Section: ORGANIZATIONAL STRUCTURE   Number: I.5.

PURPOSE:

To provide on-line access to forms, regulations, personnel administrative policies, class specifications and the salary schedule for all mainframe users.

POLICY:

I.   The Personnel Department will maintain forms, regulations, personnel administrative policies, and class specifications on the mainframe to allow all users to be able to view and print these documents.

II.   All users will have access to these documents through the "O" option of the mainframe menu.

III.   In the "O" option the "R" selection will show more detail of the Personnel Related Information.

IV.   Options within the Personnel Related Information menu include:

        A.   Personnel Forms and Information
        B.   Personnel Regulations
        C.   Personnel Administrative Manual
        D.   Class Specifications
        E.   Salary Schedule
        F.   Departmental Contacts

V.   For certain authorized users an additional menu feature will allow a department to request and receive certified eligible lists and view listings of recruitments in progress and eligible list established.

        F.   Department Heads, Personnel Liaisons and Pers/Payroll Clerks
                A.   Certification Requests
                B.   List of Recruitments in Progress
                C.   List of Eligible Lists Established

PROCEDURE:

I.   When you first enter the listings, documents are listed in alphabetical order by the document description. You can page forward (PF8) or page backward (PF7) to find the document you wish to View (PF1) or print (PF9). Additionally, forms (Option A), may be retrieved to your own workspace to be completed using Displaywrite by using the Get (PF2) function.

II.   When viewing a document, you can search for keywords by typing "find keyword". The documents are Displaywrite documents and the search command works the same way that it does in any Displaywrite file.

III.   The documents stored in the OPRI disk are as follows:

A.   Personnel Forms and Information

   1.   Personnel Forms - named PERXxxx - where each Personnel Department division is noted in the numbering system. Pressing the PF4 key will sort the files in this division order.
   PER1xxx - Employee Relations Division
   PER2xxx - Training Unit
   PER3xxx - Personnel Services Division (Rec & Exams/Class)
   PER4xxx - Affirmative Action Division
   PER5xxx - Risk Management Division
   PER6xxx - Occupational Safety and Health Division

   2.   Forms may be viewed (PF1), retrieved (PF2) or printed (PF9).

   3.   Forms stored in a Word Perfect format will have a cross reference file noting where the form can be obtained.

B.   Personnel Regulations

   1.   Documents are named PRSXXX - where each section of the County's regulation number is referenced. e.g. Section 130 Civil Service Rules is named PRS130; General Rep MOU -Section 182.1 is named PRS182-1. Pressing the PF4 key will sort the files in this regulation number order.

   2.   Regulation sections may be viewed (PF1) or printed (PF9)

C.   Personnel Administrative Policies

   1.   Documents are named PAMXXXXX - where each policy of the Personnel Department's Personnel Administrative Manual is referenced. e.g. Policy I.4. County Organization Charts is named PAM0104. Pressing the PF4 key will sort the files in the same order as the table of contents for the manual (PAM00TOC).

   2.   Documents may be viewed (PF1) or printed (PF9)

D.   Class Specifications

   1.   Class Specifications are named (Class code)SPEC - where each class is referenced. e.g. VG9 Personnel Director is named VG9SPEC. The class specifications are listed in title order when you first choose this option. Pressing the PF4 key will sort the files in the class code order. There has been a document established for every authorized class within the County. There are three types of documents.

      a.   Class specification: The current class specification for the class is shown. If the specification is under review, there will be a note at the top that indicates "Under Revision".

      b.   Series specification: The text for a series will always be shown in the highest level class of the series. Lower level classes will have a cross reference file to indicate that it is a series and will state where the text of the class specification can be found.

      c.   No class specification: For elected officials and the County Administrative Officer, there is no class specification, however, a file exists to indicate that the class does exist.

    2.   Documents may be viewed (PF1) or printed (PF9)

    3.   The date shown with this document is the date of the last revision to the class specification.

  E.   Salary Schedule

    1.   A Dynaplan spread sheet showing all salaries as of the most recent pay period.

    2.   You can find the salary for a job class. It is easiest if you know the class code. Type /classcode e.g. /fi vg9 and you will be taken to the line of that class entry.

    3.   You can print this salary schedule by typing "/print all file=land14".

    4.   The file is presented alphabetical by class title. You can sort the file before printing it or save it to your workspace for future reference, just as you would with any Dynaplan file.

  F.   Departmental Contacts

    The individual for each department that has been assigned a liaison function is listed along with their contact phone and the USER ID if available. These are updated as Personnel is notified of changes.

    The contacts appear on a second menu and can be accessed by selecting the appropriate letter.

        A   Departmental Personnel Liaisons
        B   Departmental Payroll Clerks
        C   EEO/AA Liaisons
        D   Sexual Harrassment Liaisons
        E   ADA Liaisons
        F   Safety Liaisons
        G   Evacuation Coordinators

IV.   The most current copy of the document will be maintained in this disk location and will be considered the master copy.