



## Position Management Overview

## Chapter 2 Section 1

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**Introduction** This section provides an overview of the new classification concepts that have been introduced to the Department with the implementation of EHRP Position Management.

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**Position Management** EHRP is a position-driven human resource system rather than an employee-driven system. By basing the system's database contents on the position itself, the Department can track information related to the position, such as location, regardless of whether or not there is an actual employee in that particular position. In this configuration, when the position is vacant, the common thread that binds the human resource data together is not lost.

Position Management is the process of assigning data to positions and moving employees in and out of those positions as appropriate.

The information used to maintain and track positions in EHRP will serve the Department in many areas of human resources including organization planning, budgeting, recruitment, and career planning. While some of these benefits will not be used at this time, they are potential components for inclusion with later releases of the system.

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**Job Codes**

Job codes are templates within the system used for grouping similar positions in a logical manner. A single job code can have many positions and thus many employees linked to it within EHRP. Many employees may share the same job code, even though they may have different positions and perform work in different admin codes, locations and Agencies.

Before EHRP, the Department managed its job information according to Position Descriptions with associated allocations. In the EHRP environment, a job code is somewhat equivalent to the Position Description. Instead of associated allocations, there are associated Positions.

Some of the information tracked at the job code level within EHRP includes:

- Job Title
  - Occupational Series
  - Pay Plan
  - Pay Table
  - Grade
  - Supervisory Level
  - PATCOB Code
  - Functional Class.
  - FLSA Status
  - POI
  - LEO
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**Positions**

Positions are all of the jobs within a department, both incumbered and vacant. There is a one-to-one relationship between Positions and employees in that a Position cannot be filled by more than one employee. An exception to this rule is if two employees job share one Position.

As previously mentioned, Positions are much like allocations but with more detail associated with them.

Some of the information tracked at the Position level within EHRP includes:

- Department code
  - Personnel Office ID
  - Geographic location code
  - Medical Officer Indicator
  - Terminal ID
  - Full or Part-time Position Classification
  - Union Code
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**Job Code  
Numbering**

Job Codes are numbered in accordance with Position Description numbers. When creating a Job Code in EHRP, the HR end-user will assign the six-digit alphanumeric PD number to the Job Code based on their agencies numbering scheme.

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**Position  
Numbering**

Position numbers are sequentially auto-generated by the system in the order that the positions are created. Position numbers, unlike Job Code numbers, have no inherent meaning tied to them.

Position numbers are assigned sequentially to newly established Positions by EHRP in the order that the Positions are saved, no matter what the location of the user or from what job code the Position is established.

For example, if an HR staff member at FDA creates a position for job code #2B2740 and an HR staff member at CMS creates a position for job code #7B2730, then the position number for the 1<sup>st</sup> position would be "1" and the position number for the 2<sup>nd</sup> position would be "2." Then when the FDA HR Staff creates another position for job code #2B2740, the position number will be "3."

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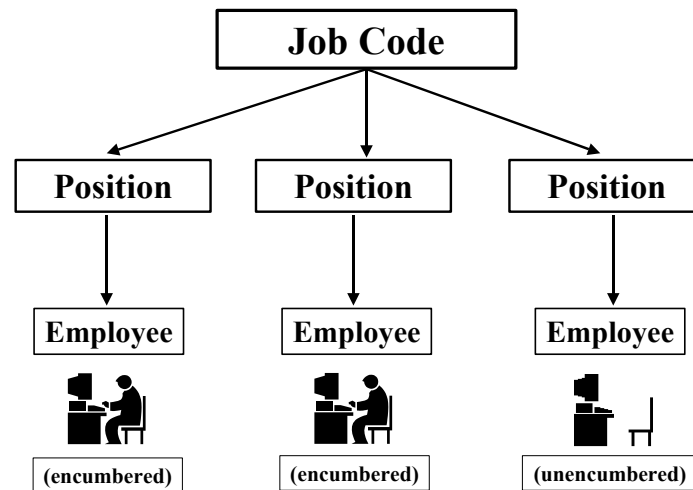
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## Hierarchical Relationship

With Position Management, the following three components exist separately within EHRP:

- Job Codes
- Positions
- Employee Records

The following diagram illustrates the hierarchical relationship between these three components.



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## Job Code and Position Data Override

Information at the Job Code level defaults to the Position level, and information at the Position level defaults to the employee record. However, both can be overridden if necessary. For example, if an employee in a full-time Position goes part-time, that person's employee record can be updated to reflect this change without updating the Position.

For the purposes of data integrity, overriding Job Code and Position data should be used only when absolutely necessary.

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## Processing Personnel Actions

EHRP's Position Management makes performing personnel actions within the system easier and more efficient. For example, when an employee is hired, promoted, or transferred, the HR end-user enters the Position number, and numerous field values will default in as a result.

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**Position  
Action  
Requests**

The documents and processes that Management uses for submitting Position action requests are not impacted by EHRP.

EHRP is a tool for maintaining on-line Job Code and Position data. At this time, it is not a tool to replace management responsibility for submitting paper required for establishing Position Descriptions (SF-52/604, OF8, Sensitivity Form, Justification).

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**Job Code  
Reuse**

HR staff should inactivate and reactivate Job Codes as appropriate. A new Job Code should not be created each time a new position is needed in the system. Also in order to maintain an accurate data history, Job Codes should never be deleted.

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**Key Benefits**

EHRP provides an on-line repository of job data (both current and historical) that enables HR staff to better answer classification-related questions. Because historical data is maintained, HR staff can see how Positions change over time.

EHRP provides true vacancy counts because information is tracked related to a Position regardless of whether someone fills that Position or not. As a result, EHRP provides the Department with a budgeting tool that controls the number of employees that can be hired.

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