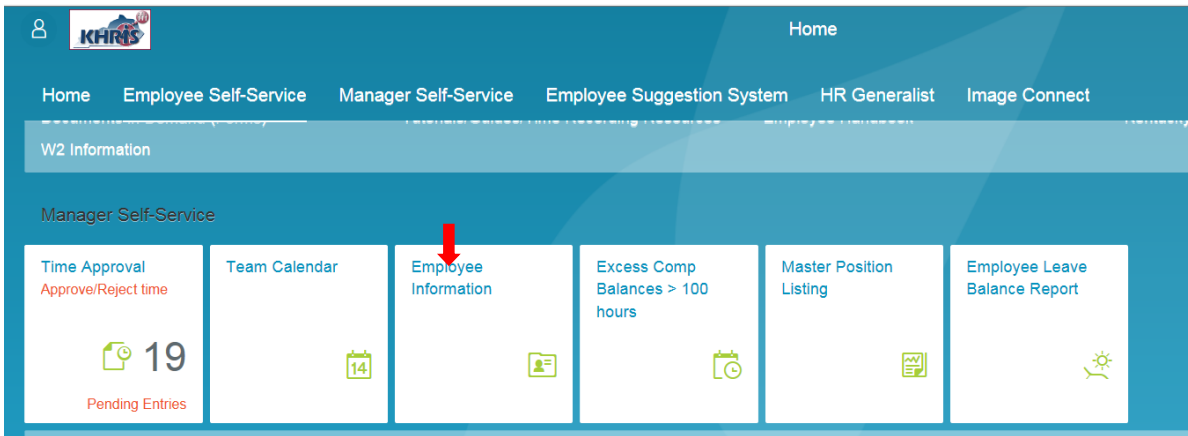


1. Log into MSS.
2. Choose 'Employee Information' from the menu items.




3. Choose an employee from the list in the 'Employee Search' section by double clicking on the employee name.

Employee Search

Employee Selection:

Display:

					Filter On
Name	Personnel Number	Management Function	Organization	E-Mail	
					Send
					Send
					Send
					Send
					Send

Data as of 07/31/2019, 09:41:05 [Refresh](#)

4. To view the PD, locate the 'Position Descriptions' section then click on 'View/Print'.

General Data

Contract Data
Start Date: 04/01/2012

Communication Data
E-Mail Address: [Redacted]

Organizational Assignment [Organizational Assignments](#)

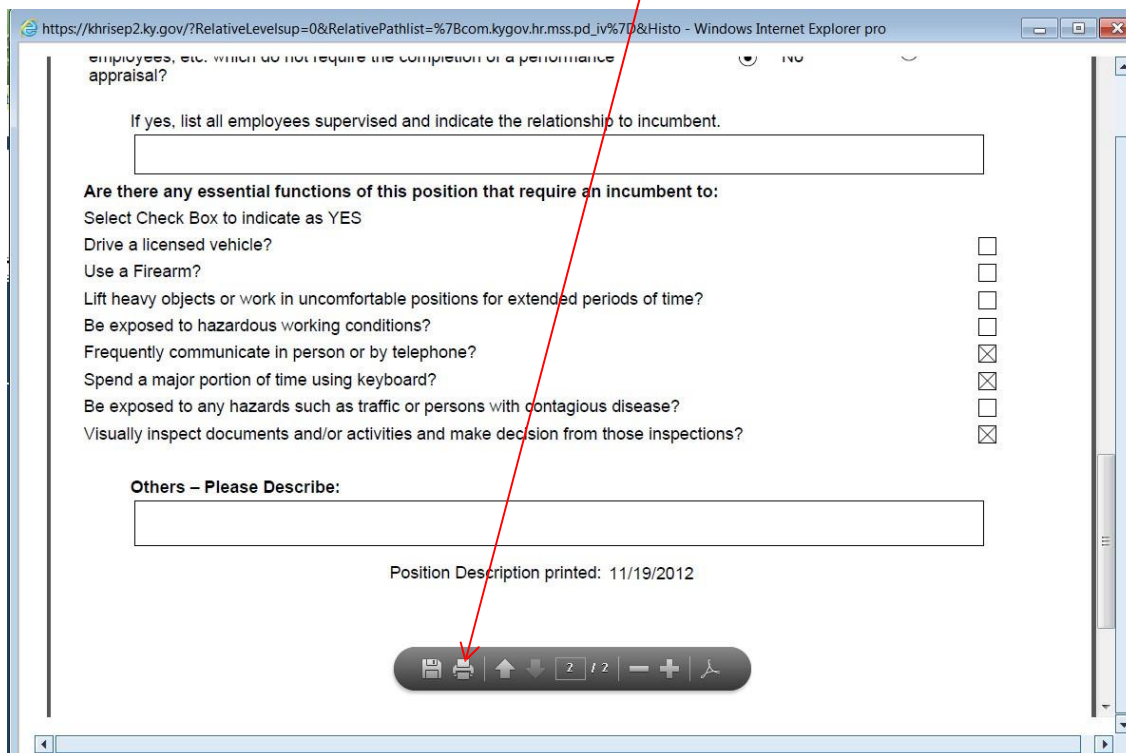
Personnel Structure

Org. Unit:	Classification and Compensation Branch	Personnel Area:	Executive
Position:	Personnel Program Analyst II	Pers. Subarea:	FT N-Exempt
Cost Center:	Department of Human	EE Group:	18A
Payroll Area:	Semi-monthly	EE Subgroup:	ASC Salary 37.5

Position Description


[View / Print](#)

5. When the Position Description pdf document opens, it can be printed by clicking on the printer icon that appears when hovering with your mouse at the bottom of the document page.



Note: The position number appears at the top of the pdf document.

https://khrisep2.ky.gov/?RelativeLevelsup=0&RelativePathlist=%7Bcom.kygov.hr.mss.pd_iv%7D&Histo - Windows Internet Explorer pro



Kentucky Personnel Cabinet Position Description

Position Number: **30043653** Personnel Program Analyst II
Position Description Effective Date: 01/01/1900 to 12/31/9999

Employee Name	Personnel Number	Supervisor Position Number
[REDACTED]	[REDACTED]	30043652
Organizational Title	Organizational ID	Organizational Short Text
Employee Recognition Branch	10105878	55790
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	1001 - FT N-Exempt	03/02/2011 to 12/31/9999
Job Title	Job ID	Job Short Text
Personnel Program Analyst II	20001739	93410V000101

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

Develop, Implement and Monitor Employee Incentive Programs.

Task No:1

Develop and Implement New Statewide Employee Recognition Programs Such as the Governor's Award of Excellence, Employee Memorial, Etc.

30%