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

Start

1. Does a classified PD exist?
   - Yes
   - No

2. Is PD valid? (see PD validation checklist)
   - Yes
   - No

3. Draft PD, sign/complete 1-2 CD 516, collect signatures, and PDT

4. Develop and submit Job Code Request (JCR)

5. Assign JCR to Classifier

6. Consult with Hiring Manager

7. Can position be classified as requested?
   - Yes
   - No

8. Correct errors and resubmit

9. Validate and sign PD and sign CD-516

10. Does PD exist in HR Connect?
   - Yes
   - No

11. Upload classified PD, CD-516 and PDT

12. Does a job code exist?
   - Yes
   - No

13. Create Job Code

14. Assign Job Code to PD

15. Upload final classification documents to HR Connect

16. Notify the Hiring Manager and HRBA that JCR is complete
Send PD, CD-516, and PDT

Return to develop the hiring package

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

Required Classification Documents:
- Draft or Classified GS Position Description (PD)
- PD Cover Sheet (CD-516)
- Position Designation Tool (PDT)
- Job Code Request (JCR) intake form
- Organization Chart (Optional)

HR Connect