


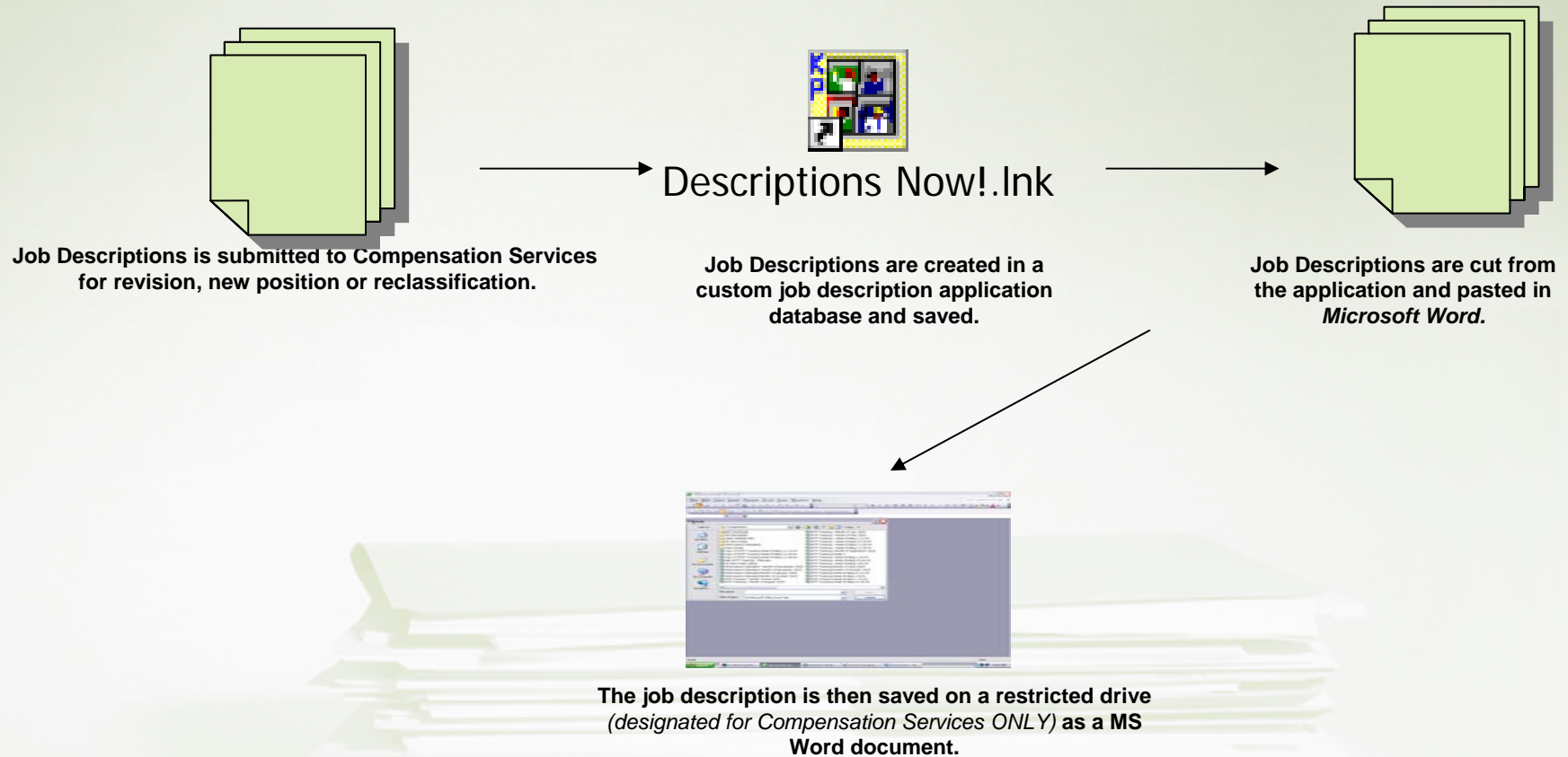
HR-Compensation Services
implements
New Business Process for Job Descriptions



May 2007

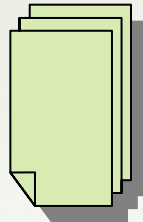


Current Business Process



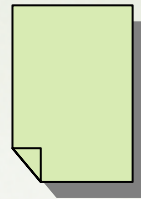
New Business Process

STEP ONE



Job Descriptions is submitted to Compensation Services for revision, new position or reclassification.

STEP TWO



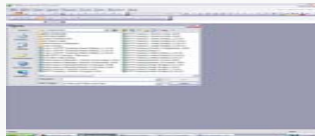
Job Descriptions are created in MS Word.

STEP THREE



As an extra step, CS has implemented the electronic signature feature (within MS Word) making every document legal and authentic.

STEP FOUR



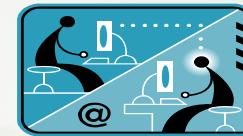
The document is then saved in the appropriate folder on the restricted drive.

STEP FIVE



To maintain confidentiality and authenticity of the document, the job description is converted and saved as .PDF file (within the Adobe Acrobat Professional software).

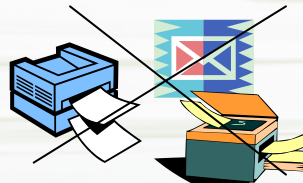
STEP SIX



The approval memo and approved job description(s) are sent electronically via email with an electronic signature to the client(s) making this an efficient and effective process.

STEP SEVEN

END RESULT



Eliminate printing of hard copies for signatures and mail distribution to requestor and to those copied.....**Transforming the Delivery of Human Services**