

# Position Hierarchy (Query and Navigate) User Guide

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview</b> | <p>The Workforce Management Tool (WMT) builds upon our existing Human Resources (HR) information technology, leveraging current CHRIS functionality. The goal is to provide leaders and line managers with the real-time HR information and the tools they need to strategically plan the size, structure and capabilities of their workforce.</p> <p>The WMT will increase the availability and usability of workforce information, and the capability to use it. The initial focus of the WMT project is to provide leaders and managers with the capability to perform effective position management. What's position management? It's a series of steps that managers and supervisors go through to determine the type of organizational structure needed to accomplish the mission, how many positions are needed, and how positions should be designed.</p> <p>The WMT will give you the capability to:</p> <ul style="list-style-type: none"><li>• Access workforce information by individual, position, and organization;</li><li>• Develop short- and long-term workforce planning strategies;</li><li>• Plan workforce size, structure and skill sets to support current and future business needs;</li></ul> <p>There has been no way to identify and manage positions, including simply tracking vacancies. As such, the WMT will provide that capability by moving CHRIS from an employee based to a position based hierarchy, and assigning a unique Position Control Number (PCN) to every encumbered and approved vacant position. Managers will be able to see and track all their positions, and get data to help structure and manage them.</p> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

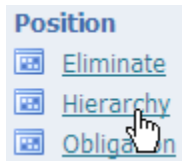
|                            |                                                                                                                                      |             |
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**User Guide Purpose:** Illustrate how to navigate and query the Position Hierarchy screen, become familiar with position reporting relationships, and identify the Team Lead/Supervisor for each Position.

# Navigating to the Position Hierarchy Screen

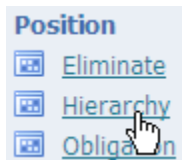
**Step 1** – Go to the CHRIS homepage [gsa.gov/chris](http://gsa.gov/chris) and logon.

**Step 2** – From the Navigator window, click on the “**??? WMT Super User**” responsibility, then click on “**Hierarchy**” under Position.



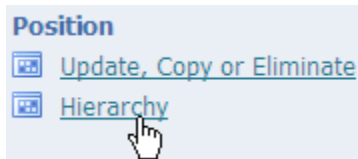
**OR**

click on the “**??? HRO WMT Super User**” responsibility, then click on “**Hierarchy**” under Position.



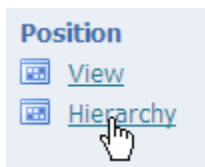
**OR**

click on the “**??? (HR or HR IG or HR CPC) WMT Super User**” responsibility, then click on “**Hierarchy**” under Position.

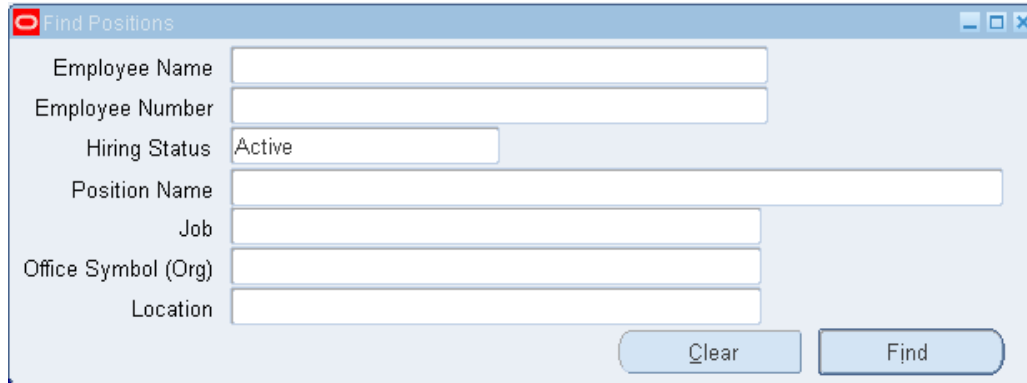


**OR**

click on the “**??? WMT Personnelist (Read Only)**” responsibility, then click on “**Hierarchy**” under Position



The **“Find Position”** window opens.



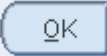
The screenshot shows a window titled "Find Positions" with a search form. The form includes the following fields and controls:

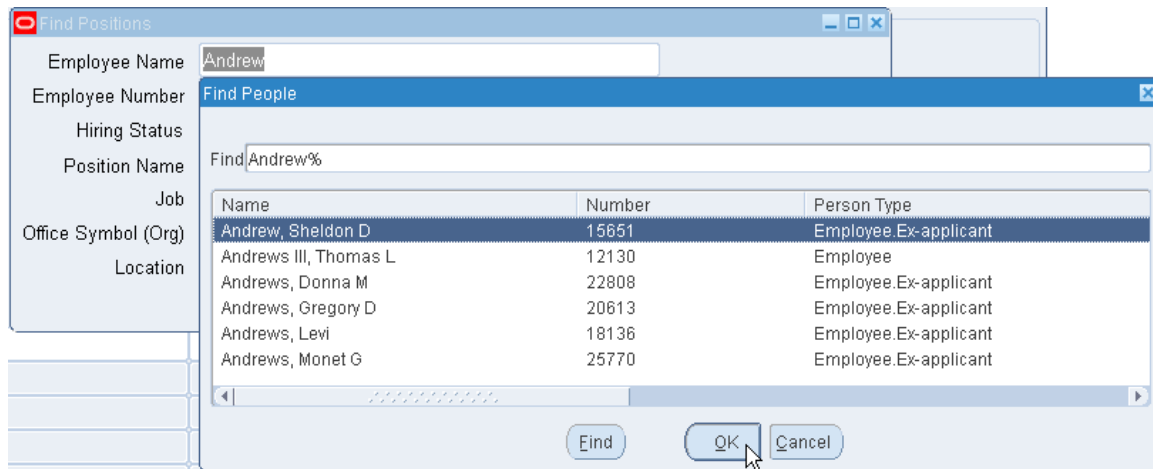
- Employee Name:
- Employee Number:
- Hiring Status:
- Position Name:
- Job:
- Office Symbol (Org):
- Location:

At the bottom right of the form are two buttons: "Clear" and "Find".

# Querying the Position Hierarchy


## Employee Name Query

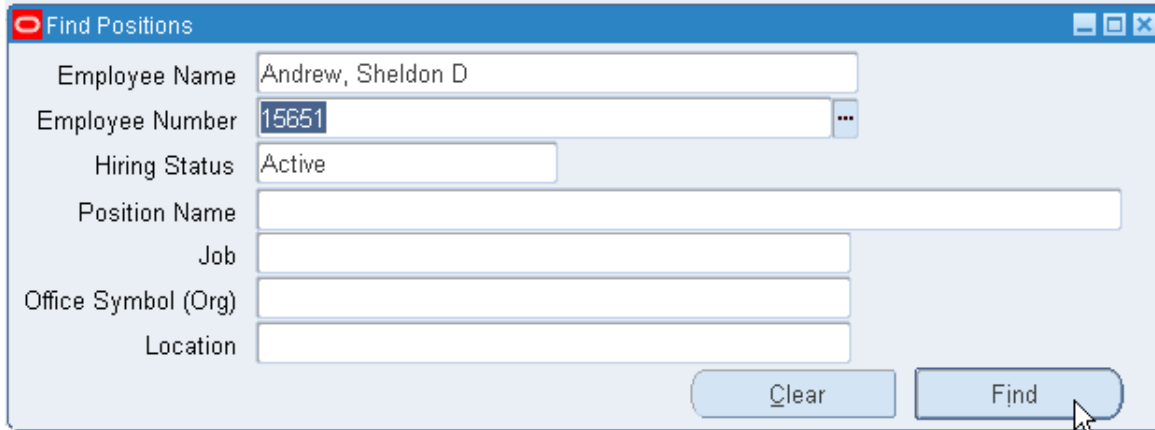
**Step 1** – For a query using the “**Employee Name**” field enter the employee’s Last Name and press the Tab key on the keyboard, select the appropriate employee from the List of Values (if there is more than one), and click the “**OK**”  button.



The “**Find Positions**” window populates with the selected employee.



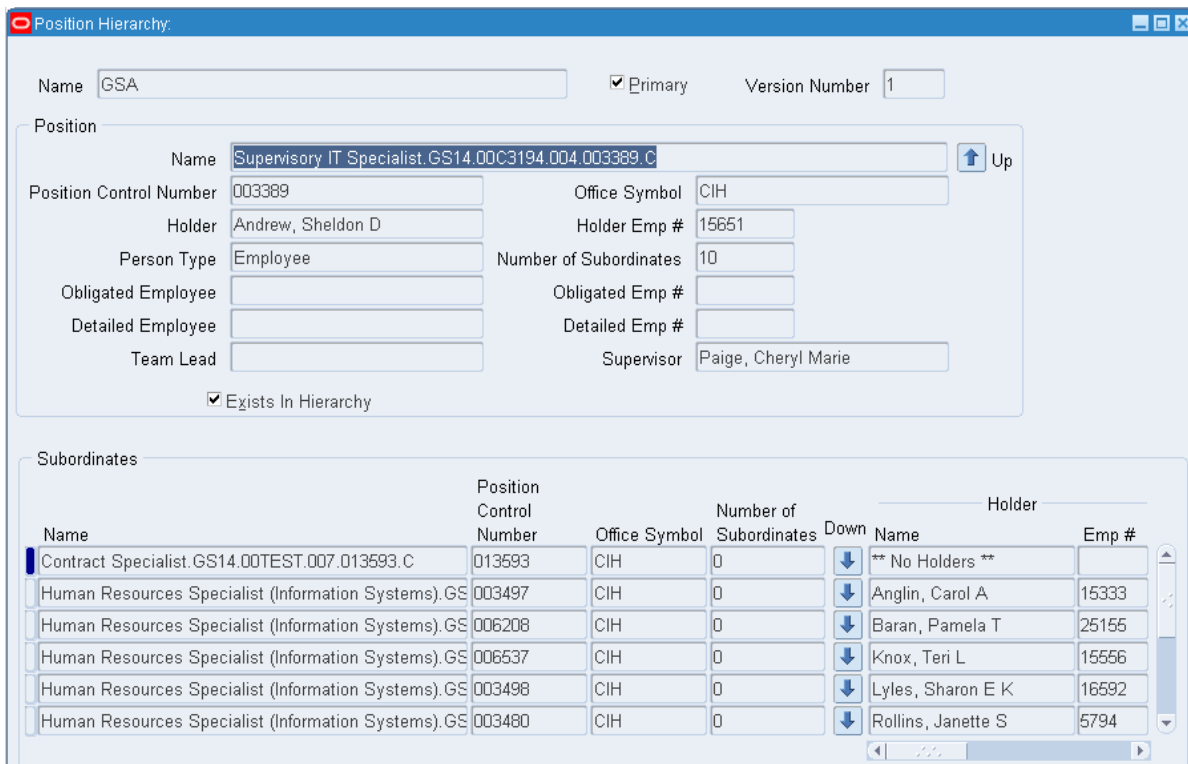
**Step 2 – Click the “Find”**  button.



The "Find Positions" window contains the following fields and controls:

- Employee Name: Andrew, Sheldon D
- Employee Number: 15651
- Hiring Status: Active
- Position Name: (empty)
- Job: (empty)
- Office Symbol (Org): (empty)
- Location: (empty)
- Buttons: Clear, Find

The employee’s position data appears in the Position Hierarchy screen, and if the employee is a Team Lead or Supervisor the list of subordinate positions are viewable.



The "Position Hierarchy" window displays the following information:

Name: GSA     Primary    Version Number: 1

Position Name: Supervisory IT Specialist.GS14.00C3194.004.003389.C     Up

Position Control Number: 003389    Office Symbol: CIH

Holder: Andrew, Sheldon D    Holder Emp #: 15651

Person Type: Employee    Number of Subordinates: 10

Obligated Employee:    Obligated Emp #:   

Detailed Employee:    Detailed Emp #:   

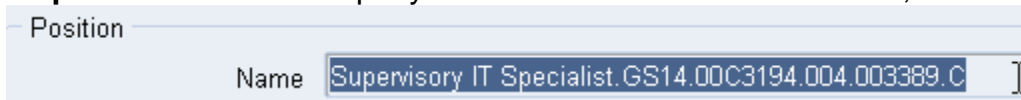
Team Lead:    Supervisor: Paige, Cheryl Marie

Exists In Hierarchy

Subordinates:

| Name                                                | Position Control Number | Office Symbol | Number of Subordinates | Holder             | Emp # |
|-----------------------------------------------------|-------------------------|---------------|------------------------|--------------------|-------|
| Contract Specialist.GS14.00TEST.007.013593.C        | 013593                  | CIH           | 0                      | ** No Holders **   |       |
| Human Resources Specialist (Information Systems).GS | 003497                  | CIH           | 0                      | Anglin, Carol A    | 15333 |
| Human Resources Specialist (Information Systems).GS | 006208                  | CIH           | 0                      | Baran, Pamela T    | 25155 |
| Human Resources Specialist (Information Systems).GS | 006537                  | CIH           | 0                      | Knox, Teri L       | 15556 |
| Human Resources Specialist (Information Systems).GS | 003498                  | CIH           | 0                      | Lyles, Sharon E K  | 16592 |
| Human Resources Specialist (Information Systems).GS | 003480                  | CIH           | 0                      | Rollins, Janette S | 5794  |

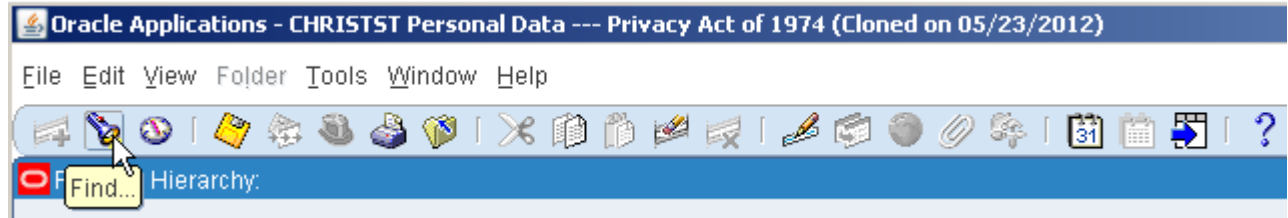
**Step 3** – To start a new query click in the Position “**Name**” field,



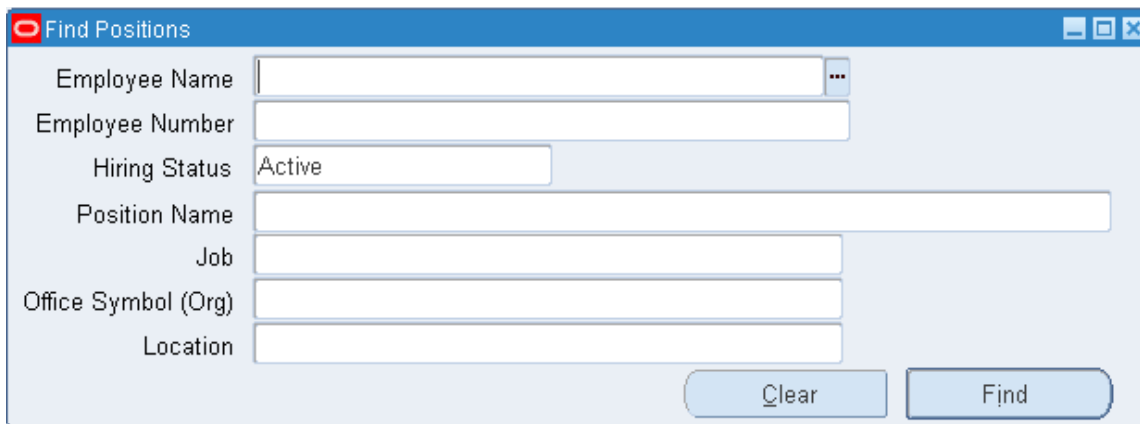
Position

Name

and then click the “**Find**” icon on the button bar.



**Step 4** - The “**Find Positions**” window opens.



Find Positions

Employee Name

Employee Number

Hiring Status

Position Name

Job

Office Symbol (Org)

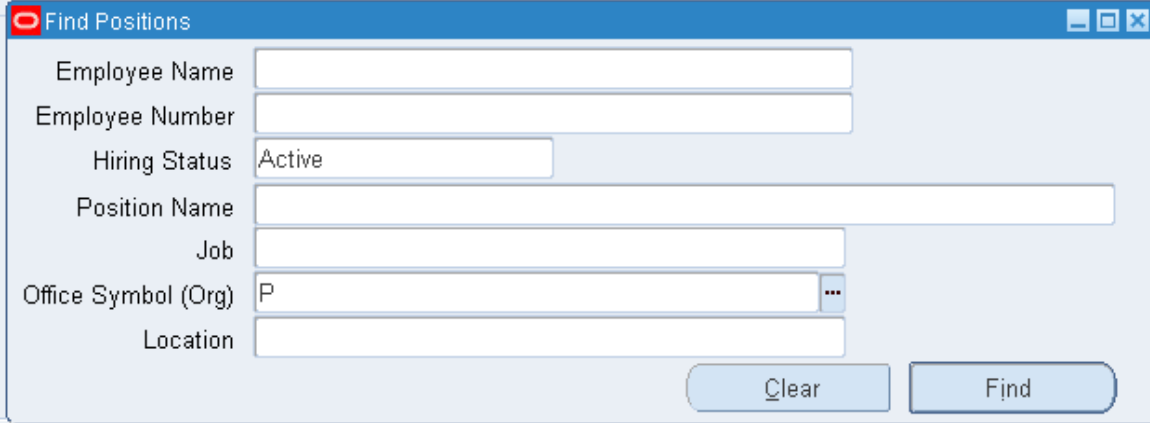
Location

Clear Find

**Step 5** - Either repeat Steps 1-4 to query another Employee, or move on to the next Section: “Office Symbol Query”. You will begin an “Office Symbol Query” with the “**Find Positions**” window.

## Office Symbol Query

**Step 1** - Click in the “Office Symbol (Org)” field and enter the specific Office Symbol that you expect the Position to be in, and then press the “Tab” key on the keyboard.



Find Positions

Employee Name

Employee Number

Hiring Status

Position Name

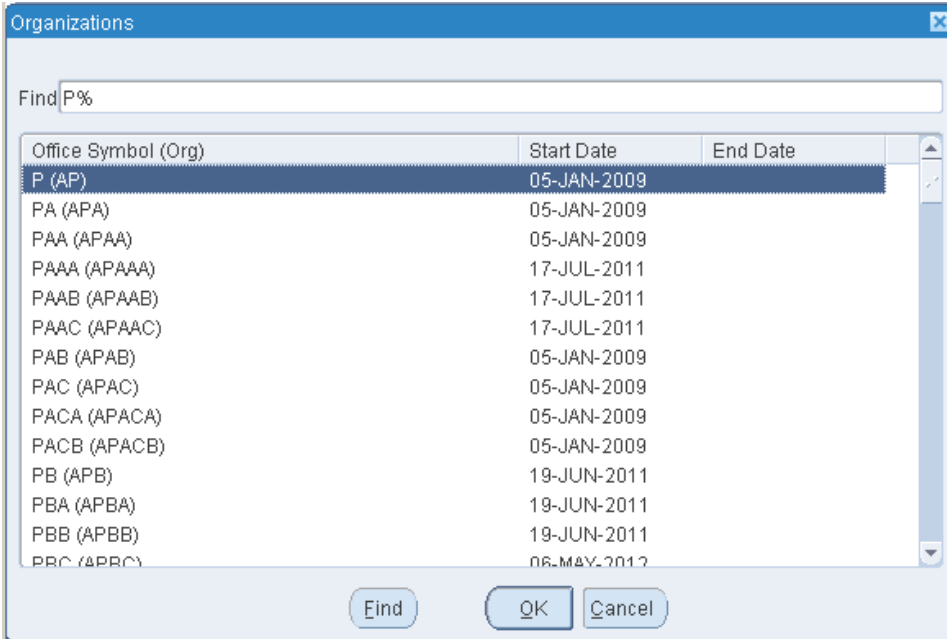
Job

Office Symbol (Org)

Location

**NOTE:** If only one Office Symbol matches your search criteria, go to Step 3.

The “Organizations” window opens.



Organizations

Find

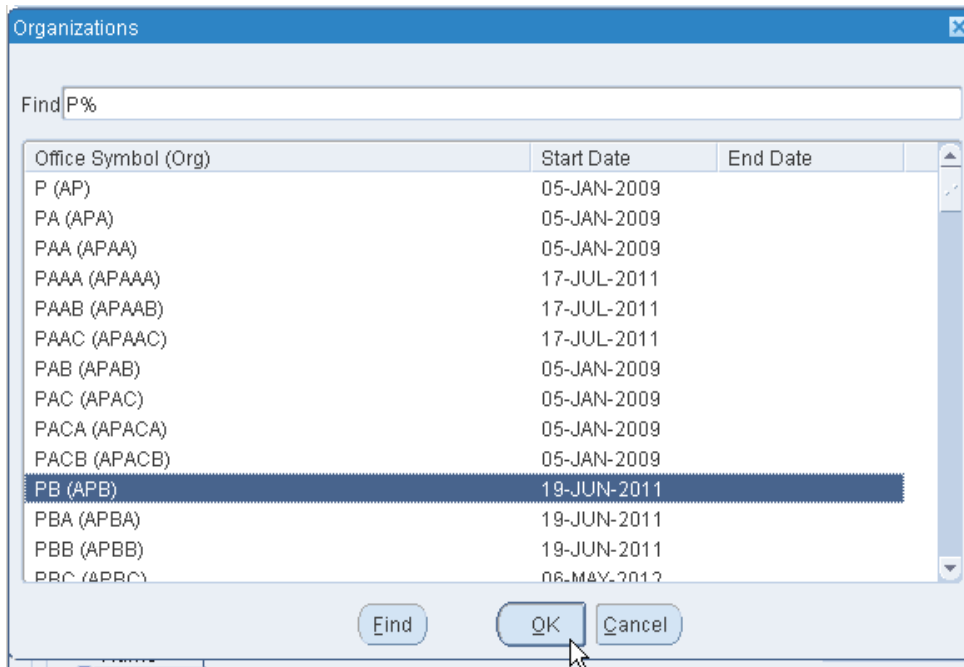
| Office Symbol (Org) | Start Date  | End Date |
|---------------------|-------------|----------|
| P (AP)              | 05-JAN-2009 |          |
| PA (APA)            | 05-JAN-2009 |          |
| PAA (APAA)          | 05-JAN-2009 |          |
| PAAA (APAAA)        | 17-JUL-2011 |          |
| PAAB (APAAB)        | 17-JUL-2011 |          |
| PAAC (APAAC)        | 17-JUL-2011 |          |
| PAB (APAB)          | 05-JAN-2009 |          |
| PAC (APAC)          | 05-JAN-2009 |          |
| PACA (APACA)        | 05-JAN-2009 |          |
| PACB (APACB)        | 05-JAN-2009 |          |
| PB (APB)            | 19-JUN-2011 |          |
| PBA (APBA)          | 19-JUN-2011 |          |
| PBB (APBB)          | 19-JUN-2011 |          |
| PBC (APBC)          | 06-MAY-2012 |          |

**NOTE:** More than one value may appear for an Office Symbol based on your query (i.e., all Office Symbols beginning with “P”).

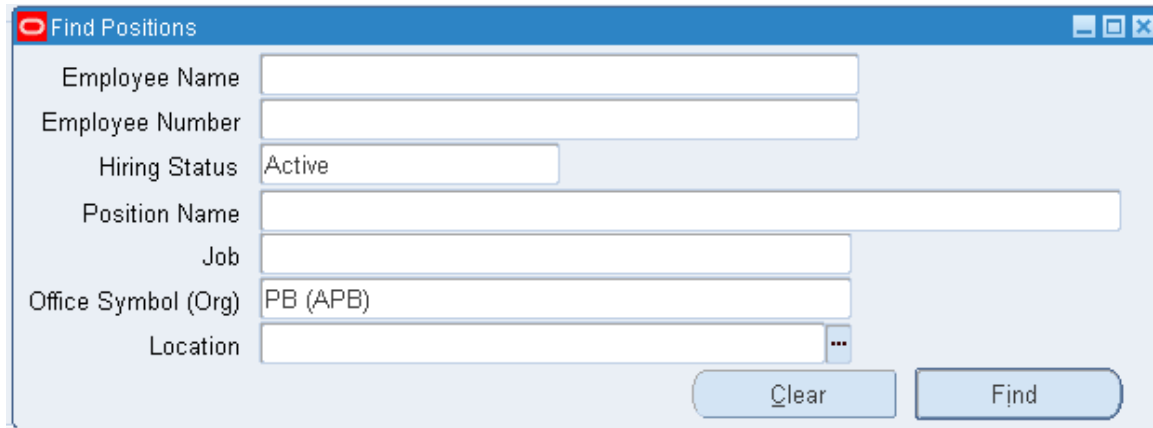


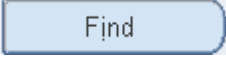
**Step 2** – If more than one code appears, select the Office Symbol you want to query, and

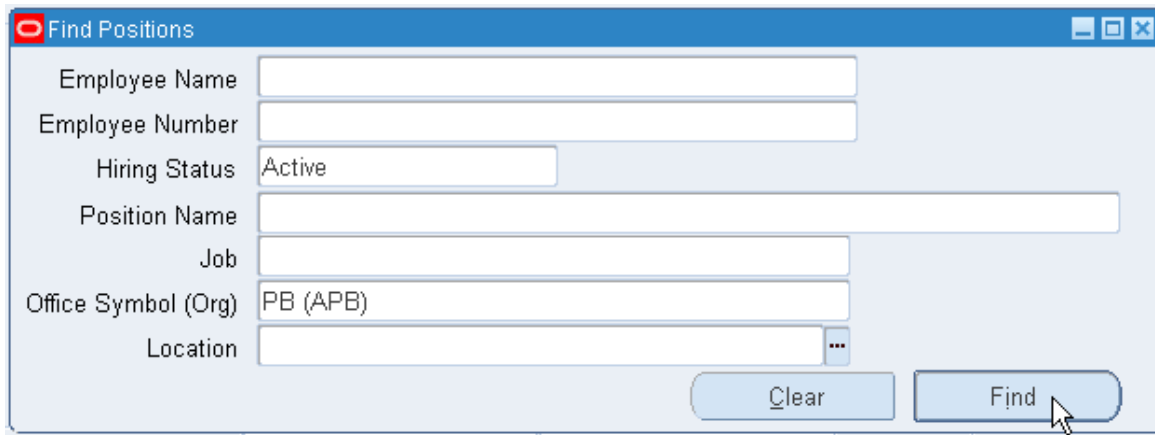
then click the **“OK”** button.



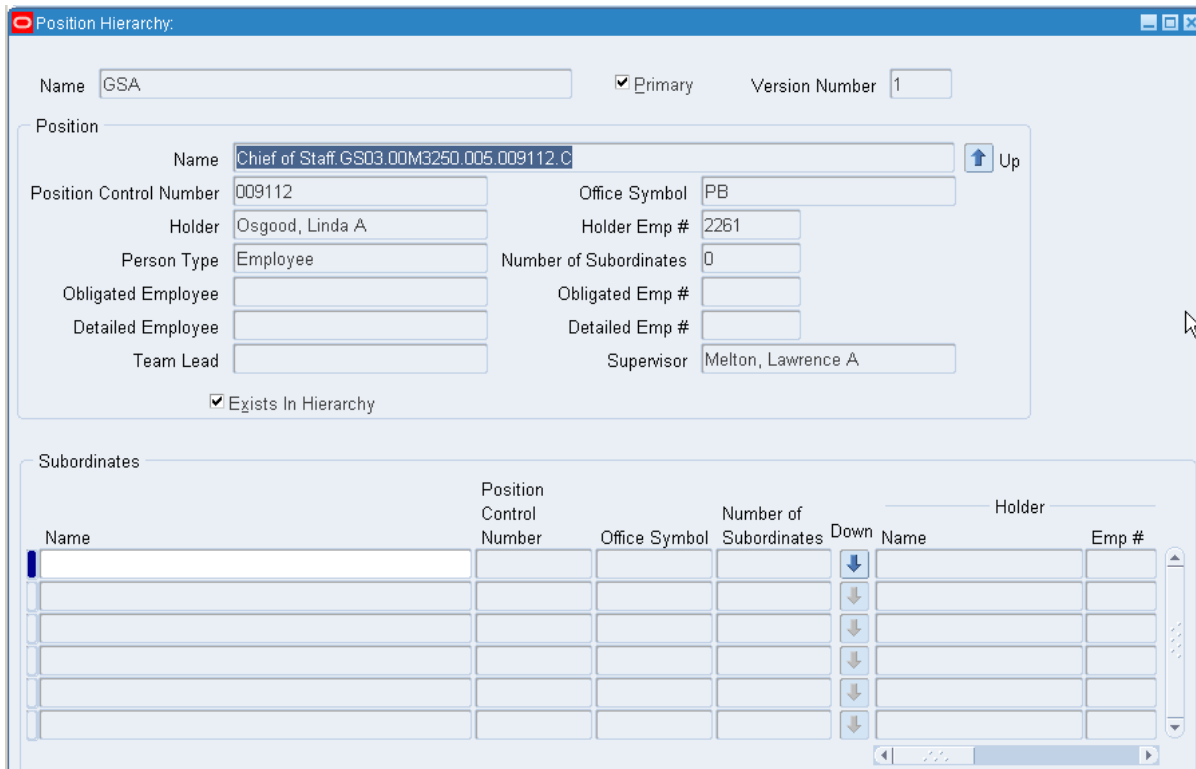
The **“Find Positions”** window populates with the Office Symbol and Org Code [i.e., PB (APB)] in the **“Office Symbol (Org)”** field.



**Step 3** - You're now ready to run your query based on your Office Symbol criteria. Click the **"Find"**  button on the **"Find Positions"** window.



The **"Position"** section of the **"Position Hierarchy"** window populates with the position(s) that meet the Office Symbol query criteria.



| Name | Position Control Number | Office Symbol | Number of Subordinates | Holder Name | Holder Emp # |
|------|-------------------------|---------------|------------------------|-------------|--------------|
|      |                         |               |                        |             |              |
|      |                         |               |                        |             |              |
|      |                         |               |                        |             |              |
|      |                         |               |                        |             |              |
|      |                         |               |                        |             |              |

**NOTE:** There may be more than one position that meets your selection criteria. You can use the up and down arrow keys on the computer keyboard to scroll through all the positions that meet the Office Symbol search.

**Step 4** - To scroll through all the positions that met your Office Symbol query criteria, use the “down” arrow on your keyboard to move to the next record.

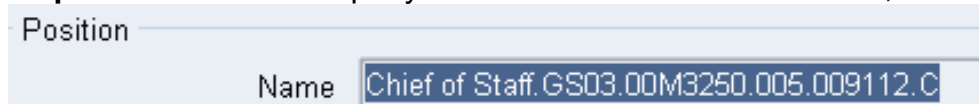
When you hit the last record, a Forms window will appear letting you know that you’re at the end of the query results.



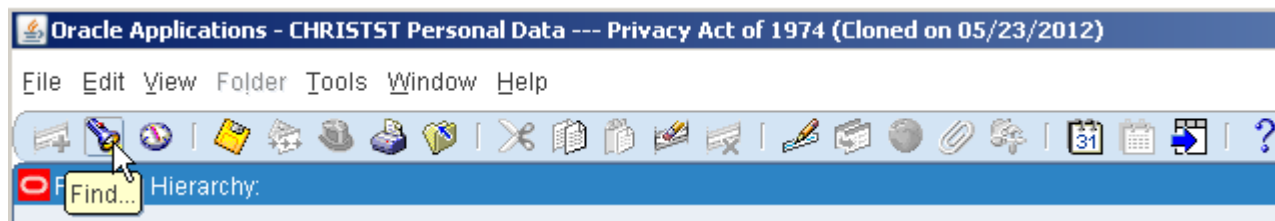
Click the “OK” button.

To scroll back up through the positions that met your Office Symbol query criteria, use the “up” arrow on your keyboard.

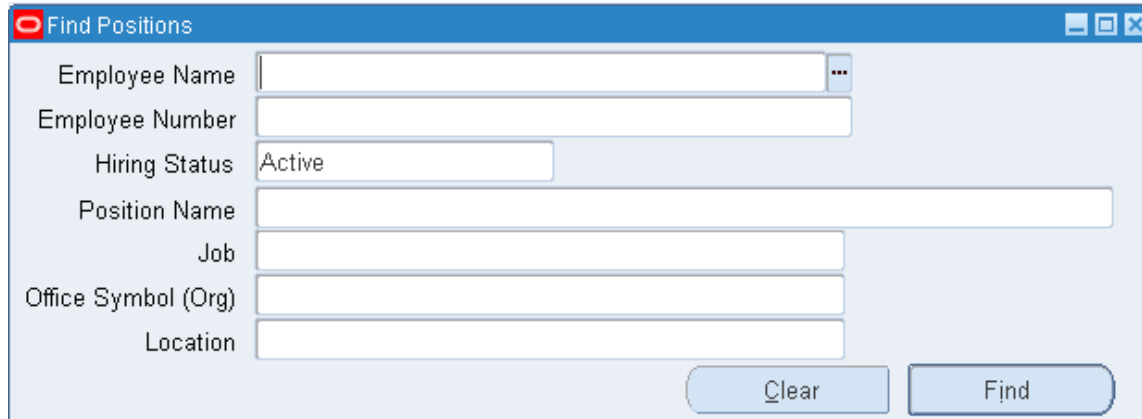
**Step 5** - To start a new query click in the Position “Name” field,



and then click the “Find” icon on the button bar.



The **“Find Positions”** window opens.

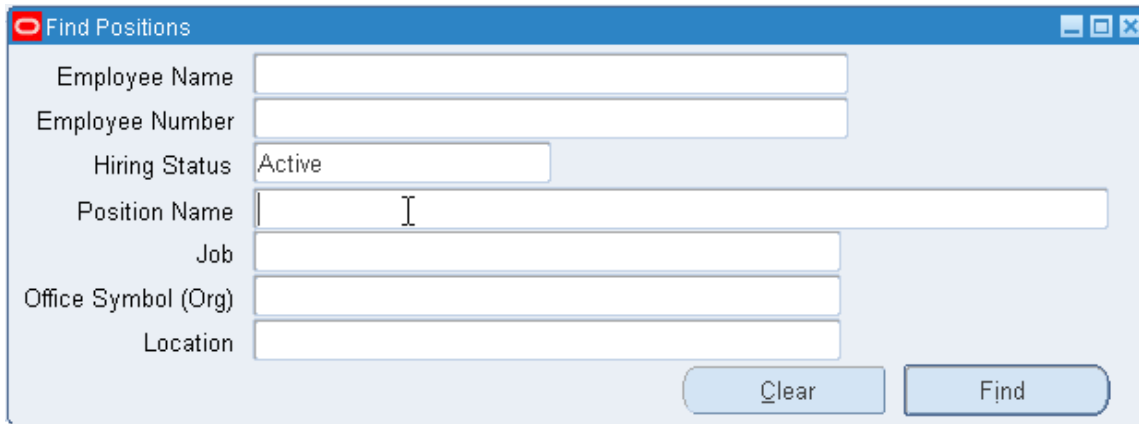


The screenshot shows a window titled "Find Positions" with a blue header bar. Below the header, there are several input fields for search criteria: "Employee Name" (with a dropdown arrow), "Employee Number", "Hiring Status" (with the value "Active" entered), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right of the window, there are two buttons: "Clear" and "Find".

**Step 6** - Either repeat Steps 1-5 to query another Office Symbol, or move on to the next Section: “Position Control Number (PCN) Query”. You will begin a “Position Control Number (PCN) Query” with the **“Find Positions”** window.

## Position Control Number (PCN) Query

**Step 1** - Click in the “Position Name” field



Find Positions

Employee Name

Employee Number

Hiring Status

Position Name

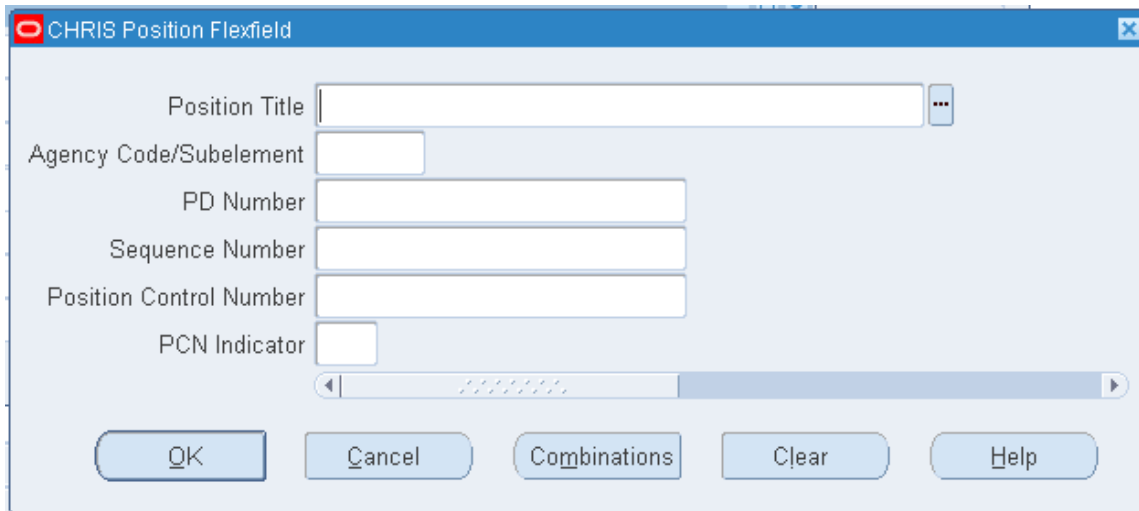
Job

Office Symbol (Org)

Location

Clear Find

The “CHRIS Position Flexfield” window appears.



CHRIS Position Flexfield

Position Title

Agency Code/Subelement

PD Number

Sequence Number

Position Control Number

PCN Indicator

OK Cancel Combinations Clear Help

**Step 2** - Enter a unique Position Control Number and click the “OK” button.



The screenshot shows a window titled "CHRIS Position Flexfield". It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (with the value "003389" entered), and "PCN Indicator". Below the fields is a horizontal scrollbar. At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

Your search criteria populates on the “**Find Positions**” window.

The screenshot shows a window titled "Find Positions". It contains several input fields: "Employee Name" (with a hint "i.e.; Smith, John D"), "Employee Number", "Hiring Status" (with the value "Active"), "Position Name" (with the value "...003389."), "Job" (with a dropdown arrow), "Office Symbol (Org)", and "Location". At the bottom right, there are two buttons: "Clear" and "Find".

**Step 3** - You're now ready to run your query based on your PCN criteria. Click the **"Find"** button on the **"Find Positions"** window.

The **"Position"** section of the **"Position Hierarchy"** window populates with the position(s) that meet the PCN query criteria.

| Name                                                | Position Control Number | Office Symbol | Number of Subordinates | Down | Holder Name        | Emp # |
|-----------------------------------------------------|-------------------------|---------------|------------------------|------|--------------------|-------|
| Contract Specialist.GS14.00TEST.007.013593.C        | 013593                  | CIH           | 0                      | ↓    | ** No Holders **   |       |
| Human Resources Specialist (Information Systems).GE | 003497                  | CIH           | 0                      | ↓    | Anglin, Carol A    | 15333 |
| Human Resources Specialist (Information Systems).GE | 006208                  | CIH           | 0                      | ↓    | Baran, Pamela T    | 25155 |
| Human Resources Specialist (Information Systems).GE | 006537                  | CIH           | 0                      | ↓    | Knox, Teri L       | 15556 |
| Human Resources Specialist (Information Systems).GE | 003498                  | CIH           | 0                      | ↓    | Lyles, Sharon E K  | 16592 |
| Human Resources Specialist (Information Systems).GE | 003480                  | CIH           | 0                      | ↓    | Rollins, Janette S | 5794  |

**NOTE:** There may be more than one position with the queried PCN. You can use the up and down arrow keys on the keyboard to scroll through all the positions that meet the PCN search criteria (if more than one position with a given PCN).

Position Hierarchy

Name:   Primary Version Number:

Position

Name:

Position Control Number:  Office Symbol:

Holder:  Holder Emp #:

Person Type:  Number of Subordinates:

Obligated Employee:  Obligated Emp #:

Detailed Employee:  Detailed Emp #:

Team Lead:  Supervisor:

Exists In Hierarchy

Subordinates

| Name                 | Position Control Number | Office Symbol        | Number of Subordinates | Down                                | Holder Name          | Holder Emp #         |
|----------------------|-------------------------|----------------------|------------------------|-------------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>   | <input type="button" value="Down"/> | <input type="text"/> | <input type="text"/> |



**Step 4** - To scroll through all the positions that met your PCN query criteria, use the “down” arrow on your keyboard to move to the next record.


When you hit the last record, a Forms window will appear letting you know that you’re at the end of the query results.

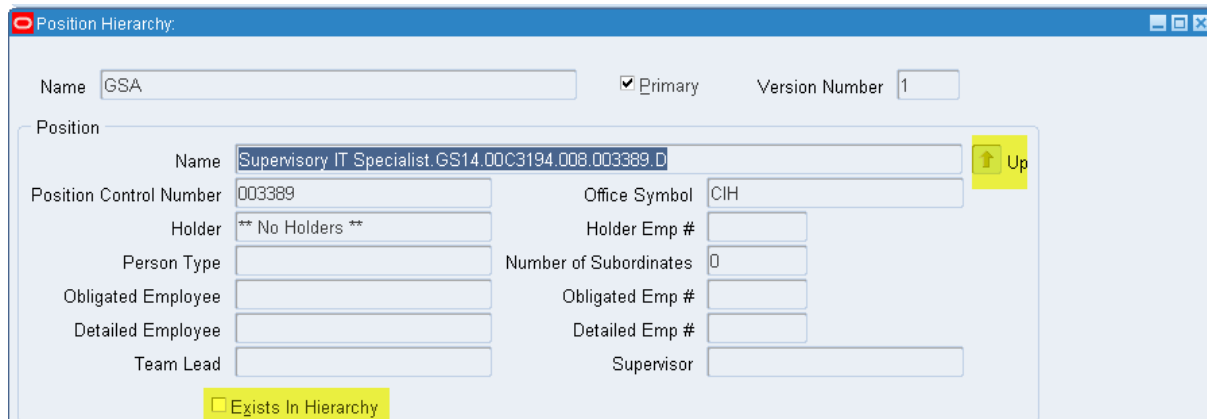


Click the “**OK**”  button.

To scroll back up through the positions that met your PCN query criteria, use the “up” arrow on your keyboard.

# Determining if a Position is in the Position Hierarchy

**Step 1-** A position is not included in the hierarchy when the  Exists In Hierarchy box is not checked and the  Up arrow is grayed out.



The screenshot shows a window titled "Position Hierarchy" with the following fields and controls:

- Name: GSA
- Primary
- Version Number: 1
- Position Name: Supervisory IT Specialist.GS14.00C3194.008.003389.D
- Position Control Number: 003389
- Office Symbol: CIH
- Holder: \*\* No Holders \*\*
- Holder Emp #: [Empty]
- Person Type: [Empty]
- Number of Subordinates: 0
- Obligated Employee: [Empty]
- Obligated Emp #: [Empty]
- Detailed Employee: [Empty]
- Detailed Emp #: [Empty]
- Team Lead: [Empty]
- Supervisor: [Empty]
- Exists In Hierarchy
- (grayed out)

**NOTE:** The position will not have a “Team Lead” and/or “Supervisor” designated if it is not in the hierarchy.

# Identifying the Team Lead and/or Supervisor

**NOTE:** Every position must have a designated Supervisor. If the Supervisory position to which the subordinate position reports is vacant, CHRIS will go up the Position Hierarchy to find an encumbered Supervisory position and that will be the name that appears in the “Supervisor” field. When the vacant Supervisory position is filled, the “Supervisor” field in the subordinate positions will automatically change to the name of the new incumbent.

**Step 1-** If the position is in the hierarchy, look at the “Team Lead” and/or “Supervisor” fields to find who the position reports to.

Position Hierarchy: Name: GSA, Primary: checked, Version Number: 1

Position Name: Human Resources Specialist.GS14.3307178.040.003445.C

Position Control Number: 003445, Office Symbol: CPEA

Holder: Mulvaney, James L, Holder Emp #: 24247

Person Type: Employee, Number of Subordinates: 0

Obligated Employee: , Obligated Emp #:

Detailed Employee: , Detailed Emp #:

Team Lead: Letchford, Donna M, Supervisor: Malick, Joseph C

Exists In Hierarchy: checked

**NOTE:** If there is no “Team Lead”, the “Team Lead” field will be blank.

Position Hierarchy: Name: GSA, Primary: checked, Version Number: 1

Position Name: Lead Human Resources Specialist.GS14.3307684.004.003443.C

Position Control Number: 003443, Office Symbol: CPEA

Holder: Letchford, Donna M, Holder Emp #: 19034

Person Type: Employee, Number of Subordinates: 1

Obligated Employee: , Obligated Emp #:

Detailed Employee: , Detailed Emp #:

Team Lead: , Supervisor: Malick, Joseph C

Exists In Hierarchy: checked

# Looking at a Team Lead/Supervisors Subordinate Positions in the Position Hierarchy

**Step 1-** Query a Team Lead or Supervisor position. To look at the subordinate positions (encumbered and vacant), use the scroll bar on the right of the Down arrows.

**Position**

Name:  Up

Position Control Number:  Office Symbol:

Holder:  Holder Emp #:

Person Type:  Number of Subordinates:

Obligated Employee:  Obligated Emp #:

Detailed Employee:  Detailed Emp #:

Team Lead:  Supervisor:

Exists In Hierarchy

---

**Subordinates**

| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Detailed Employee Name | Emp # |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|------------------------|-------|
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    |                        |       |
| Supervisory Emergency Management Specialist (COOF    | 005861                  | PMBB          | 3                      | ↓    |                        |       |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    |                        |       |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    |                        |       |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    |                        |       |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | Osgood, Linda A        | 2261  |

**NOTE:** You should notice on this example that the “Supervisor” field is blank. In this situation it’s appropriate, as the PBS Commissioner position is vacant and reports to the GSA Administrator (top of the hierarchy) position, which is also vacant.

As you scroll down through the list of “Subordinates”, you can see all the encumbered and vacant authorized positions that report to the queried Team Lead/Supervisor.

**Position**

Name:  Up

Position Control Number:  Office Symbol:

Holder:  Holder Emp #:

Person Type:  Number of Subordinates:

Obligated Employee:  Obligated Emp #:

Detailed Employee:  Detailed Emp #:

Team Lead:  Supervisor:

Exists In Hierarchy

| Subordinates                                          |                         |               |                        |      |                            | Holder |  |
|-------------------------------------------------------|-------------------------|---------------|------------------------|------|----------------------------|--------|--|
| Name                                                  | Position Control Number | Office Symbol | Number of Subordinates | Down | Name                       | Emp #  |  |
| Building Operations and Security Officer.GS03.00M3816 | 003405                  | PMB           | 0                      | ↓    | Therrien, Michael J        | 7920   |  |
| Chief of Staff.GS03.00M3250.005.009112.C              | 009112                  | PB            | 0                      | ↓    | Osgood, Linda A            | 2261   |  |
| Child Care Program Manager.GS03.00M2723.001.00245     | 002499                  | PMCA          | 6                      | ↓    | Themelis, Elizabeth T      | 9935   |  |
| Child Care Program Manager.GS03.00M2723.002.00245     | 002499                  | PMCA          | 10                     | ↓    | Shapiro, Stefania Ania (An | 14541  |  |
| Energy Management Officer.GS03.00M2757.001.00070      | 000702                  | PMAA          | 25                     | ↓    | Ewing, Mark V              | 3835   |  |
| Energy Management Officer.GS03.00M2757.002.00070      | 000702                  | PMAA          | 0                      | ↓    | Brown, Sugar D             | 26575  |  |
| Program Specialist.GS03.00M3232.002.010445.C          | 010445                  | PM            | 0                      | ↓    | Analouei, Nasreen E        | 20488  |  |
| Supervisory Emergency Management Specialist (COOF     | 005861                  | PMBB          | 3                      | ↓    | Watkins, Wyndell C         | 8213   |  |
| Supervisory Environmental Program Management Speci    | 013262                  | PMAB          | 5                      | ↓    | Marciniak, Christopher J   | 20529  |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550    | 005503                  | PM            | 0                      | ↓    | Whiteman, Aimee L          | 23934  |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063     | 006372                  | PMCB          | 7                      | ↓    | Colella, Keith M           | 1165   |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C  | 011475                  | PM            | 0                      | ↓    | ** No Holders **           |        |  |

**Step 2** - To determine if there are subordinate Supervisors and/or Team Leads, refer to the “Number of Subordinates” column.

| Subordinates                                         |                         |               |                        |      |                          | Holder |  |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|--------------------------|--------|--|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name                     | Emp #  |  |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    | Analouei, Nasreen E      | 20488  |  |
| Supervisory Emergency Management Specialist (COOF    | 005861                  | PMBB          | 3                      | ↓    | Watkins, Wyndell C       | 8213   |  |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    | Marciniak, Christopher J | 20529  |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    | Whiteman, Aimee L        | 23934  |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    | Colella, Keith M         | 1165   |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | ** No Holders **         |        |  |

**NOTE:** If any subordinate has a number other than zero (0), that means that they are a Supervisor or Team Lead and have staff reporting to them.



**Step 3** - Click the “Down” arrow next to “Holder” (i.e., Colella, Keith M).

| Subordinates                                         |                         |               |                        |      |                          | Holder |  |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|--------------------------|--------|--|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name                     | Emp #  |  |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    | Analouei, Nasreen E      | 20488  |  |
| Supervisory Emergency Management Specialist (COOF    | 005861                  | PMBB          | 3                      | ↓    | Watkins, Wyndell C       | 8213   |  |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    | Marciniak, Christopher J | 20529  |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    | Whiteman, Aimee L        | 23934  |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    | Colella, Keith M         | 1165   |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | ** No Holders **         |        |  |

You can see the subordinate position(s) to “Colella, Keith M”.

Position

Name: Supervisory Program Analyst.GS03.00M3815.001.006372.C Up

Position Control Number: 006372      Office Symbol: PMCB

Holder: Colella, Keith M      Holder Emp #: 1165

Person Type: Employee      Number of Subordinates: 7

Obligated Employee:      Obligated Emp #:

Detailed Employee:      Detailed Emp #:

Team Lead:      Supervisor: Melton, Lawrence A

Exists In Hierarchy

---

Subordinates

| Name                                            | Position Control Number | Office Symbol | Number of Subordinates | Down | Holder Name          | Emp # |
|-------------------------------------------------|-------------------------|---------------|------------------------|------|----------------------|-------|
| Management and Program Analyst.GS03.00M3241.011 | 002526                  | PMCB          | 0                      | ↓    | Scavo, Steven J      | 15813 |
| Program Analyst.GS03.00CY016.006.006885.C       | 006885                  | PMCB          | 0                      | ↓    | Rodgers, Courtney S  | 23678 |
| Program Analyst.GS03.00CY016.007.006886.C       | 006886                  | PMCB          | 0                      | ↓    | Snider, Adam S       | 23681 |
| Program Analyst.GS03.00M3240.021.003768.C       | 003768                  | PMC           | 0                      | ↓    | Robinson, Khadijah F | 18958 |
| Program Analyst.GS03.00M3774.002.002671.C       | 002671                  | PMCD          | 0                      | ↓    | Boggs, Lester T      | 24246 |
| Program Analyst.GS03.00M3869.001.002375.C       | 002375                  | PMCB          | 0                      | ↓    | Kinney, Michael A    | 17712 |

# Identifying Positions that are “Obligated To” an Employee on a Temporary Promotion, or Positions that are encumbered by a “Detailee”

**Step 1** – To see if someone is “Obligated To” or “Detailed To” a position that shows “No Holder”, click once on the right side of the slide bar at the bottom of the “Holder” fields (i.e., Name and Emp #).

| Subordinates                                         |                         |               |                        |      |                          | Holder |  |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|--------------------------|--------|--|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name                     | Emp #  |  |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    | Analouei, Nasreen E      | 20488  |  |
| Supervisory Emergency Management Specialist (COOF    | 005861                  | PMBB          | 3                      | ↓    | Watkins, Wyndell C       | 8213   |  |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    | Marciniak, Christopher J | 20529  |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    | Whiteman, Aimee L        | 23934  |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    | Colella, Keith M         | 1165   |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | ** No Holders **         |        |  |

With the first click on the slide bar the “Obligated Employee” area appears.

| Subordinates                                         |                         |               |                        |      |      | Obligated Employee |  |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|------|--------------------|--|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name | Emp #              |  |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    |      |                    |  |
| Supervisory Emergency Management Specialist (COOF    | 005861                  | PMBB          | 3                      | ↓    |      |                    |  |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    |      |                    |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    |      |                    |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    |      |                    |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    |      |                    |  |

**NOTE:** If a position is obligated to an employee who is on a Temporary Promotion, the employees Name and Emp # will appear across from the associated position.

**Step 2** - Click once again on the right side of the slide bar at the bottom of the “Obligated Employee” fields (i.e., Name and Emp #). With the second click on the slide bar the “Detailed Employee” area appears.


| Subordinates                                         |                         |               |                        |      |                 | Detailed Employee |  |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|-----------------|-------------------|--|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name            | Emp #             |  |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    |                 |                   |  |
| Supervisory Emergency Management Specialist (COOP    | 005861                  | PMBB          | 3                      | ↓    |                 |                   |  |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    |                 |                   |  |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    |                 |                   |  |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    |                 |                   |  |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | Osgood, Linda A | 2261              |  |

**NOTE:** If an employee is Detailed to the position, the employees Name and Emp # will appear across from the associated position.





# Moving Up and Down the Position Hierarchy

**Step 1-** To look at the position that a position reports to in the hierarchy, click the “Up”

 Up arrow.



Position

|                         |                                                      |                        |                    |                                                                                        |
|-------------------------|------------------------------------------------------|------------------------|--------------------|----------------------------------------------------------------------------------------|
| Name                    | Unclassified Set of Duties.GS03.1234567.067.011475.C |                        |                    |  Up |
| Position Control Number | 011475                                               | Office Symbol          | PM                 |  Up |
| Holder                  | ** No Holders **                                     | Holder Emp #           |                    |                                                                                        |
| Person Type             |                                                      | Number of Subordinates | 0                  |                                                                                        |
| Obligated Employee      |                                                      | Obligated Emp #        |                    |                                                                                        |
| Detailed Employee       | Osgood, Linda A                                      | Detailed Emp #         | 2261               |                                                                                        |
| Team Lead               |                                                      | Supervisor             | Melton, Lawrence A |                                                                                        |

Exists In Hierarchy







The “Position” area populates with the supervisor/team lead position.

Position

|                         |                                                                                   |                        |      |                                                                                          |
|-------------------------|-----------------------------------------------------------------------------------|------------------------|------|------------------------------------------------------------------------------------------|
| Name                    | Asst Com for Facilities Management and Services Program.GS03.XDES467.002.002348.C |                        |      |  Up |
| Position Control Number | 002348                                                                            | Office Symbol          | PM   |  Up |
| Holder                  | Melton, Lawrence A                                                                | Holder Emp #           | 6436 |                                                                                          |
| Person Type             | Employee                                                                          | Number of Subordinates | 104  |                                                                                          |
| Obligated Employee      |                                                                                   | Obligated Emp #        |      |                                                                                          |
| Detailed Employee       |                                                                                   | Detailed Emp #         |      |                                                                                          |
| Team Lead               |                                                                                   | Supervisor             |      |                                                                                          |

Exists In Hierarchy

Subordinates

| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down                                                                                  | Detailed Employee Name | Emp # |
|------------------------------------------------------|-------------------------|---------------|------------------------|---------------------------------------------------------------------------------------|------------------------|-------|
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      |  |                        |       |
| Supervisory Emergency Management Specialist (COOP    | 005861                  | PMBB          | 3                      |  |                        |       |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      |  |                        |       |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      |  |                        |       |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      |  |                        |       |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      |  | Osgood, Linda A        | 2261  |

**NOTE:** You can click the “Up”  Up button until you get to the top of the hierarchy.

**Step 2** - To get back to the subordinate position, use the scroll bar to the right of the Down arrows and find the Employee/Vacant position.

| Subordinates                                         |                         |               |                        |      | Detailed Employee |       |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|-------------------|-------|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name              | Emp # |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    |                   |       |
| Supervisory Emergency Management Specialist (COOP    | 005861                  | PMBB          | 3                      | ↓    |                   |       |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    |                   |       |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    |                   |       |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    |                   |       |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | Osgood, Linda A   | 2261  |

In this example the “Detailed Employee” (Osgood, Linda A) appears in the subordinate window list.




**Step 3** - Click the “Down” arrow next to “Detailed Employee” (Osgood, Linda A).

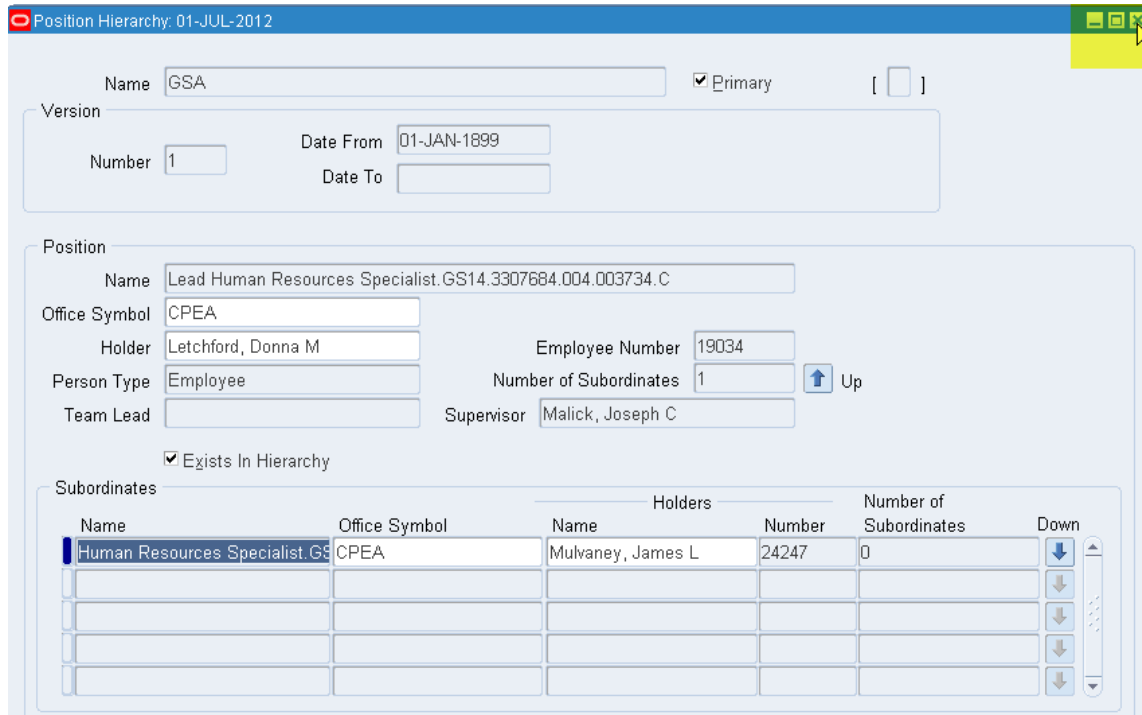
| Subordinates                                         |                         |               |                        |      | Detailed Employee |       |
|------------------------------------------------------|-------------------------|---------------|------------------------|------|-------------------|-------|
| Name                                                 | Position Control Number | Office Symbol | Number of Subordinates | Down | Name              | Emp # |
| Program Specialist.GS03.00M3232.002.010445.C         | 010445                  | PM            | 0                      | ↓    |                   |       |
| Supervisory Emergency Management Specialist (COOP    | 005861                  | PMBB          | 3                      | ↓    |                   |       |
| Supervisory Environmental Program Management Speci   | 013262                  | PMAB          | 5                      | ↓    |                   |       |
| Supervisory Program Analyst.GS03.000Y024.001.00550   | 005503                  | PM            | 0                      | ↓    |                   |       |
| Supervisory Program Analyst.GS03.00M3815.001.0063    | 006372                  | PMCB          | 7                      | ↓    |                   |       |
| Unclassified Set of Duties.GS03.1234567.067.011475.C | 011475                  | PM            | 0                      | ↓    | Osgood, Linda A   | 2261  |

The “Position” area populates with the original queried position.

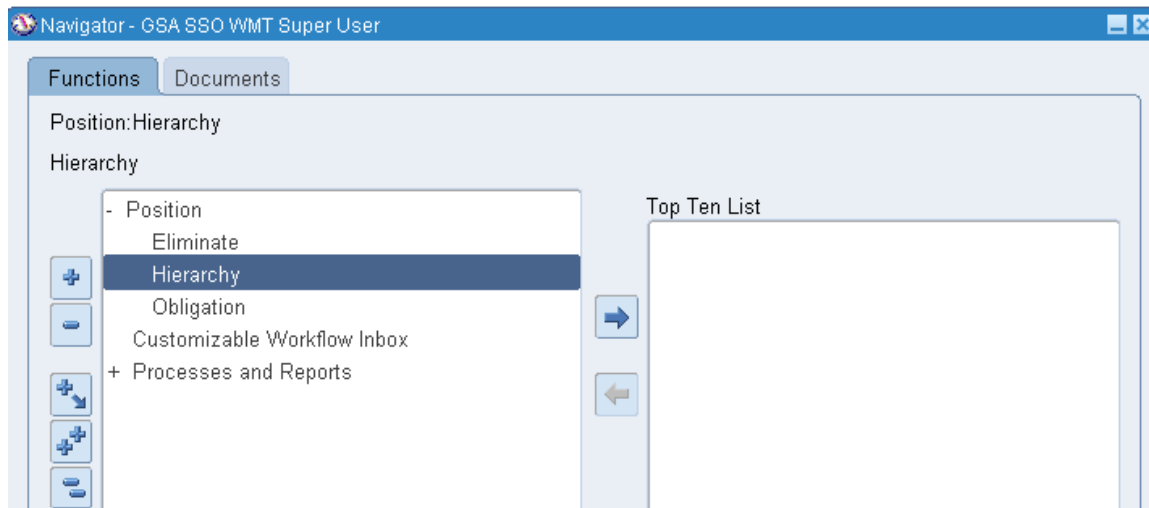
| Position                                                |                                                                                              |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Name                                                    | Unclassified Set of Duties.GS03.1234567.067.011475.C <span style="float: right;">↑ Up</span> |
| Position Control Number                                 | 011475                                                                                       |
| Office Symbol                                           | PM                                                                                           |
| Holder                                                  | ** No Holders **                                                                             |
| Holder Emp #                                            |                                                                                              |
| Person Type                                             |                                                                                              |
| Number of Subordinates                                  | 0                                                                                            |
| Obligated Employee                                      |                                                                                              |
| Obligated Emp #                                         |                                                                                              |
| Detailed Employee                                       | Osgood, Linda A                                                                              |
| Detailed Emp #                                          | 2261                                                                                         |
| Team Lead                                               |                                                                                              |
| Supervisor                                              | Melton, Lawrence A                                                                           |
| <input checked="" type="checkbox"/> Exists In Hierarchy |                                                                                              |


# Closing the Position Hierarchy Window and Logging Out of CHRIS

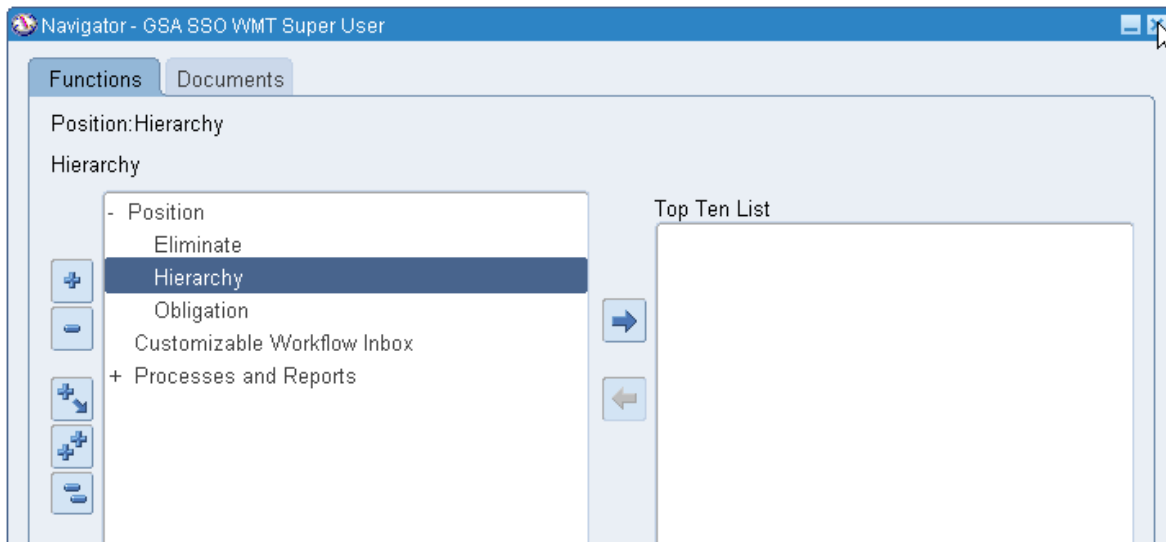
**Step 1-** To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



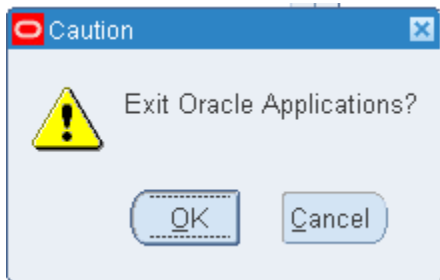
It will return you to the “Navigator” window.



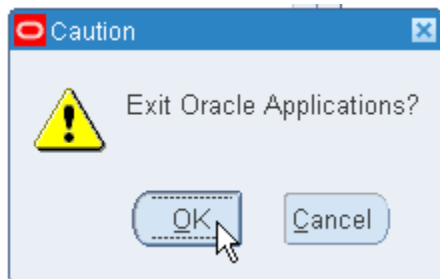
**Step 2** - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



A “Caution” window will appear.




**Step 3** - Click the “OK”  button.



The “Navigator” window will close.



**Step 4** – To close the remaining Oracle windows, click on the “x”  in the upper right corner of each window.



**Step 5** – Click “Logout” to logout of CHRIS.



# **Glossary of Terms:** **Workforce Management Tool (WMT)**

## **Position Control Number (PCN)**

The position control number (PCN) is 6 digits long, and is a unique ID for an approved FTE (Full-Time Employee). Each GSA employee has an employee ID which doesn't change. Think of the PCN as the FTE ID.

## **Position Control Number Indicator (PCN Indicator)**

There are 4 options for the position control number indicator; C, D, G, and R. Below is a brief description for each option:

**C**, Current, represents the primary position.

**D**, Dual Occupancy, represents a 2nd employee sitting on the same position. A dual occupancy would typically be used during a time in which knowledge required for a position is being transferred from one employee to another for the purpose of succession planning. When the primary (C) leaves the position, the "D" automatically becomes the "C".

**G**, Career Ladder, represents an increase in the position's valid grade. In other words, this indicator should be used for a career ladder promotion working towards or reaching the position's full performance level. Once the employee is placed on a PCN Indicator "G", it becomes the primary position "C".

**R**, Reclassification, represents the reclassification of the position. If a position undergoes changes the R is created, the employee is placed on the "R", which then makes it the new primary "C".

## Description of Position Hierarchy Data Items:

The screenshot shows a web application window titled "Position Hierarchy:". The interface includes several input fields and a table. The "Name" field contains "GSA" and is marked as "Primary". The "Version" section has "Number" set to "1" and "Date From" set to "01-JAN-1899". The "Position" section contains the following fields:

- 1. Name: Supervisory IT Specialist.GS14.00C3194.004.003674.C
- 2. Office Symbol: CIH
- 3. Holder: Andrew, Sheldon D
- 4. Employee Number: 15651
- 5. Person Type: Employee
- 6. Number of Subordinates: 18 (with an "Up 11." button)
- 7. Team Lead: (empty)
- 8. Supervisor: Paige, Cheryl Marie
- 9.  Exists In Hierarchy

Below these fields is a "Subordinates" table with columns for Name, Office Symbol, Holders, Number, Number of Subordinates, and Down. The table contains five rows of data:

| Name                               | Office Symbol | Holdes            | Number | Number of Subordinates | Down  |
|------------------------------------|---------------|-------------------|--------|------------------------|-------|
| 10. Contract Specialist.GS14.00TES | CIH           | ** No Holders **  |        | 0                      | ↓     |
| Human Resources Assistant.GS       | CIH           | ** No Holders **  |        | 0                      | ↓     |
| Human Resources Specialist (In     | CIH           | Lyles, Sharon E K | 16592  | 0                      | ↓     |
| Human Resources Specialist (In     | CIH           | Anglin, Carol A   | 15333  | 2                      | ↓ 12. |
| Human Resources Specialist (In     | CIH           | Baran, Pamela T   | 25155  | 3                      | ↓     |

### 1) Name

This field displays the position title, agency sub-element code, Position Description #, Sequence #, Position Control Number, and Position Control Number Indicator, in that respective order.

### 2) Office Symbol

This field displays the Office Symbol associated with the Position in the "Name" field.

### 3) Holder

This is the employee name for the holder of the position displayed in #1. If the position is vacant then it will read as \*\*No Holders\*\*.

### 4) Employee Number

This is the CHRIS Employee Number of the holder (#2).

### 5) Person Type

This will tell you if the person is an employee, ex-employee or contractor.

### 6) Number of Subordinates

Displays the number of subordinate positions under the position displayed in #1.

### 7) Team Lead



If the position is assigned to a team lead, the team lead's name will display.

**8) Supervisor**

Displays the name of the supervisor for the position displayed in #1.

**9) Exists in Hierarchy**

If it is checked, then the position exists in the hierarchy. If it isn't checked, then it doesn't exist in the hierarchy. To place the position in the hierarchy, it must report to a position that is already in the hierarchy.

**10) Subordinates Name, Office Symbol, Holder Name, Holder Number, Number of Subordinates**

Correlates to #'s 1, 2, 3, 4, and 6 above, but for the subordinate position.

**11) Up arrow**

Select this icon to move up 1 level in the hierarchy. In the screenshot, if the user selected the up arrow then Cheryl Paige would show as the holder (#3) and then Sheldon Andrew would appear as a subordinate (#10)

**12) Down Arrow**

Select this icon to move down 1 level in the hierarchy, which will populate fields 1-8 with data pertaining to the subordinate position that you choose. If the position is a subordinate Team Lead or Supervisor, field 10 will populate with that positions subordinate positions.