

THE HRTMS NEWSLETTER

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THE POWER OF PARENT JOBS

Job description maintenance can be a tedious venture, but when you have the right tools to preserve them properly, the job descriptions themselves can prove to be an invaluable resource.

One of the tools available in JDxpert is our Parent/Child function. The Parent/Child feature allows for the creation of base job descriptions that define common attributes among jobs or job classes, and then cascades that information to specific “child” jobs. These child jobs will inherit much of their content from their parents, but are able to be adapted to meet the specific requirements of a particular job. In general, most folks take one of two approaches when implementing the Parent/Child relationship; Bottom-Up or Top-Down.

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THE POWER OF PARENT JOBS (continued)

BOTTOM-UP

For this example, let's use the concept of a Registered Nurse. A hospital may have many Registered Nursing positions that all share a set of common attributes; including a list of essential functions, qualifications and licenses/certifications, or skills and competencies. This set of data is typically realized by examining existing Registered Nursing positions in each department (Emergency, Oncology, etc.); thus, the term bottom-up.

A Registered Nurse Parent job description would then be developed, containing all the attributes that every nursing position shares. Data from that parent would then cascade down to all child job descriptions that fall under that parent. When the parent job description is adapted or revised, the changed data would automatically disseminate to all associated children.

TOP-DOWN

In this next example, we'll examine the Top-Down approach via Career Architecture or

Job Profiles/Positions. The Parent/Child feature can also be used to cascade certain data across jobs that share a common job level, family, or function. Often, projects to define data at this level are used to create an over-arching career architecture. Jobs at this level can be analogous to job profiles in Workday or job codes in PeopleSoft in a position control scenario.

A set of data (usually Essential Functions, Qualifications, Licenses/Certifications and Competencies) would be created for a group of high-level jobs. Lower-level jobs would then link to those high-level parents, enabling that data-set to be transferred to lower-level children. Thus, the expression top-down.

BENEFITS OF PARENT/CHILD

As previously explored in the examples above, the Parent/Child feature can be vital during the job description creation and maintenance processes. It helps facilitate an organized job description repository that can greatly reduce the time it takes to complete the revision process. Instead of requiring you to review each job description



THE POWER OF PARENT JOBS (continued)

and update a common data point, the Parent/Child configuration permits parent job updates to automatically cascade to associated children.

This feature also helps to ensure uniform job description consistency, while giving the flexibility to edit according to that job's unique specifications. So, no longer do you have to worry about jobs that should include common attributes being outdated or missed during the revision process. With the Parent/Child feature, you only need to make the change or update once, to the parent job.

Parent/Child does not require you to input information all at once. You can implement this feature incrementally, learning as you go. Even if you do want to implement this functionality all at once, it is still a good idea to pilot a few groups of jobs first, clarify and document your process so then you can outsource some of the work to HR Business Partners with ultimate review by managers.

As you have experienced, job description maintenance is a process and it takes time to familiarize yourself with JDXpert's extensive functionality and how it may fit into your methods and future goals. However, it's important to know that the Parent/Child feature is available to you and may prove to be a constructive addition to your job description management initiative.

Have questions about the Parent/Child feature and how it can be implemented at your organization?

Contact Lauren Deger at ldeger@hrtms.com for more information.

WHAT'S NEW IN FEATURES

ADVANCED SEARCH AND EDIT SECURITY

lets administrators limit search and edit function to exclude/include parent jobs, child jobs, independent jobs, and other job types. This allows for fine-grained control of access for sensitive job information.

MANAGER JOB DESCRIPTION LINKS lets you grant employees' access to individual job descriptions even if they do not have employees in those jobs. This feature is mainly used when managers are planning to hire someone in a new position and need to access/edit the existing job description. The access can be limited to a date range.

OPEN POSITION FEATURE enables an admin user to set an employee record with a special flag which represents a vacant position under a manager. It is used as a place holder when an employee is termed, but the position still remains and will be filled eventually. It also allows the manager to view the job description associated with that position.

SYSTEM-WIDE KEYWORD REPLACEMENTS allows customers to make system-wide replacements on key words or phrases. For example, changing the term 'job description' to 'Position description'.

PROFICIENCY-BASED COMPETENCY SELECTION allows users to search and select multiple competencies that have proficiency levels. The search screen shows the levels of competencies on a single row and you simply click the level to select it.

To view other recently added features, please [click here](#).



QUICK TIP

SHARING MULTIPLE JOB DESCRIPTIONS

Tired of having to download and email copies of multiple job descriptions? We have an easy way to avoid all that additional work and share your jobs directly from JDXpert!

Sharing multiple jobs from JDXpert is a highly efficient way to send copies of your job descriptions. To access this function, enter your job library and select the jobs that you would like to share. We suggest searching by job family first, to easily narrow down similar jobs, but you may search in any way that is helpful to you.

Once you have selected your job descriptions, click the “Export” Button and choose “Share Selected Job Descriptions”. Here you can choose the “Send an Email with this Share Link” and send the email containing the link for all selected jobs descriptions directly from JDXpert. If you choose, you can still highlight the link that is in gray, copy, and paste it into an email or document. The individual receiving the job description will receive the link, click on it, and be able to view the most recent approved version of the job in their browser. They will also have the option to download the job as a Word Doc or PDF from that page.

Be sure to always click “Share and Close”, as this will activate the link that you are sharing.

You can also publish a link that allows employees to access their job descriptions and those of their direct reports, just by entering their email address. To learn more, search "portal access" in the JDXpert KnowledgeBase.

UPCOMING EVENTS

USER TRAINING

SEPTEMBER 14TH | REGISTER

ADMINISTRATOR TRAINING

SEPTEMBER 19TH AND 20TH | REGISTER

NEW!

HRTMS now offers training designed specifically for your organization's needs! If you are interested in this service, please reach out to **Andrea Hilla** at andrea@hrtms.com for more information.

SUCCESS STORY

A Fortune 500 Energy Company

"JDXpert is an intuitive system that our HR team and line managers can navigate through easily."

With more than 16,000 employees, this Southern California energy company develops energy infrastructure, operates utilities, and provides associated products and services to more than 32 million consumers worldwide. With such an expansive reach in their marketplace and vast number of employees, emphasis was placed on maintaining and managing their job descriptions, and their various versions.

Prior to utilizing JDXpert, our client's job descriptions were primarily Word Documents, which were stored on shared drives and SharePoint sites. One of the biggest issues they encountered was version control. Multiple versions of job descriptions in various stages of revision, could exist alongside other job descriptions that changed based on current manager status, which was cause for confusion. Another significant issue was managing the timeline and record of when a specific JD was reviewed and who was involved in the review and approval process. To address these issues initially, they created a core team consisting of select compensation professionals within each business unit. The team took best practices from each business unit to develop a consistent approach and process for all to use going forward when dealing with their job descriptions.

Our client recognized the need to implement a more streamlined and organized job description management system that could provide a single, centralized database to store all job descriptions, controlled access to JD's by business unit, easy and intuitive navigation

for end users, workflow capability for reviews and updates with date and time stamp, and integration with a HRIS.

They recognized that JDXpert could meet these needs, and they felt comfortable with the implementation process and timeline. JDXpert has proven to be a valuable resource for this energy company. The team is working towards having job descriptions for every job that has been reviewed, with updated documentation and tracking information. The company's Compensation and HR teams are happy with the solutions JDXpert has provided. The system's workflow capabilities makes reviewing and updating job descriptions much simpler than it has been in the past.

In the future, our client will look to further integrate JDXpert with their HRIS, and will utilize JDXpert to fill certain voids as they implement a large scale HRIS upgrade.

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