

If you feel that The JobWizard is not functioning properly, please submit a work request to the [IT Service Desk](mailto:itservicedesk@montgomerycollege.edu): call (240) 567-7222 or email itservicedesk@montgomerycollege.edu

Topics

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How to View Your Position Description

The screenshot shows the JobWizard OneForm login page. At the top is a purple header with 'Home' on the left and the 'JobWizard OneForm' logo on the right. Below the header is the section 'Login User's Information'. This section contains two columns of labels and input fields. The left column includes 'Name: Your Name', 'Email: YourEmail', 'Position Title: Y', 'Position Number', and 'MyMC Id: abcdefg'. The right column includes 'Supervisor Name: Your Supervisor's N', 'Supervisor Email: Supervisor.Email@r', and 'Official'. A large blue callout bubble points to the 'View My Official Position Description' button. Inside the bubble, the text reads: 'From the Job Wizard Home Page click "View My Official Position Description." Your current official position description will load into the browser. To return to the Home screen, click "Home" in the upper left of the screen.' Below the login fields are four purple buttons arranged in a 2x2 grid: 'View My Official Position Description', 'View Direct Staff PD Archives', 'Update/Approve Position Descriptions', and 'View Other Position Descriptions'. At the bottom are two teal buttons: 'View My Class Specification' and 'View Other Class Specifications', each followed by a question mark icon.

Home JobWizard^{OneForm}

Login User's Information

Name: Your Name	Supervisor Name: Your Supervisor's N
Email: YourEmail	Supervisor Email: Supervisor.Email@r
Position Title: Y	Official
Position Number	
MyMC Id: abcdefg	

From the Job Wizard Home Page click "View My Official Position Description." Your current official position description will load into the browser. To return to the Home screen, click "Home" in the upper left of the screen.

View My Official Position Description View Direct Staff PD Archives

Update/Approve Position Descriptions View Other Position Descriptions

View My Class Specification ? View Other Class Specifications ?

How to View Other Position Descriptions ([back to the topics](#))

1. From the JobWizard Home page click “View Other Position Descriptions”. The “View Position Description” page will load.

2. To search again, scroll down below your search results and select one of the other alphabetical search-links.
3. To return to the JobWizard “Home” page click “Home” in the upper left of the screen.
4. If you cannot find the department or office you are looking for try searching under “O” for “Office of . . .”

College Policy on Updating Position Descriptions ([back to the topics](#))

1. The responsibilities and duties captured in the position description reflect management’s assignment of work to an employee. Supervisors **may** make changes to position descriptions of the employees who report directly to them. They can also approve the changes requested by their direct reports. The Office of Human Resources, Development and Engagement (HRDE) may also make changes in response to periodic reviews of position descriptions and classifications.
2. HRDE strongly encourages supervisors and employees to keep position descriptions current and supervisors and employees should collaboratively review them at least once a year.

Overview of the Updating and Approval Process ([back to the topics](#))

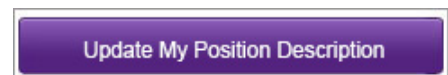
The JobWizard makes it possible for official position descriptions (PD) to remain current with the changing demands of the workplace. For some positions this may be a continuous process and for others it may rarely occur.

1. The JobWizard maintains two versions of every PD (1) the official version, and (2) a draft version (initially a copy of the official version), used for updating.
2. Either you or your supervisor can log into the JobWizard and begin updating the draft of your PD.
3. The system automatically saves your draft after each change. You will never worry about saving your work.
4. Every item in the PD has its own comment space where you and your supervisor can post clarifications and recommendations.
5. The JobWizard gives you the option to submit PD updates to your immediate supervisor for approval. It also allows you to check or uncheck the “Request for Classification Review” box. (The PD cannot become official without supervisory approval.) If the supervisor approves the updates, he or she has the choice of checking or unchecking the “Request for Classification Review” box. If checked, the approved PD will be placed in HRDE’s queue for classification reviews. When you submit the updated PD to your supervisor the status will change from “Draft” to “Pending Approval”. You and your supervisor will receive an email notification that the updated PD is pending approval and you will be unable to open the draft or continue updating until your supervisor logs into The JobWizard and either approves or disapproves your request.
 - a. **Approval:** Your supervisor may approve the draft, adding or not adding changes. When approved, it will become the “official” PD in the system. The former official PD will not be archived. The draft and the official version will be the same until the updating process begins again. If your supervisor

approved the PD and checked the “Request for Classification Review” box, then the PD will be placed in HRDE’s queue for classification review. At this point, further editing by either you or your supervisor will return the PD to “Draft” status and it will be removed from the queue. If he or she did not check the box (or unchecked it), it will not be placed in the classification review queue.

- b. **Disapproval:** If your supervisor chooses not to approve the draft, its status will revert from “Pending Approval” to “Draft”, you will receive an email notification and you will again be able to use the JobWizard to update your PD and respond to your supervisor’s recommendations. If the “Request for Classification Review” box was checked, it will become unchecked. The updating process can continue indefinitely or until your supervisor approves the changes and the draft PD becomes official.
6. Whenever possible, supervisors should discuss changes to position descriptions with their direct reports. In rare cases where this is not possible supervisors may use the JobWizard to unilaterally update and approve position descriptions within their units.
7. The Office of Human Resources, Development and Engagement may also use the JobWizard to make changes to PDs as well as job classifications as a part of the cycle of periodic PD and classification reviews.

8. **If you are not a supervisor**, your JobWizard home screen will contain a button labeled “Update My Position Description”. Clicking it will open the draft of your position description.



9. **If you are a supervisor** your JobWizard home screen will contain two additional buttons:



The Supervisor’s Update/Approve PD Page ([back to the topics](#))

At the top of the “Update/Approve PD” page (see the image below) is a link to update and submit your own PD draft to your supervisor. Beneath the link is the “Update/Approve PD” section for your direct reports. If any have modified their PDs and requested your approval, you will see them listed beneath the label “Your direct reports pending for your approval”. (Beneath the graphic is a more detailed explanation of “PD Draft Status” and “PD Draft Options”.)

▪ [Update/Submit My Position Description \[Draft \]](#)

Update/Approve PD

Your direct reports pending for your approval:

▪ [Employee name](#)

Name	Position Number	Official PD	PD Draft Status	PD Draft Options
Employee Name	S03535	View Official	Official	Create Draft
Employee Name	S03615	View Official	Pending Approval	Update/ Approve/ Disapprove
Employee Name	S03784	View Official	Draft	Update/ Make Official
Employee Name	S03531	View Official	Official/In Class Review Queue	Create Draft

PD Draft Status ([back to the topics](#))

- **Official:** The JobWizard is the source for the current “Official” version of every PD. When the JobWizard “went live” the status of each PD draft was “Official”. During the Updating process the status changes, but after a supervisor approves an edited draft, the status again becomes “Official”.
- **Official/In Class Review Queue:** When an employee submits a modified PD to the supervisor for approval s/he has the option of checking the “Request for Classification Review” box, indicating that the modifications warrant a classification review. If the supervisor approves of the changes, s/he can decide whether the box should be checked. If checked, the approved PD will go in HRDE’s annual queue for classification reviews and the status will become “Official/In Class Review Queue”.
- **Draft:** At the moment an element of a PD is edited The JobWizard saves the draft and the status of the edited PD becomes “Draft”.
- **Pending Approval:** When a PD Draft is submitted to the supervisor for approval the status changes to “Pending Approval”, the supervisor is notified by email that a PD Draft is waiting in the system for approval and the employee is locked out of the PD Draft until the supervisor logs into The JobWizard and either approves or disapproves the modified PD Draft.

PD Draft Options ([back to the topics](#))

- **Create Draft:** When the status of the PD Draft is “Official” you have the option of creating a new draft for updating and making other modifications. Note: If you create a draft when status is “Official/In Classification Review Queue”, the former PD Draft will be removed from the queue.
- **Update/Approve/Disapprove:** This option becomes available only when an employee has submitted an updated draft for approval. The supervisor can approve or disapprove after making further updates, or s/he can simply approve or disapprove.
- **Update/Make Official:** This option becomes available when a PD draft is in the process of being updated but has not been submitted for approval by the employee. The supervisor can approve or disapprove after making further updates, or s/he can simply approve or disapprove

At this point you may continue to the [Using the JobWizard PD Editor: an Interactive Tutorial](#)

All Direct Staff - PD Archives

Employee Name (S01234)

Version No.	Archived Date	Approved By
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Employee Name (S05678)

Version No.	Archived Date	Approved By
V1	09/30/2013	Supervisor Name

Employee Name (S09012)

Version No.	Archived Date	Approved By
V2	06/23/2014	Supervisor Name
V1	09/30/2013	Supervisor Name

Employee Name (S03456)

Version No.	Archived Date	Approved By
V1	09/30/2013	Supervisor Name

Version No. = a list of versions. The official version appears at the top.

Archived Date = the date the PD was archived.

View My Job Class Specification Page ([back to the topics](#))

A Job Class Specification is a document created and maintained by Human Resources to describe a group of positions which have similar duties and the same levels of complexity, responsibility, and other attributes (i.e. supervisory relationships, work environment, physical demands), require similar training and experience, and are compensated at the same general levels of pay (e.g. Administrative Aide II).

[Home](#) → [Class Specification](#)

OneForm
JobWizard

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Job Class Specification: Director II

Class Number: 24900
Class Grade: O
Class Title: Director II
FLSA: Exempt
Union Status: Non-bargaining
Financial Disclosure: May be required
Job Class Level: This is senior management level work providing oversight and implementation of processes within a small office or, senior administrative level work, providing senior administrative management oversight or senior expert advice.
Designation As Essential Personnel: No.
Version: 06/01/2012

Class Summary

A position in this class functions as Director in one of the following three roles: 1) oversees a small office to include administrative offices except for Information Technology, Facilities and Security, Business Services, and Human Resources, Development and Engagement; 2) reports to an executive, overseeing the administrative support unit inside an office for matters relating to human resources, financial resources, and/or contract management for the entire office to include multiple subordinate organizations comprising of a significant amount of funds, including contracts valuing millions of dollars (i.e., IT hardware, software and contractors); and 3) a select few positions function as senior level staff person who is a subject matter expert to an executive and/or Director III.

Contacts include but are limited to: education, state, county, and federal government officials, Community College governance groups, general public, private and community groups, VP/Provosts, administrators, management, students, including student representatives, faculty, and staff.

To create a PDF file of this job class specification, click the “Generate PDF file” button.

Job Class Specification

Click a class title to view the description

Click the column header to sort.

	<u>Class Number</u>	<u>Class Title</u>	<u>Class Grade</u>
1.	3430K		K
2.	3950N	Academic Affairs Off Oper Dir	N
3.	6099K	Academic Coach	K
4.	3146L	Academic Computing Manager	L
5.	6107J	Academic Coordinator	J
6.	6102M	Academic Initiatives Manager	M
7.	3637N	Academic Oper & Spec Proj Dir	N
8.	3251J	Accountant I	J
9.	3251K	Accountant II	K
10.	3250H	Accounting Associate	H
11.	3248J	Accounting Manager (Aux Svcs)	J
12.	3238F	Accounting Technician	F
13.	3236F	Accounts Payable Technician	F
14.	6096I	ACES Program Support Coord	I
15.	6097L	ACES Readiness Coordinator	L
16.	3264N	Administration Associate Dir	N
17.	3922F	Administrative Aide I	F
18.	3923G	Administrative Aide II	G
19.	3925H	Administrative Aide III	H

Click on the column header to sort. You can sort by Class Number, Class Title (default) and Class Grade. Click on the Class Title to view the job classification specification.

Generate PDF file

Job Class Specification: ACES Program Support Coord

Class Number: 6096I

Class Grade: I

Class Title: ACES Program Support Coord

FLSA: Non-exempt

Union Status: Non-bargaining

Financial Disclosure: May be required to file

Job Class Level: This is technical/paraprofessional level work providing program support to the Achieving Academic Excellence and Success (ACES) Readiness program.

Designation As Essential Personnel: No.

Version: 09/01/2013

Class Summary

Under supervision and/or direction, support the ACES program by performing technical and administrative work to facilitate an organized, systematic way of managing program operations. The work includes, but may not be limited to, managing large volumes of data from three institutions, budget tracking, and database and website management.

To create a PDF file of this job class specification, click the “Generate PDF file” button.