4.12 Position Description (Established 1998).

You now have the capability that allows you to enter a Position Description (PD) from a remote CRT (or PC that can function as a CRT) and have the PD transmitted electronically to the Personnel Cabinet.

The process represents a high performance system to allow the PD to flow on-line with the P-1 for preparation and processing. That is, the PD processing speeds can be increased substantially while achieving even greater accuracy levels in the initial preparation of the PD. One of the reasons for this is because of the on-line edit capabilities which notifies the preparer immediately of certain types of problems. For example, the primary task and duties of the position have to equal 100%, or the system will tell you immediately if you only entered 90%.

Transmission (i.e., messenger) and other such "wait state" time is in effect eliminated. And that is where most processing time is consumed. Elimination of messenger time also reduces a security problem that some agencies may have. There is also less chance of the PD being lost or misplaced.

The on-line PD eliminates the need for you to know a lot of technical reference material to prepare a PD. For example, the system automatically tells you which particular fields on the PD need to be completed for a given action.

Another feature about the on-line PD is the history of a PD will be maintained, which means you can look at a PD, and keep track if the PD is still pending or approved.

Special Security Procedures are Required Prior to Authorized Use of the On-line PD

The on-line PD System requires a User ID to be assigned to each individual assigned to the system. Each person authorized by the agency to type a PD on the terminal must have a unique password. And the password must be changed periodically to avoid any possible security breaches.

There are three available levels to update or add a PD. It is up to the discretion of the appointing authority who the users will be in the first two levels (which are optional).

Anyone who has been authorized to Express a P-1 will have update capability to enter a PD at level three.

Creating and Sending PD's to the Personnel Cabinet Electronically.

```
                          KENTUCKY PERSONNEL CABINET
TPDV                      POSITION DESCRIPTION (PD)                  PEPCSD01
05/29/1998                     Menu Screen                           13:48:26

  CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
    __         ___          __        __        __        __       ___


                        Add a PD  =====> _

                   Work with a PD  =====> _

              Approve / Deny a PD  =====> _


  EFFECTIVE DATE: _________________

         ENTER=NEXT SCRN      CLEAR=END       PF10=MENU
```

1. A. If you are creating a PD, type an "X" in the field following "Add a PD". (See instructions beginning on page 4.57).

   B. Prior to submission of the PD to the Personnel Cabinet, if you want to change a newly created PD, type "X" following "Work with a PD". (See instructions on page 4.63).

   C. Prior to submission of the PD to the Personnel Cabinet, if you wish to delete a newly created PD, type an "X" following "Approve/Deny a PD". (See instructions on page 4.76).

2. Press enter and wait for the next screen, or you may clear the screen to end the processing.

ADD A PD

1. The first sample shows you how to add a PD.

2. Once the PD has been approved or denied by the Personnel Cabinet, the PD cannot be updated or changed.

3. PD's are needed when submitting Establishment, Reclassification, or Reallocation P-1's.

```
                          KENTUCKY PERSONNEL CABINET
TPDV                      POSITION DESCRIPTION (PD)                  PEPCSD01
12/09/1999                     Menu Screen                           13:48:26

  CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
    47         792          01        01        00        00       040


                        Add a PD  =====> X

                   Work with a PD  =====> _

               Approve / Deny a PD  =====> _


  EFFECTIVE DATE: 01/01/2000

         ENTER=NEXT SCRN      CLEAR=END       PF10=MENU
```

This screen is used to enter the position number and effective date. Effective date <u>is required</u> and must match the P-1's Effective Date.

Pressing the "Clear" key during the Add process of a PD will take you out of this system without saving any of your work. You must complete all screens to Add (save) your PD.

How to Create (Add) a PD.

4. Select ADD on the Security Screen, press Enter to proceed to the next screen.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD10
  12/09/1999                  POSITION DESCRIPTION (PD)                   13:50:10
                                         ADD


    CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
      47         792          01        01         00       00        040


 Request:    Establish X  Reclass   _   Realloc   _   Other _________________
 Employment: Full-time X  Part-time _   Interim   _

 Current Title Code:  ____
 Proposed Title Code: 9020

 If filled, name of incumbent: ____________________________________________

 Statement of Duties: Briefly state the main function of the job.
 Performs routine clerical work under immediate supervisor.
 ___________________________________________________________________________
 ___________________________________________________________________________
 ___________________________________________________________________________


   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=MENU     PF10=MENU     CLEAR=END
```

5. This screen is used to enter the action being requested.

6. Press enter to proceed to the next screen.

7. This screen allows you to enter up to seven primary tasks which shall equal 100%. The Average % of time **MUST** total 100%.

```
12/09/1999                KENTUCKY PERSONNEL CABINET                 PEPCSD11
  13:50:54                POSITION DESCRIPTION (PD) - ADD              PAGE: 1

    List up to seven (7) primary tasks and duties performed by the position.
    Begin with the most important duty. Be specific as to the duties and
    responsibilities of the position.
 Seq                                                          Avg % of Time
  1  Prepares routine letters and reports or other material
     using word processing software
                                                                   50%

  2  Files and copies document and other routine office tasks
     such as faxing documents and answering telephones.
                                                                   50%

  3
                                                                   000

  4
                                                                   000

 ENTER=NEXT SCRN  PF3=PREV SCRN  PF5=PD MENU  PF8=DUTY 5-7  PF10=MENU  CLEAR=END
```

8. Press enter to proceed to the next screen.

NOTE: To see additional lines for duties, **press PF-8.**

```
12/09/1999                KENTUCKY PERSONNEL CABINET                  PEPCSD11
  13:50:54                POSITION DESCRIPTION (PD) - ADD               PAGE: 1

    List up to seven (7) primary tasks and duties performed by the position.
    Begin with the most important duty. Be specific as to the duties and
    responsibilities of the position.
 Seq                                                              Avg % of Time
  5  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________        000

  6  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________        000

  7  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________        000

 ENTER=NEXT SCRN           PF5=PD MENU  PF8=DUTY 1-4  PF10=MENU  CLEAR=END
```

9. This screen determines if this position supervises or not. If you place an “X” in Yes, then you are required to fill out the remainder of the screen.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD12
  12/09/1999                  POSITION DESCRIPTION (PD)                   13:51:43
                                          ADD


  Does the incumbent of this position conduct performance appraisals on
  subordinate employees?   Yes _  No X

  If yes, please list the class title(s) and position number(s) of the
  employees below, or title and number of contractual employees(s).

 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________

   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=PD MENU    PF10=MENU     CLEAR=END
```

10. Press Enter to proceed to the next screen.

11. This screen indicates the essential functions of an incumbent for Americans with Disabilities Act (ADA), to ensure communication accessibility for individuals with visual and speech impairments. The screen is optional and is not required for you to complete.

```
TPDV                      KENTUCKY PERSONNEL CABINET                  PEPCSD13
  05/29/1998                POSITION DESCRIPTION (PD)                  13:52:12
                                      ADD


 Are there any essential functions of this position that require an
 incumbent to:
 NOTE: If this job does not require the below essential elements, DO NOT CHECK.

    _  Drive a licensed vehicle?
    _  Use a firearm?
    _  Lift heavy objects or work in uncomfortable positions for extended
       periods of time?
    _  Be exposed to hazardous working conditions?
    _  Frequently communicate in person or by telephone?
    X  Spend a major portion of time using a keyboard?
    _  Be exposed to any hazards such as traffic or persons with
       contagious diseases?
    _  Visually inspect documents and/or activities and make decisions
       from those inspections?
    OTHER ____________________________________________________________________


   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=PD MENU    PF10=MENU     CLEAR=END
```

12. Press Enter to proceed to the next screen.

13. This screen is for the Supervisor's approval.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD14
  05/29/1998                  POSITION DESCRIPTION (PD)                   13:52:46
                                          ADD

 SUPERVISOR - I certify that the information listed is, to the best of my
 knowledge, complete and accurate, and if the position is filled the employee
 has reviewed the information contained herein.

 Name of Supervisor: JANE DOE                        DATE: 01/01/2000

 Title of Supervisor: ADM SECTION SUPERVISOR

 NOTE:If submitted electronically, typed name serves as signature. If position
 is filled, do not submit the PD form until it has been reviewed by the
 employee.

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 national origin, sex, religion, age, political affiliation or disability in
 employment or the provision of services. This document is available in an
 accessible format upon request to the Division of Classification and
 Compensation, Kentucky Personnel Cabinet.


   PF3=PREV SCRN     PF4=ADD RECORD     PF5=PD MENU    PF10=MENU     CLEAR=END
```

14. It is no longer necessary for the employee to sign the PD since the job duties are assigned by the supervisor. KRS 12.060 states in part "… such positions shall be under the supervision, direction and control of the heads of the respective departments and shall perform such duties as the heads of the departments prescribe."

15. The positions immediate supervisor's name should be placed here along with the supervisor's title and date the PD was prepared.

    Once the above information has been entered, depending on your level of security, you will press PF4=Add Record. The PD will not be submitted to the Personnel Cabinet until Level #3 has approved it.

UPDATE A PD

1. This sample shows that the first sample PD is incorrect for the percentages of duties, and it needs to be updated.

2. The PD can be updated by the agency up to the point of approval or denial

3. No other approval is necessary from the agency standpoint once the PD has been updated. Updating of a PD does not require a re-approval by your agency. It keeps the original approvals.

```
                          KENTUCKY PERSONNEL CABINET
TPDV                      POSITION DESCRIPTION (PD)                PEPCSD01
12/09/1999                     Menu Screen                         13:48:26

  CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
    47         792          01        01        00        00       040


                         Add a PD  =====> _

                    Work with a PD  =====> X

               Approve / Deny a PD  =====> _


  EFFECTIVE DATE: 01/01/2000

         ENTER=NEXT SCRN      CLEAR=END       PF10=MENU
```

4. This screen is used to enter the position number to be updated.

```
TPD3                        KENTUCKY PERSONNEL CABINET                  PEPCSD02
  12/09/1999                  POSITION DESCRIPTION (PD)                   09:54:08
                                   Listing Screen                         PAGE:  1
```

Seq	POSITION NUMBER	POSITION ACTION	POSITION STATUS	EFFECTIVE DATE	APPROVED/ PROPOSED TITLE	APPROVAL STATUS
*** 1**	**4779201010000040**	**Establishment**	**Full-time**	**01/01/2000**	**9020**	**Pending**
2	2222222222222222	UPDATE	Full-time	01/01/1999	7303	Pending
3	3333333333333333	UPDATE	Full-time	01/01/1999	7304	Pending
4	4444444444444444	Establishment	Full-time	02/18/1999	7305	Pending
5	5555555555555555	Establishment	Full-time	03/01/1999	7306	Pending
6	6666666666666666	Establishment	Full-time	02/27/1999	7307	Pending
7	7777777777777777	Reclassification	Full-time	02/01/1999	7308	Pending
8	8888888888888888	UPDATE	Full-time	07/01/1999	7309	Pending
9	9999999999999999	Establishment	Full-time	08/25/1999	7300	Pending
10	1010101010101010	Establishment	Full-time	05/16/1999	7312	Pending
11	2323232323232323	UPDATE	Full-time	04/01/1999	7312	Pending

```
  Enter Sequence Number:  Inquire __  Update 1  Delete __  Approve __  Copy __

  ENTER=NEXT   PF5=PD MENU   PF7=BACKWARD   PF8=FORWARD   PF10=MENU   CLEAR=END
```

*NOTE: To update any information on a Pending PD, simply enter the sequence # and press the Enter key. In this case, it would be the job duties and percentages.

How to Update a PD.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD10
  12/09/1999                  POSITION DESCRIPTION (PD)                   13:50:10
                                         ADD

    CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
      47         792          01        01         00       00       040

 Request:    Establish X  Reclass   _   Realloc   _   Other _________________
 Employment: Full-time X  Part-time _   Interim   _

 Current Title Code:  ____
 Proposed Title Code: 9020

 If filled, name of incumbent: ________________________________________

 Statement of Duties: Briefly state the main function of the job.
 Performs routine clerical work under immediate supervisor.
 ____________________________________________________________________________
 ____________________________________________________________________________

   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=MENU     PF10=MENU     CLEAR=END
```

5. Make your corrections and press the Enter key to save.

6. This screen allows you to enter/correct up to seven primary tasks which shall equal 100%.

```
12/09/1999                KENTUCKY PERSONNEL CABINET                  PEPCSD11
  13:50:54                POSITION DESCRIPTION (PD) - ADD               PAGE: 1

    List up to seven (7) primary tasks and duties performed by the position.
    Begin with the most important duty. Be specific as to the duties and
    responsibilities of the position.
 Seq                                                          Avg % of Time
  1  Prepares routine letters and reports or other material
     using word processing software_____________________________
     ____________________________________________________________      55%

  2  Files and copies document and other routine office tasks
     such as faxing documents and answering telephones.
     ____________________________________________________________      45%

  3  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________      000

  4  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________      000

 ENTER=NEXT SCRN  PF3=PREV SCRN  PF5=PD MENU  PF8=DUTY 5-7  PF10=MENU  CLEAR=END
```

7. Press enter to proceed to additional screens.

You must press enter to save your changes. The updated PD can be viewed immediately by the Personnel Cabinet.

Once the PD has been approved or denied by the Personnel Cabinet, the PD cannot be updated or changed.

COPY FEATURE

1. Key in the position # and work with a PD. Press Enter.

2. If you need to send an updated PD to Classification that may be a small change, but not enough to warrant a change in Classification, you will want to use the COPY feature. (Note, however, to not use this unless you have the original PD on-line.)

```
                          KENTUCKY PERSONNEL CABINET
TPDV                      POSITION DESCRIPTION (PD)                PEPCSD01
12/09/1999                     Menu Screen                         13:48:26

  CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
    47         792          01        01        00        00       040


                        Add a PD  =====> _

                   Work with a PD  =====> X

              Approve / Deny a PD  =====> _


  EFFECTIVE DATE:  01/01/2000

         ENTER=NEXT SCRN      CLEAR=END       PF10=MENU
```

```
TPD3                        KENTUCKY PERSONNEL CABINET                  PEPCSD02
  12/09/1999                  POSITION DESCRIPTION (PD)                   09:54:08
                                   Listing Screen                         PAGE:  1


                                                                  APPROVED/
 Seq     POSITION          POSITION     POSITION   EFFECTIVE  PROPOSED  APPROVAL
          NUMBER            ACTION       STATUS       DATE      TITLE    STATUS
  1  4779201010000040 Establishment    Full-time  01/01/2000   9020    Approved
  2
  3
  4
  5
  6
  7
  8
  9



  Enter Sequence Number:  Inquire __  Update __  Delete __  Approve __  Copy 1

  ENTER=NEXT   PF5=PD MENU   PF7=BACKWARD   PF8=FORWARD   PF10=MENU   CLEAR=END
```

3. Go to COPY and put in the Sequence # that you wish to copy. Press enter.

```
TPDS                        KENTUCKY PERSONNEL CABINET                    PEPCSD26
  06/15/1998                  POSITION DESCRIPTION (PD)                    13:27:09
                                      PD COPY


                      CAB    DEPT    DIV    BR    SECT    UNIT    EMP

   PD to be COPIED:   47     792     01     01     00      00     040

   PD to be CREATED:  47     792     01     01     00      00     041


    EFFECTIVE DATE: 01/01/2000


                PF3=PREV            PF10=MENU            CLEAR=END
```

4. The only information that may be changing is the serial # and the effective date. The system will copy the existing PD to the PD to be created. This eliminates you having to retype information that may not be changing. You can change any of the information. Once information has been changed, press enter.

How to Copy a PD

```
TPDV                        KENTUCKY PERSONNEL CABINET                    PEPCSD10
  12/09/1999                  POSITION DESCRIPTION (PD)                     13:50:10
                                          ADD


    CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
      47         792          01        01         00       00       041


 Request:    Establish X  Reclass _     Realloc   _   Other ______
 Employment: Full-time _  Part-time _   Interim   _

 Current Title Code:  ____
 Proposed Title Code: 9020

 If filled, name of incumbent: ____________________

 Statement of Duties: Briefly state the main function of the job.
 Performs routine clerical work under immediate supervisor.
 ____________________________________________________________________________
 ____________________________________________________________________________

   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=MENU     PF10=MENU     CLEAR=END
```

5. This screen is used to enter the action being requested.

6. Change the data as needed and press Enter to proceed to the next screen, or you may clear the screen to end processing.

7. This screen allows you to enter up to seven primary tasks which shall equal 100%.

```
05/29/1998                KENTUCKY PERSONNEL CABINET                  PEPCSD11
  13:50:54                POSITION DESCRIPTION (PD) - ADD               PAGE: 1

    List up to seven (7) primary tasks and duties performed by the position.
    Begin with the most important duty. Be specific as to the duties and
    responsibilities of the position.
 Seq                                                          Avg % of Time
  1  Prepares routine letters and reports or other material
     using word processing software_____________________________
     ____________________________________________________________      55%

  2  Files and copies document and other routine office tasks
     such as faxing documents and answering telephones.
     ____________________________________________________________      45%

  3  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________      000

  4  ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________      000

 ENTER=NEXT SCRN  PF3=PREV SCRN  PF5=PD MENU  PF8=DUTY 5-7  PF10=MENU  CLEAR=END
```

8. Change data as needed and press Enter to proceed to the next screen, or you may clear the screen to end processing.

9. This screen determines if this position supervises or not. If you place an “X” in Yes, then you are required to fill out the remainder of the screen.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD12
  05/29/1998                  POSITION DESCRIPTION (PD)                   13:51:43
                                          ADD


  Does the incumbent of this position conduct performance appraisals on
  subordinate employees?   Yes _  No X

  If yes, please list the class title(s) and position number(s) of the
  employees below, or title and number of contractual employees(s).

 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________

   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=PD MENU    PF10=MENU     CLEAR=END
```

10. Press Enter to proceed to the next screen.

11. This screen indicates the essential functions of an incumbent for Americans with Disabilities Act (ADA), to ensure communication accessibility for individuals with visual and speech impairments. The screen is optional and is not required for you to complete.

```
TPDV                      KENTUCKY PERSONNEL CABINET                  PEPCSD13
  05/29/1998                POSITION DESCRIPTION (PD)                  13:52:12
                                      ADD


 Are there any essential functions of this position that require an
 incumbent to:
 NOTE: If this job does not require the below essential elements, DO NOT CHECK.

    _  Drive a licensed vehicle?
    _  Use a firearm?
    _  Lift heavy objects or work in uncomfortable positions for extended
       periods of time?
    _  Be exposed to hazardous working conditions?
    _  Frequently communicate in person or by telephone?
    X  Spend a major portion of time using a keyboard?
    _  Be exposed to any hazards such as traffic or persons with
       contagious diseases?
    _  Visually inspect documents and/or activities and make decisions
       from those inspections?
    OTHER ____________________________________________________________________


   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=PD MENU    PF10=MENU     CLEAR=END
```

12. Press Enter to proceed to the next screen.

13. This screen is for the Supervisor's approval.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD14
  05/29/1998                  POSITION DESCRIPTION (PD)                   13:52:46
                                          ADD

 SUPERVISOR - I certify that the information listed is, to the best of my
 knowledge, complete and accurate, and if the position is filled the employee
 has reviewed the information contained herein.

 Name of Supervisor: Jane Doe                              DATE: 01/01/2000

 Title of Supervisor: Supervisor

 NOTE: If submitted electronically, typed name serves as signature. If position
 is filled, do not submit the PD form until it has been reviewed by the
 employee.

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 national origin, sex, religion, age, political affiliation or disability in
 employment or the provision of services. This document is available in an
 accessible format upon request to the Division of Classification and
 Compensation, Kentucky Personnel Cabinet.


   PF3=PREV SCRN     PF4=ADD RECORD     PF5=PD MENU    PF10=MENU     CLEAR=END
```

14. It is no longer necessary for the employee to sign the PD since the job duties are assigned by the supervisor. KRS 12.060 states in part "… such positions shall be under the supervision, direction and control of the heads of the respective departments and shall perform such duties as the heads of the departments prescribe."

    Once the above information has been entered, you will press PF4=Add Record to send it to the Personnel Cabinet. Pressing any other key will not save your work.

NOTE: If you need to send an updated PD to Classification that may be a small change, but not enough to warrant a change in Classification, you will want to use the COPY feature. (Note, however, to not use this unless you have the original PD on-line.) In order for the Personnel Cabinet to identify these updates, we are requiring that you enter the word "UPDATE" next to the Other field as the type of request. See next page.

Be sure to review that the name of the immediate supervisor is correct.

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD10
  05/29/1998                  POSITION DESCRIPTION (PD)                   13:50:10
                                        ADD

    CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
      __         ___          __        __         __       __        ___

 Request:    Establish _  Reclass   _   Realloc   _   Other UPDATE
 Employment: Full-time _  Part-time _   Interim   _

 Current Title Code:  ____
 Proposed Title Code: ____

 If filled, name of incumbent: ______________________________

 Statement of Duties: Briefly state the main function of the job.
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________

   ENTER=NEXT SCRN     PF3=PREV SCRN     PF5=MENU     PF10=MENU     CLEAR=END
```

APPROVE A PD

```
                          KENTUCKY PERSONNEL CABINET
TPDV                      POSITION DESCRIPTION (PD)                PEPCSD01
12/09/1999                     Menu Screen                         13:48:26

  CABINET   DEPARTMENT   DIVISION   BRANCH    SECTION    UNIT    EMPLOYEE
    47         792          01        01        00        00       040


                        Add a PD  =====> _

                   Work with a PD  =====> _

              Approve / Deny a PD  =====> X


  EFFECTIVE DATE: 01/01/2000

         ENTER=NEXT SCRN      CLEAR=END       PF10=MENU
```

```
TPD3                        KENTUCKY PERSONNEL CABINET                  PEPCSD02
 12/09/1999                 POSITION DESCRIPTION (PD)                   09:54:08
                                Approval Listing                        PAGE:  1

                                                                          P  C
                                                                 AGENCY   R  L
 Seq     POSITION          POSITION     POSITION   EFFECTIVE   LEVEL    O  A
          NUMBER            ACTION       STATUS       DATE     1 2 3    C  S
  1  4779201010000040 Establishment    Full-time  01/01/2000
  2  2222222222222222 UPDATE           Full-time  01/01/1999      A
  3  3333333333333333 UPDATE           Full-time  01/01/1999      A
  4  4444444444444444 Establishment    Full-time  02/18/1999      A
  5  5555555555555555 Establishment    Full-time  03/01/1999      A    A
  6  6666666666666666 Establishment    Full-time  02/27/1999      A    A
  7  7777777777777777 Reclassification Full-time  02/01/1999      A    A
  8  8888888888888888 UPDATE           Full-time  07/01/1999      A
  9  9999999999999999 Establishment    Full-time  08/25/1999      A
 10  1010101010101010 Establishment    Full-time  05/16/1999
 11  2323232323232323 UPDATE           Full-time  04/01/1999      A

  Enter Sequence Number to Update:  1

  ENTER=NEXT   PF5=PD MENU   PF7=BACKWARD   PF8=FORWARD   PF10=MENU   CLEAR=END
```

```
TPDV                        KENTUCKY PERSONNEL CABINET                  PEPCSD09
  05/29/1998                  POSITION DESCRIPTION (PD)                   13:55:45
                                    Approval Screen


        Department:      47-792
        Position Number: 01-01-00-00-000
        Position Action: Establishment
        Proposed Title:  9020  CLERICAL ASST
        Effective Date:  01/01/2000

        Agency Level #1  _
        Agency Level #2  _
      * Agency Level #3  A    (A=APPROVED D=DENIED)
        Processing       _
        Classification   _


  FOR PERSONNEL CABINET PROCESSING ONLY:

                                                DATE __________


     ENTER=UPDATE      PF3=PREV      PF5=PD MENU      PD10=MENU      CLEAR=END
```

*Note that the PD has to be approved at level #3 in order for the Personnel Cabinet to be able to approve or deny.

The level #1 and #2 are optional depending on the Agency.