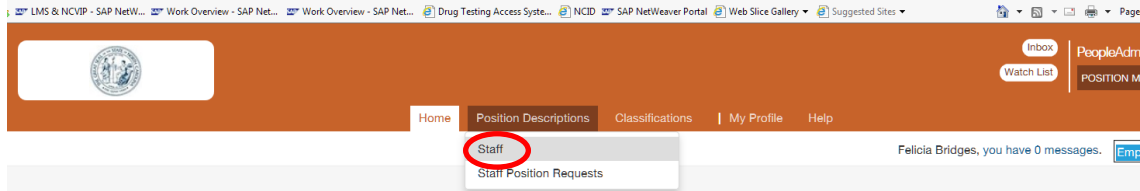


INSTRUCTIONS FOR PRINTING "OFFICIAL" POSITION DESCRIPTIONS IN PEOPLEADMIN

URL: <https://oshnc.peopleadmin.com/hr/login> - your screen should show ORANGE borders. If not, use the drop-down box in upper right corner to change to POSITION MANAGEMENT.

Select Staff from the Position Descriptions menu:



Welcome to your Online Position Description System

Alerts (1 alert from the administrator)

Type	Message
	Please attach a current and new o-charts for all position descriptions. Actions will not be approved without them.

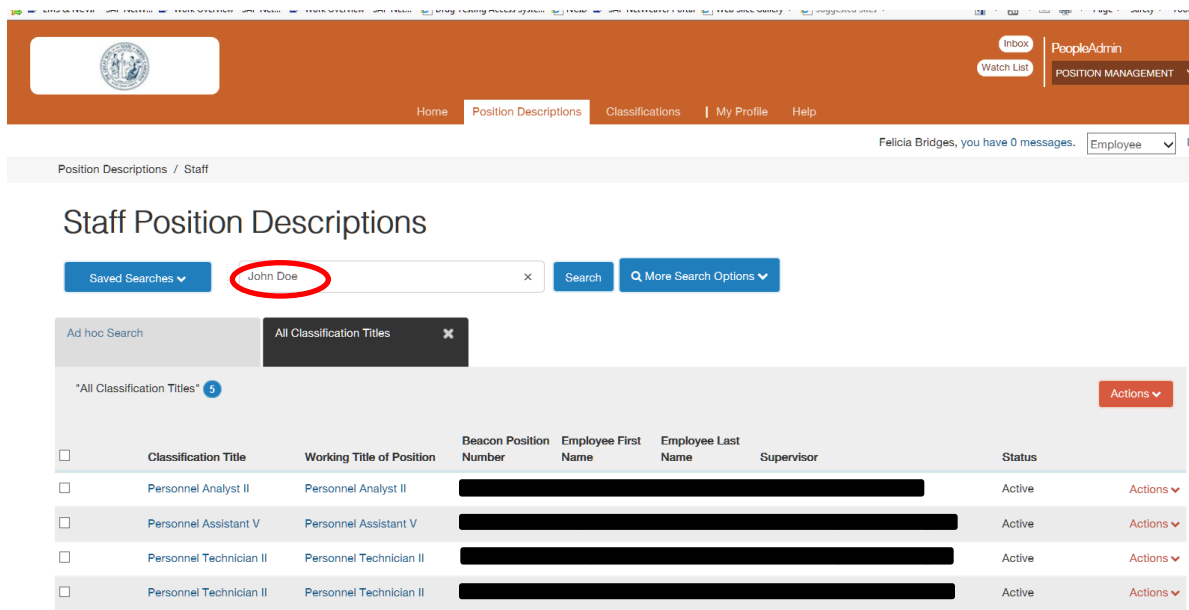
Shortcuts

My Links

Useful Links

Inbox 0

Enter the name of the employee or position number of the position you need to edit:

A screenshot of the 'Staff Position Descriptions' page in PeopleAdmin. The page has an orange header with navigation links: Home, Position Descriptions, Classifications, My Profile, and Help. The 'Position Descriptions' menu is selected. Below the header, there is a search bar with 'John Doe' entered and circled in red. To the right of the search bar are 'Search' and 'More Search Options' buttons. Below the search bar, there are two tabs: 'Ad hoc Search' and 'All Classification Titles', with the latter selected. Below the tabs, there is a table with the following columns: Classification Title, Working Title of Position, Beacon Position Number, Employee First Name, Employee Last Name, Supervisor, and Status. The table contains four rows of data, each with a checkbox on the left and an 'Actions' link on the right. The data rows are:

	Classification Title	Working Title of Position	Beacon Position Number	Employee First Name	Employee Last Name	Supervisor	Status	
<input type="checkbox"/>	Personnel Analyst II	Personnel Analyst II	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Personnel Assistant V	Personnel Assistant V	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Personnel Technician II	Personnel Technician II	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Personnel Technician II	Personnel Technician II	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions

Double-click on the working title of the position:

Position Descriptions / Staff

Felicia Bridges, you have 0 messages. Divisional HR

Staff Position Descriptions

+ Create New Position Description

Saved Searches [] Search More Search Options

Ad hoc Search All Classification Titles

All Classification Titles 1976

← Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next →

<input type="checkbox"/>	Classification Title	Working Title of Position	Beacon Position Number	Employee First Name	Employee Last Name	Supervisor	Status	Actions
<input type="checkbox"/>	Environmental Health Regional Specialist	Environmental Health Regional Specialist	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor II	Environmental Program Supervisor II	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor IV	Osww Section Chief	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Soil Scientist	Soil Scientist	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor I	Environmental Program Supervisor I	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor II	Environmental Program Supervisor II	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Actions

When the Position Description appears, select the Reports tab:

LMS & NCVIP - SAP Net... Work Overview - SAP Net... Drug Testing Access System... NCID SAP NetWeaver Portal Web Slice Gallery Suggested Sites

Inbox PeopleAdmin Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Felicia Bridges, you have 0 messages. Divisional HR logout

Position Descriptions / Staff / Environmental Health Regional Specialist

Position Description: Environmental Health Regional Specialist (Staff) Edit

Current Status: Active
Position Type: Staff
Section/Unit: Public Health
Created by: PeopleAdmin Integrations

Take Action On Position Description

- Print Preview (Employee View)
- Print Preview
- View Supervisor
- Modify Position Description

Summary Settings History Reports Associated Classification

Classification Selection Edit

Classification Information

Classification Title	Environmental Health Regional Specialist
BEACON Code	[REDACTED]
Salary Schedule	Graded

sshmc.peopleadmin.com/hr/position-descriptions/8063/reports 110%

Under the Reports Tab, select Position Description Report:

The screenshot shows the PeopleAdmin web interface. At the top, there is a navigation bar with 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. Below this, the user 'Felicia Bridges' is logged in. The main content area displays the 'Position Description: Environmental Health Regional Specialist (Staff)' page. The 'Current Status' is 'Active', 'Position Type' is 'Staff', and 'Section/Unit' is 'Public Health'. The 'Reports' tab is selected, and the 'Position Description Report' option is circled in red. A 'Take Action On Position Description' dropdown menu is visible on the right, containing options like 'Print Preview (Employee View)', 'Print Preview', 'View Supervisor', and 'Modify Position Description'.

This will pull up the officially formatted Position Description Report. Right Click and select Print and it will print the report, including appropriate signature lines, as well as the ADA Checklist:

The screenshot shows the official 'POSITION DESCRIPTION FORM' document. The form includes the following fields and text:

- OFFICE OF STATE HUMAN RESOURCES**
POSITION DESCRIPTION FORM
- Name of Employee: [Redacted] Position Number: [Redacted]
- Classification Title: [Redacted] Salary Grade or Banded Level: [Redacted]
- Working Title of Position: **Environmental Health Specialist** Section / Unit: **Public Health**
- Name of Immediate Supervisor: [Redacted] Supervisor's Position Title and Number: [Redacted]
- Work Schedule (i.e. Monday-Friday, rotating shifts, etc.): **Monday - Friday** Work Hours (i.e. 8:00 am-5:00 pm, etc.): **8am -5 pm**
- Primary Purpose of the Organizational Unit:**
The Environmental Health Section is responsible for administering a wide variety of programs through three branches: On-Site Water Protection (OWP) Branch, Wastewater and Private Wells/Well Contractors Certification Commission, Food and Facilities Protection, and Health Hazard Control/Children's Env. Health. The Section performs both regulatory and non-regulatory functions and is responsible for regulating, and enforcing many laws and regulations. These programs include regulating the permitting and inspection of septic systems, restaurants and lodging facilities, camps, public swimming pools, and tattoo parlors. Additional programs include inspections of state institutions, child care centers, nursing homes and other institutional facilities along with inspecting, monitoring of lead-based paint and asbestos remediation or removal activities. One of the major functions of the Section is to authorize health department environmental health staff to perform the regulatory functions of the programs overseen by the Section. The Section also develops and promulgates rules in the various programs for adoption by the Commission for Public Health or the Environmental Management Commission.
- The On-Site Water Protection (OWP) Branch oversees statewide programs governing subsurface wastewater disposal systems (septic systems), private well construction and well contractor certification. Additionally, it includes a Non-point Source program that works to assess the contribution of septic systems to nutrient loads in sensitive waters of the state. The Branch is the principle agency that

A right-click context menu is open over the document, with 'Print...' selected.