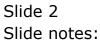


Slide notes: From the File Maintenance Menu, we reach the option for defining and maintaining Job Descriptions.



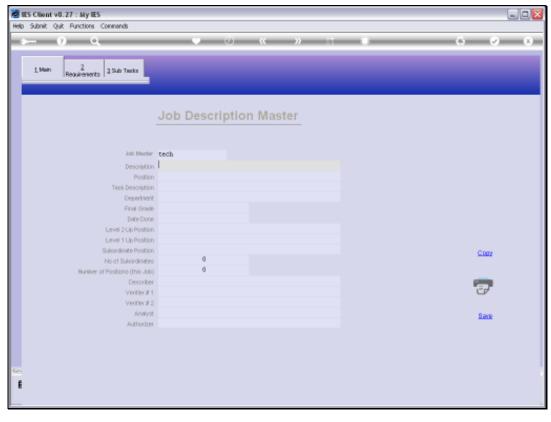


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|  | Job Description | n Master |              |
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| Experiment<br>Final Oracle<br>Date Done<br>Level 2 Up Position   |                 |          |              |
| Level 1 UP Position<br>Subordinate Position<br>No of Subordinate | 0               |          | Come         |
| Number of Positions (this Job)<br>Describer<br>Verifier#1        | 0               |          | 7            |
| Verifier # 2<br>Andryst<br>Autorizer                             |                 |          | Save         |
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Slide notes: Job Descriptions may be used fully for Job Grading and task specification, or simply as a list of Job Positions. In the latter case, we need only list the Key and Description for each position.

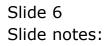


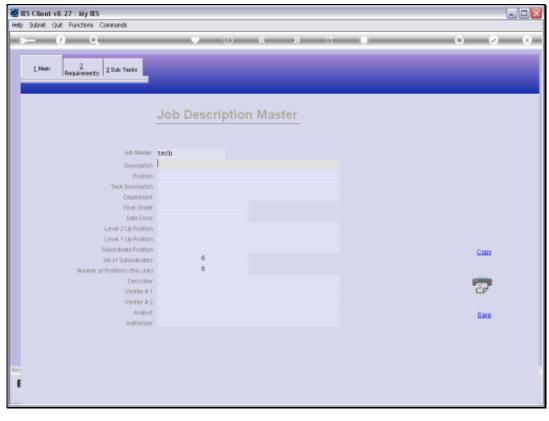






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| 🖉 IES Client v8. 27 : My IES               |                       |          |      |          |
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| 1. Main 2<br>Requirements 2. Sub Tasks     |                       |          |      |          |
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|  | Job Description       | n Montor |      |          |
|  | Job Description       | n waster |      |          |
|  |                       |          |      |          |
| Job Meeter                                 | 000                   |          |      |          |
|  | ELECTRICAL TECHNICIAN |          |      |          |
| Position                                   | ELECTRICAL TECHNICIAN |          |      |          |
| Task Description                           |                       |          |      |          |
| Department<br>Final Oracle                 | ENGINEERING           |          |      |          |
| Date Done                                  | 08/08/1995            |          |      |          |
| Level 2 Up Position                        | ELECTRICAL ENGINEER.  |          |      |          |
|  | ELECTRICAL FOREMAN    |          |      |          |
| Subordinate Position<br>No of Subordinates |                       |          |      | Copy     |
| Number of Positions (this Job)             | 0                     |          |      |          |
|  | C. COLENAN            |          |      | 7        |
| Verifier # 1<br>Verifier # 2               |                       |          |      | 62       |
| verrer a s<br>Analyst                      | C.E. DIAMOND          |          |      | See      |
| Authorized                                 | H. DIPFENDAR          |          |      | 1000     |
|  |                       |          |      |          |
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| Set .                                      |                       |          |      |          |
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Slide notes: When we apply the Job Description fully, then of course we will fill most of the fields.

| 🖉 IES Client v8.27 : My IES         |  |   |   |                                  |
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| Help Subnik Quit Functions Commands |  |   |   |                                  |
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| 1 Main Requirements 1 Sub Tasks     |  |   |   |                                  |
|                                     |  |   |   |                                  |
|                                     | TO CARRY OUT DIAGNOSTIC/FAULT FINDING, INSTALATIONS,<br>HEDIFICATIONS, CONMISSIONING AND REPAIRS TO<br>ELECTRICAL BULLPRENT WITHIN THE FACTORY AND ESTATE<br>IN ORDER TO RAINTAIN HIRREST EPTRETITIENTS OF |   | < |                                  |
|                                     |  | 2 | * |                                  |
|                                     | 101 18971  |   |   |                                  |
| School Requirement                  | · · · ADVEA  |   | - |                                  |
|                                     | <u>&lt;</u>  | 3 |   |                                  |
| Poet School                         | TECHNICAL ENGINEERING DIPLONA<br>NATIONAL DIPLONA  |   | A |                                  |
|                                     | <u>s</u>   | X |   |                                  |
| Experience                          | 3 YEARS TECHNICAL/TECHNIKON EXPERIMENTAL<br>TRAINING.  |   | ^ |                                  |
|                                     | <u>s</u>   | 2 |   |                                  |
| Statutory Requirement               |  |   | ~ |                                  |
| answer ( reduction of the           |  |   |   |                                  |
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| E                                   |  |   |   |                                  |
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Slide notes: On the 2nd page of the form, we may list the various requirements for this Job Position.

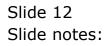
|        |          |                | - My IES  |       |        |   |       |
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| Help S | iubnik ( | juk Pu         | inctions Commands                                 |       |        |   |       |
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|        |          |                |   |       |        |   |       |
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|        | 1 Main   | Reg            | Lisub Tasks                                       |       |        |   |       |
|        |          |                |   |       |        |   |       |
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|        |          |                |   |       |        |   |       |
|        |          |                |   |       |        |   |       |
|        |          | 333-3          | Sub Tarks   |       | Tank k |   |       |
|        | 1        | 1.             | CARRY OUT SPECIFIED ELECTRICAL TASKS USING        | 4     | t.     |   |       |
|        | 2        |                | ADQUIRED SWILLS, ENOULEDGE AND EXPERIENCE WITH    |       | 1      |   |       |
|        | 3        |                | MINIMUM SUPERVISION BY:-                          |       | 1      |   |       |
|        | 4        | 1.1            | GIVING ASSISTANCE TO ARTISANS AND MANDYNEM IN     |       | 1      |   |       |
|        | 5        |                | DIAGNOSTIC FAULT FINDING ON HIGHLY TECHNICAL      |       | l.     |   |       |
|        | 6        |                | TESTING EQUIPPENT.                                |       | t i    | 1 |       |
|        | 7        | 1.2            | FLANNING AND ASSISTING TASKS REQUIREMENTS.        |       | 1      |   |       |
|        | a        | 1.3            | EMSURING THAT WORK IS CARRIED OUT TO LAID DOWN    |       | t i    | 2 |       |
|        | 9        |                | STANDARDS AND FROCEDURES.                         |       | 1      | 2 |       |
|        | 10       | 1.4            | REQUISITIONING FROM STORES REQUIRED MATERIALS AND |       | t i    | 2 |       |
|        | 11       |                | ORGANIZE APPROFRIATE TOOLING.                     |       | 1      | 2 |       |
|        | 12       | 1.5            | PERFORMING STANDAY DUTIES AS REQUIRED.            |       | 1      | ) |       |
|        | 13       | 2.             | CONTRIBUTE TO THE FREVENTION AND REDUCTION OF     | 3     | 1      |   |       |
|        | 14       |                | BREAKDOWNS AND PRODUCTION DELAYS BY:-             |       | 1      | ) |       |
|        | 15       | 2.1            | INFROVING ON PLANNED NAINTENANCE PROGRAMMES AND   |       | 1      |   |       |
|        | 16       |                | DISCUSSING WITH MAINTEMANCE STAFF.                |       | 1      | 2 |       |
|        | 17       | 2.2            | EMSURING THAT ELECTRICAL EQUIPMENT OPERATE AS     |       | 1      |   |       |
|        | 18       |                | EFFICIENTLY AS POSSIBLE.                          |       | 1      |   |       |
|        |          | 2.3            | REFORTING AND LOGGING DEFECTS TO SUPERVISORS.     |       | I      |   |       |
| 5.01   |          | 2.4            |   |       | I      |   |       |
| sei    | 21       |                | INVESTIGATIONS FOR QUICK RECTIFICATION.           |       | I      |   | -     |
| E      |          | 2.5<br>Dec 144 | MERTING CONCESS AND ACCURATE RECORDS OF EDUTERENT |       | 1      | 1 | -     |
|        | And      | De   29        | N I I I I I I I I I                               |       |        |   |       |
|        |          |                |   |       |        |   |       |

Slide notes: And on page 3 of the form we may list all the Tasks and Sub Tasks.

| 😹 IES Client v8.27 : My IES           |                                   |        |              |
|---------------------------------------|-----------------------------------|--------|--------------|
| Help Subnik Quik Functions Commands   |                                   |        |              |
| 4 (9 Q,                               | U U                               | « » it | <br>() () () |
| 1 Main 2<br>Requirements 2 Sub Tester |                                   |        |              |
|                                       | Job Description                   | Master |              |
| Job Macter                            | 0.00                              |        |              |
|                                       | ELECTRICAL TECHNICIAN             |        |              |
|                                       | ELECTRICAL TECHNICIAN             |        |              |
|                                       | ELECTRECAL                        |        |              |
|                                       | ENGINEERING                       |        |              |
| Final Oracle                          |                                   |        |              |
|                                       | 08/08/1995<br>ELECTRICAL ENGINEER |        |              |
| Level 2 Up Position                   | ELECTRICAL FORENAN                |        |              |
| Subordinate Position                  |                                   |        | Conv         |
| No at Suliardinated                   |                                   |        | 5.002        |
| Number of Positions (this Job         | 0                                 |        |              |
|                                       | C. COLENAN                        |        | 7            |
| Verifier # 1                          |                                   |        | C27          |
| Verifier#1                            | C.E. DIAMOND                      |        |              |
| Allaryo<br>Autorize                   | H. DIPFENAAR                      |        | Bave         |
| Set                                   |                                   |        |              |
| E                                     |                                   |        |              |

Slide notes: We can also copy a Job Description to a new Key, which gives a good start for a similar kind of Job, in which case we do not have to define everything from scratch.

| ES Client v8.27 : My IES<br>Help Subnik Quit Functions Com | needs   |              |
|--|---|--------------|
| ə 0 Q  | ♥ ④ <b>« » ∏</b> ■  | () () ()     |
| Sub<br>No  | Selective Dialog  Job Description Copy Function  To copy this job description, you will need to specify a new job code to copy to, and the new code  Need  Quak  Hint: the version that is copied is the last served version of this job description. | Crew<br>Same |



| 🖉 IES Client v8.27 : My IES   |  |          |
|---|--|----------|
| Help Subnik Quit Functions Commands   |  |          |
| Q Q   | • 0 « • it ii  | () () () |
| 1 Main 2<br>Requirements 2 Sub Texts  |  |          |
|   | Job Description Master   |          |
| Position<br>Tesk Description  | 000<br>ELECTRICAL TECHNICIAN<br>ELECTRICAL TECHNICIAN<br>ELECTRICAL<br>ENGINEERING |          |
| Final Ornali<br>Date Done<br>Level 2 Up Position<br>Level 1 Up Position     | 08/08/1995<br>ELECTRICAL ENGINEER<br>ELECTRICAL POPENAN                            |          |
| Subordinate Position<br>No of Subordinates<br>Number of Positions (this Job | 0  | Conv     |
| Verifier#1<br>Verifier#1  |  | 7        |
| Autorize  | H. DIPFENAAR   | fans     |
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| E   |  |          |

Slide notes: And the Job description can also be printed from here.

| 🙋 IES Client v8.27 :             |  |                           |
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|                                  | ans Lagan Lagoff Companion Wizard Howidol DataMarts BusinessModules A  | ction Facus Option Select |
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| File Edit Format View            | v Help   |                           |
|                                  |  |                           |
| department 10b f :               | 000 BLECTRICAL TECHNICIAN ENGINEERING  |                           |
| task description:                | ILICTRICAL   |                           |
| grade :                          | atactiticat  |                           |
|                                  | 08/09/1995   |                           |
| level 2 job :                    | ELECTRICAL ENGINEER  |                           |
| level 1 job :                    | ELECTRICAL FOREMAN   |                           |
| position :                       | ELECTRICAL TECHNICIAN  |                           |
| subord job :                     | 1  |                           |
| subordnos :                      |  |                           |
| describer :                      | C. COLEMAN   |                           |
| verifier :                       |  |                           |
| malyet :                         | C. H. DIAHOHD  |                           |
| verifier 2 :                     |  |                           |
| authorizer :                     | H. DIPPENAR  |                           |
| number of exps :                 | 0  |                           |
| job summary :                    |  |                           |
|                                  | TO CAREY OUT DIAGNOSTIC/FAULT FUNCTED, INFERIALATIONS,<br>HOUTSICATIONS, CONTINUENTED AND REPAIRS TO<br>ELECTRICAL ROUTHERF WITHER HAR FACTORY AND REATAT<br>IN ORDER TO HAIPATAN HIGHEST REPAIRTURES OF<br>ELECTRICALLY ACTIVATED OPERATIONS. |                           |
| school :                         |  |                           |
|                                  | .0. TEAET  |                           |
| rost school :                    |  |                           |
|                                  | TECHNICAL REGINERERING DIFLOHA<br>MATCORAL DIFLOHA   |                           |
| experience :                     |  |                           |
|                                  |  |                           |
|                                  | 2 YEARS TECHNICAL/TECHNICON EXPERIMENTAL<br>TRAINING.  |                           |
| stat requirement:                |  |                           |
| <                                |  |                           |
|                                  |  |                           |

Slide notes: This is an example of a Job description print.

| 🖉 IES Client v0. 27 : My IES                                  |         |
|---|---------|
| Help Subnik Quit Functions Commands                           |         |
| • Q Q • · · · · · · · · · · · · · · · · ·                     | (v) (X) |
| 1 Main 2<br>Requirements 1 Sub Tasks                          |         |
| Job Description Master  |         |
| Job Waxter 000  |         |
| Description ELECTRICAL TECHNICIAN                             |         |
| Position ELECTRICAL TECHNICIAN                                |         |
| Tesk Description ELECTRICAL                                   |         |
| Department EMOINTEERING                                       |         |
| Final Oracle  |         |
| Date Cone 08/08/1995<br>Level 2UpPosition ELECTRICAL ENGINEER |         |
| Level 1 Up Position ELECTRICAL POPENAM                        |         |
| Subordinate Position 1  |         |
| No of Subordinates 0  | Corry   |
| Number of Positions (this Job) 0                              |         |
| Describer C. COLENAN  | en 1    |
| Verifier # 1  | 7       |
| Ventier # 2<br>Analyst. C.E. DIAROND                          |         |
| Autorizer H. DIPPENAR   | Bave    |
| Aurolity  |         |
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|   | 1       |
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Slide notes: When Job Description records are fully used together with Grading System, then we will usually have Describers, Verifiers and Analysts listed, and possibly even have periodic reviews of the Job Description.