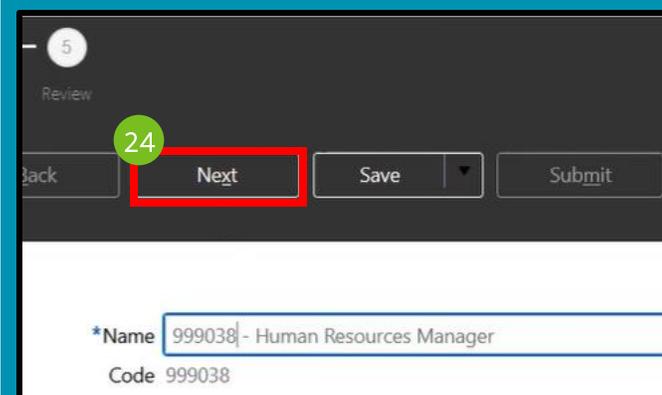
Back Next Save Submit

23 \*Name 999038 - Human Resources Manager

Code 999038

24

Select the **Next** button



Review

Back Next Save Submit

24 \*Name 999038 - Human Resources Manager

Code 999038

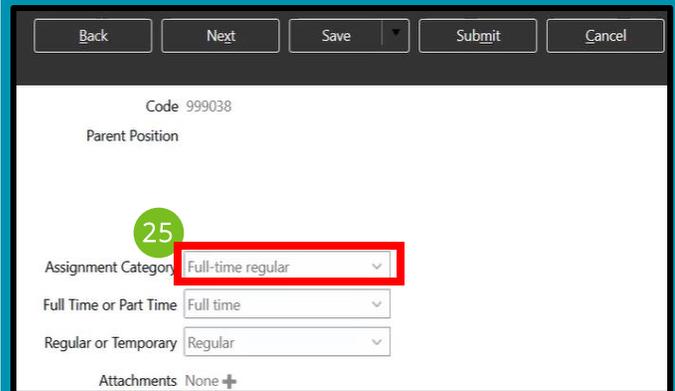
# Manage Workforce Structure: Manage Position

## Create a Position

This is an overview of the steps to create a Position in CV360.

25

Select **Full Time Regular** from the assignment category drop-down list



Code 999038  
Parent Position

Assignment Category: Full-time regular

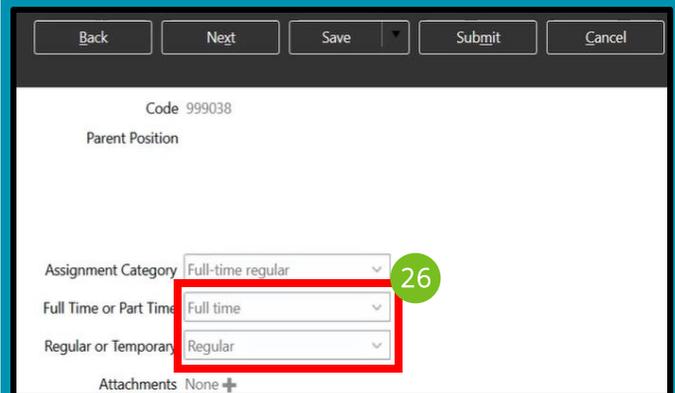
Full Time or Part Time: Full time

Regular or Temporary: Regular

Attachments: None +

26

Validate that the **Full Time or Part Time** field and the **Regular or Temporary** fields reflect the same values that are in the **Assignment Category**. If they do not, select the correct **Value** from the drop-down list in the appropriate field



Code 999038  
Parent Position

Assignment Category: Full-time regular

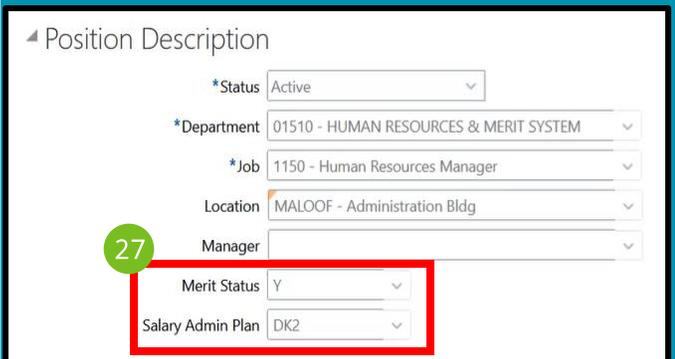
Full Time or Part Time: Full time

Regular or Temporary: Regular

Attachments: None +

27

Select the appropriate **Merit Status**, and the appropriate **Salary Admin Plan** from their respective drop-down lists



Position Description

\*Status: Active

\*Department: 01510 - HUMAN RESOURCES & MERIT SYSTEM

\*Job: 1150 - Human Resources Manager

Location: MALOOF - Administration Bldg

Manager:

Merit Status: Y

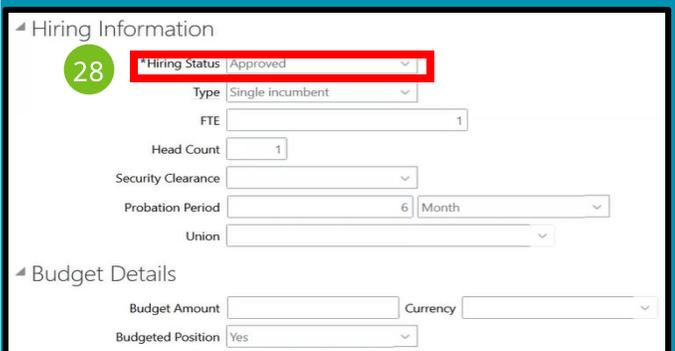
Salary Admin Plan: DK2



*After the Position Name has been corrected with the Code, complete the remaining necessary fields on the Position Details page*

28

Select **Approved** from the **Hiring Status** drop-down list



Hiring Information

\*Hiring Status: Approved

Type: Single incumbent

FTE: 1

Head Count: 1

Security Clearance:

Probation Period: 6 Month

Union:

Budget Details

Budget Amount: Currency:

Budgeted Position: Yes

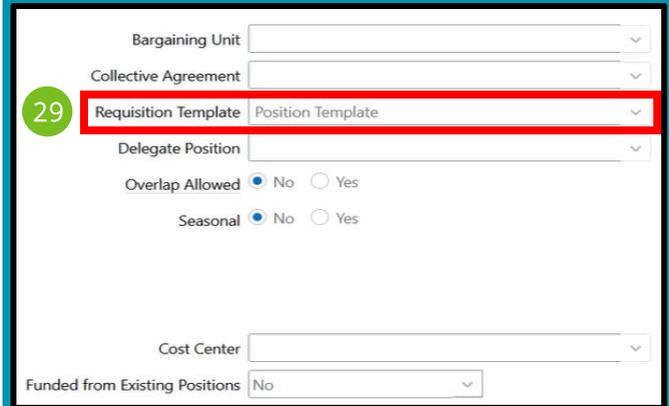
# Manage Workforce Structure: Manage Position

## Create a Position

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29

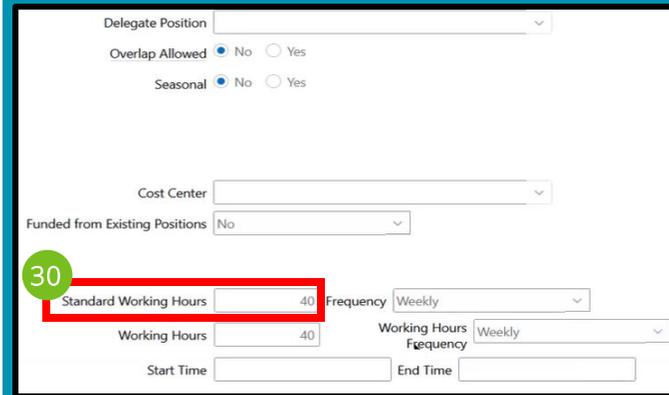
Select **Position Template** from the **Requisition Template** drop-down list



Bargaining Unit [dropdown]  
Collective Agreement [dropdown]  
**29 Requisition Template** Position Template [dropdown]  
Delegate Position [dropdown]  
Overlap Allowed  No  Yes  
Seasonal  No  Yes  
Cost Center [dropdown]  
Funded from Existing Positions [dropdown]

30

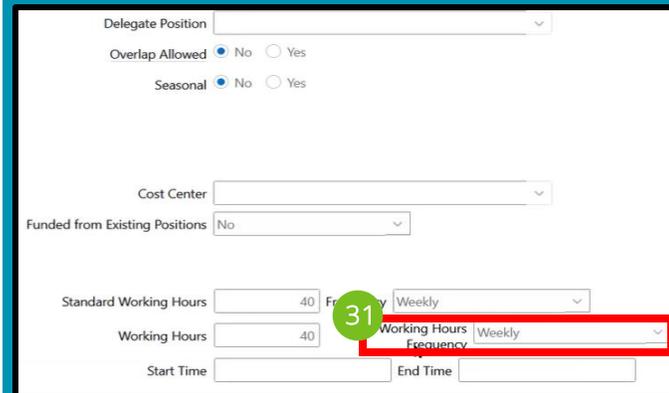
Key in the appropriate **Working Hours** needed for the position in the **Standard Working Hours** field (e.g., 40, 42.5, or 53)



Delegate Position [dropdown]  
Overlap Allowed  No  Yes  
Seasonal  No  Yes  
Cost Center [dropdown]  
Funded from Existing Positions [dropdown]  
**30 Standard Working Hours** 40 Frequency [dropdown]  
Working Hours 40 Working Hours Frequency [dropdown]  
Start Time [text] End Time [text]

31

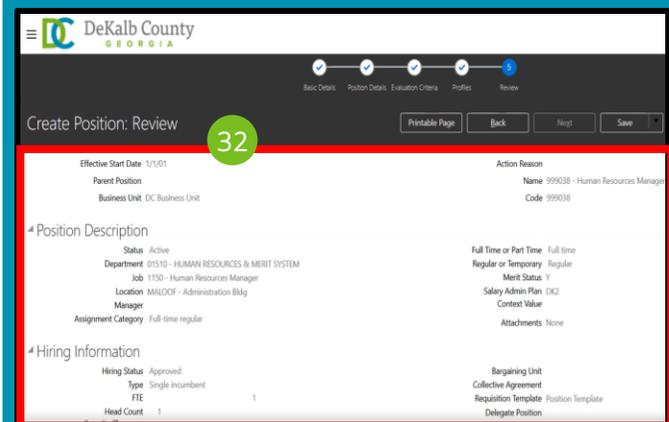
Select **Weekly** from the **Frequency** drop-down list



Delegate Position [dropdown]  
Overlap Allowed  No  Yes  
Seasonal  No  Yes  
Cost Center [dropdown]  
Funded from Existing Positions [dropdown]  
Standard Working Hours 40 Frequency [dropdown]  
**31 Working Hours Frequency** Weekly [dropdown]  
Working Hours 40 Working Hours Frequency [dropdown]  
Start Time [text] End Time [text]

32

Validate the information on the **Review** page is accurate



DeKalb County GEORGIA  
Basic Details Position Details Evaluation Criteria Profile Review  
Create Position: Review **32** Printable Page Back Next Save  
Effective Start Date 1/1/01 Action Reason  
Parent Position Name 999038 - Human Resources Manager  
Business Unit DC Business Unit Code 999038  
# Position Description  
Status Active Full Time or Part Time Full time  
Department 01510 - HUMAN RESOURCES & MERIT SYSTEM Regular or Temporary Regular  
Job 1150 - Human Resources Manager Merit Status Y  
Location MANDOR - Administration Bldg Salary Admin Plan DK2  
Manager Context Value  
Assignment Category Full-time regular Attachments None  
# Hiring Information  
Hiring Status Approved Bargaining Unit  
Type Single incumbent Collective Agreement  
FTE 1 Requisition Template Position Template  
Head Count 1 Delegate Position

# Manage Workforce Structure: Manage Position

## Create a Position

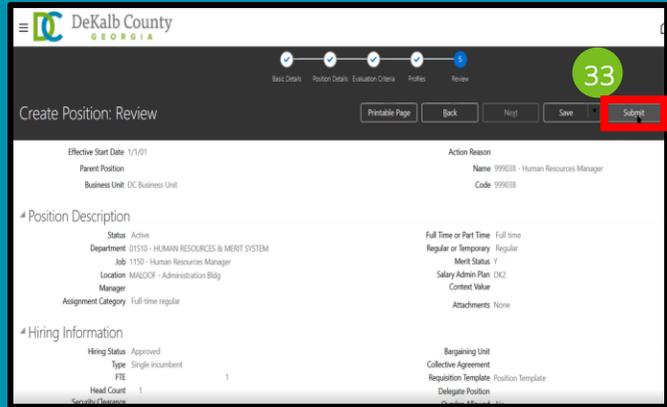
This is an overview of the steps to create a Position in CV360.



Select the **Submit** button



*You will receive a warning message followed by a confirmation of successful submission*



The screenshot shows the 'Create Position: Review' page in the CV360 system. The page is titled 'DeKalb County GEORGIA' and has a navigation bar with steps: Basic Details, Position Details, Evaluation Criteria, Profile, and Review. The 'Review' step is active, and a green circle with the number '33' is in the top right corner. The 'Submit' button is highlighted with a red box. The page content includes:

Effective Start Date: 1/1/01		Action Reason	
Parent Position		Name	999538 - Human Resources Manager
Business Unit	DC, Business Unit	Code	999538

# Position Description

Status	Active	Full Time or Part Time	Full time
Department	01510 - HUMAN RESOURCES & MERIT SYSTEM	Regular or Temporary	Regular
Job	1150 - Human Resources Manager	Merit Status	1
Location	MAJDDCF - Administration Bldg	Salary Admin Plan	OK2
Manager		Content Value	
Assignment Category	Full-time regular	Attachments	None

# Hiring Information

Hiring Status	Approved	Bargaining Unit	
Type	Single incumbent	Collective Agreement	
FTE		Requisition Template	Position Template
Head Count	1	Delegate Position	
Specialty Sequence			