3(b). HCCS Current State Hiring Process (Competitive Hires) - Job Code Request Process for CAPS Positions

**Required Classification Documents:**
- Draft or Classified ACS Position Description (PD)
- PD Coversheet (CD-516)
- Position Designation Tool (PDT)
- Job Code Request (JCR) Intake Form
- Organizational Chart (optional)

**Technology / System Interaction:**
- HRConnect
- Automated Classification System (ACS)

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1. **Start**
2. Develop classification documents*
3. Sign and complete CD-516 (pages 1 & 2) and PDT
4. Assign JCR to Classifier
5. Consult with Hiring Manager
6. Is the JCR complete and correct?
7. Revise JCR
8. Create and assign Job Code to PD
9. Utilize final classification documents in HRConnect
10. Notify the Hiring Manager and HR Specialist that JCR is complete and send PD, CD-516, and PDT

**Legend:**
- Standard Vendor Communication
- Start or End Process
- Decision Point
- Alternate Process

*CAPS Positions are unique and must be classified in every instance