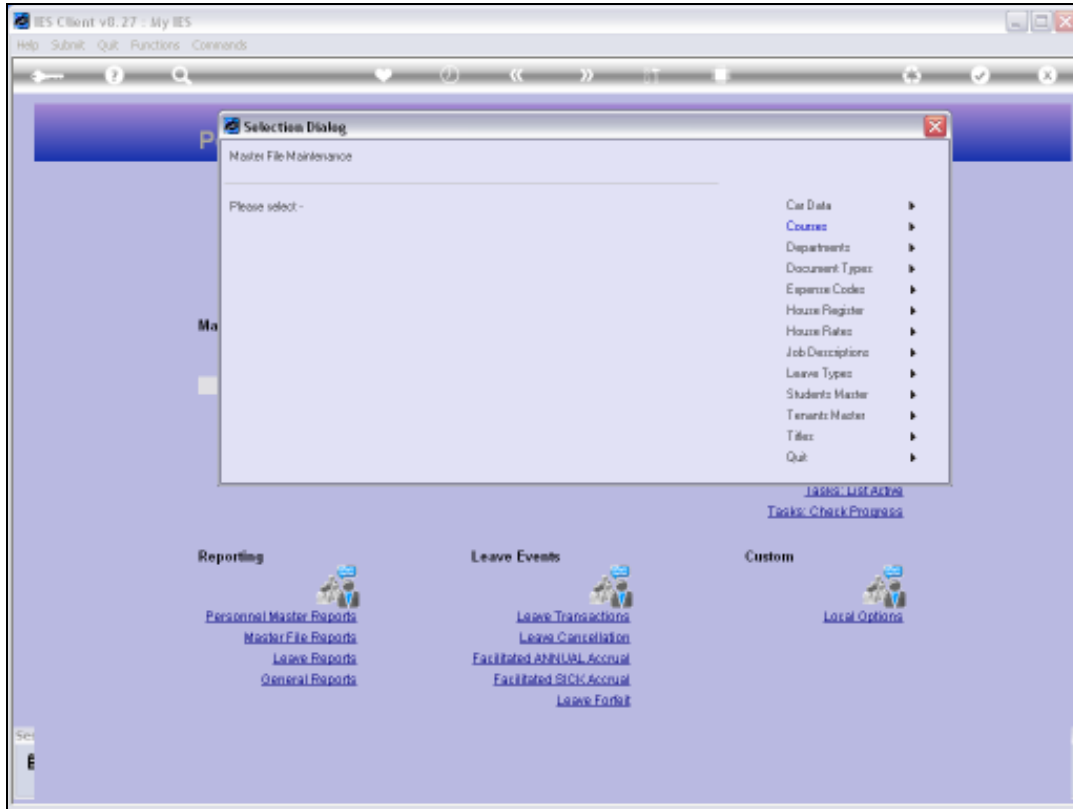


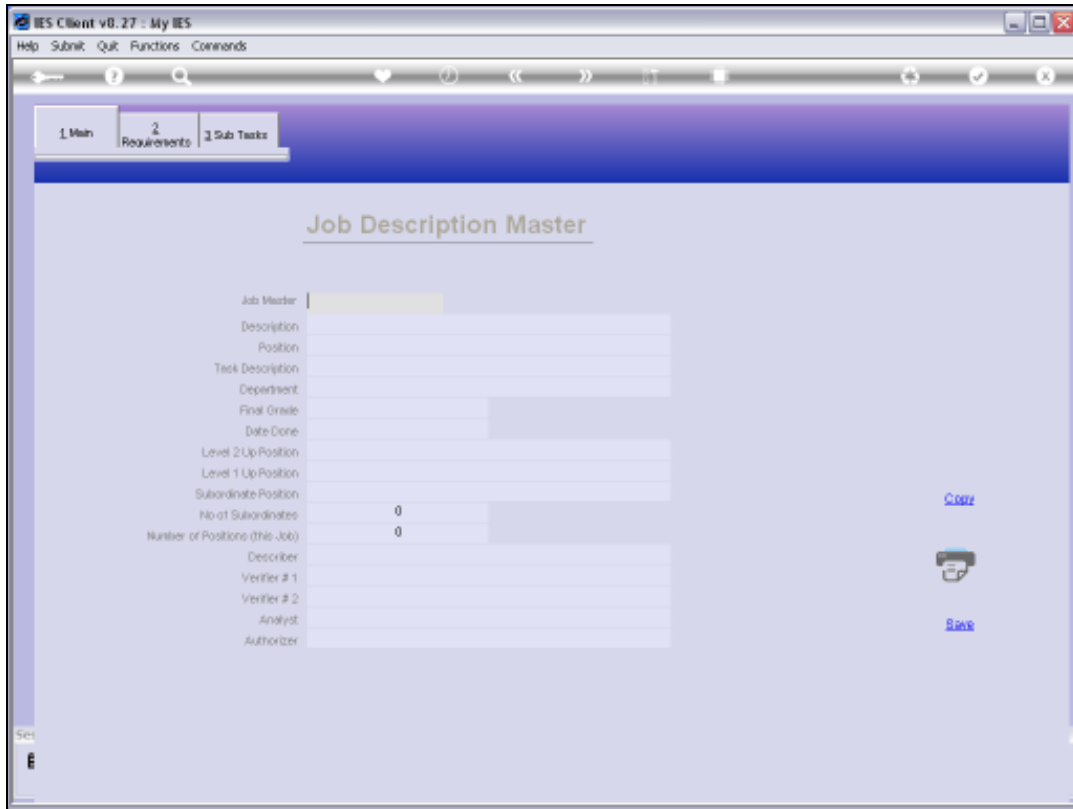


Slide 1

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

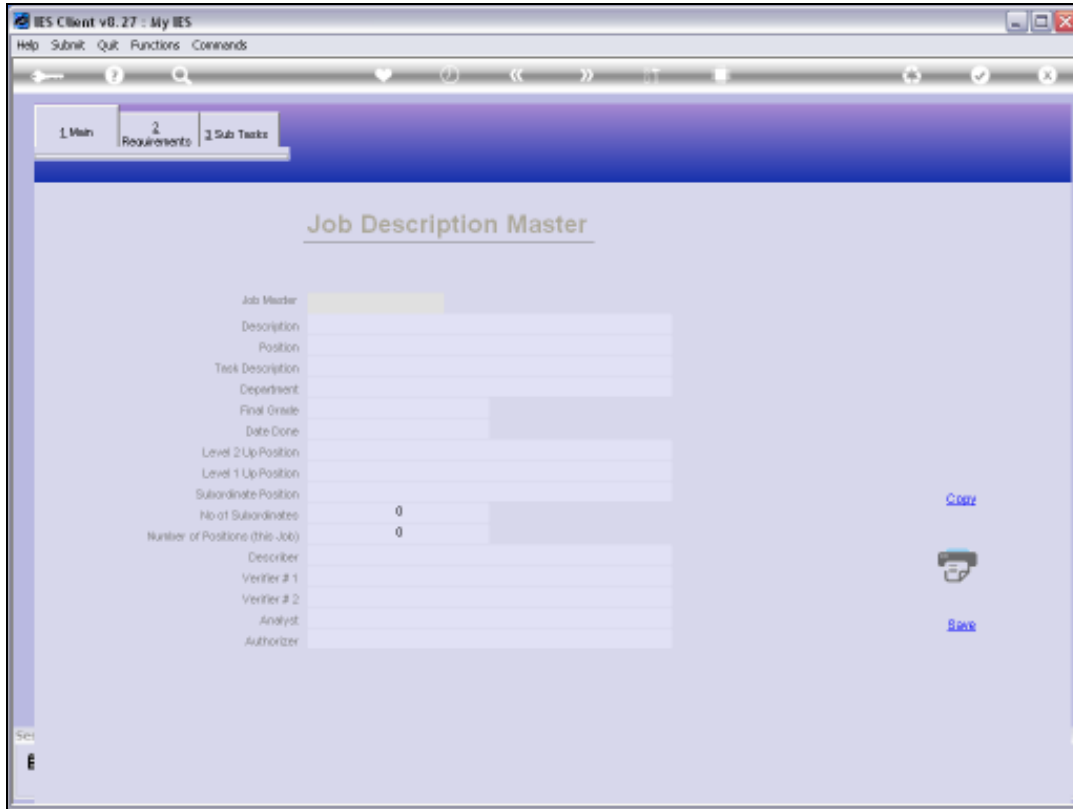


Slide 2
Slide notes:

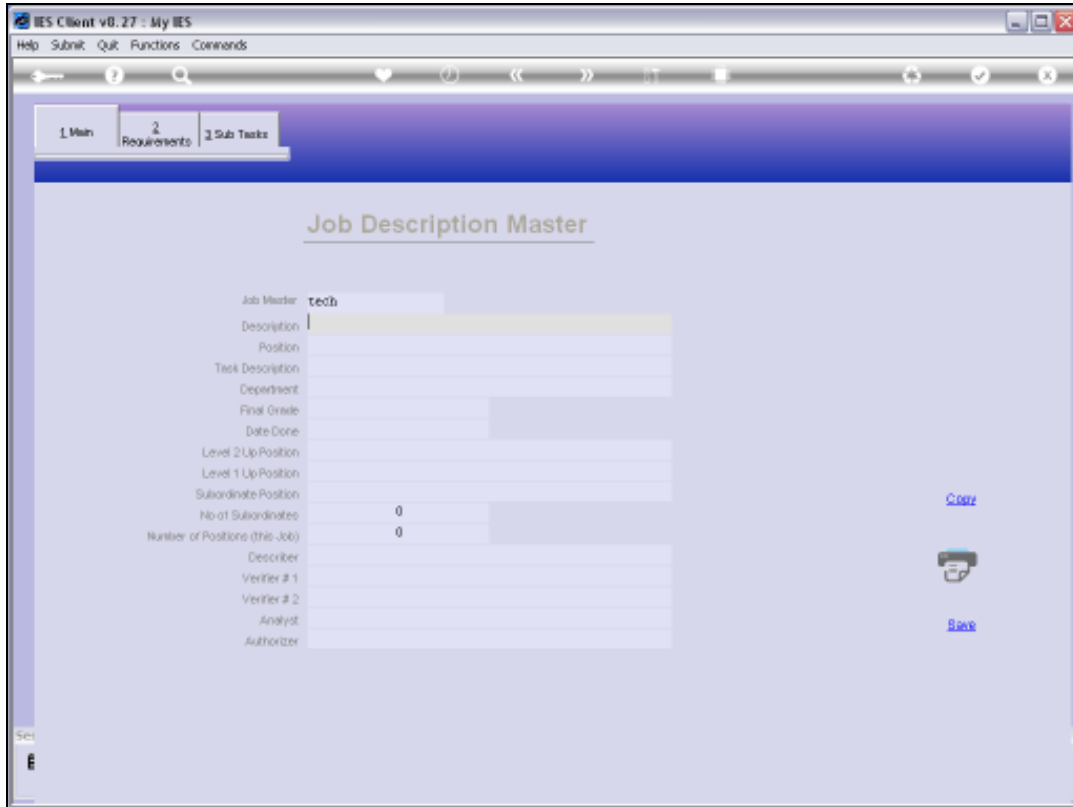


Slide 3

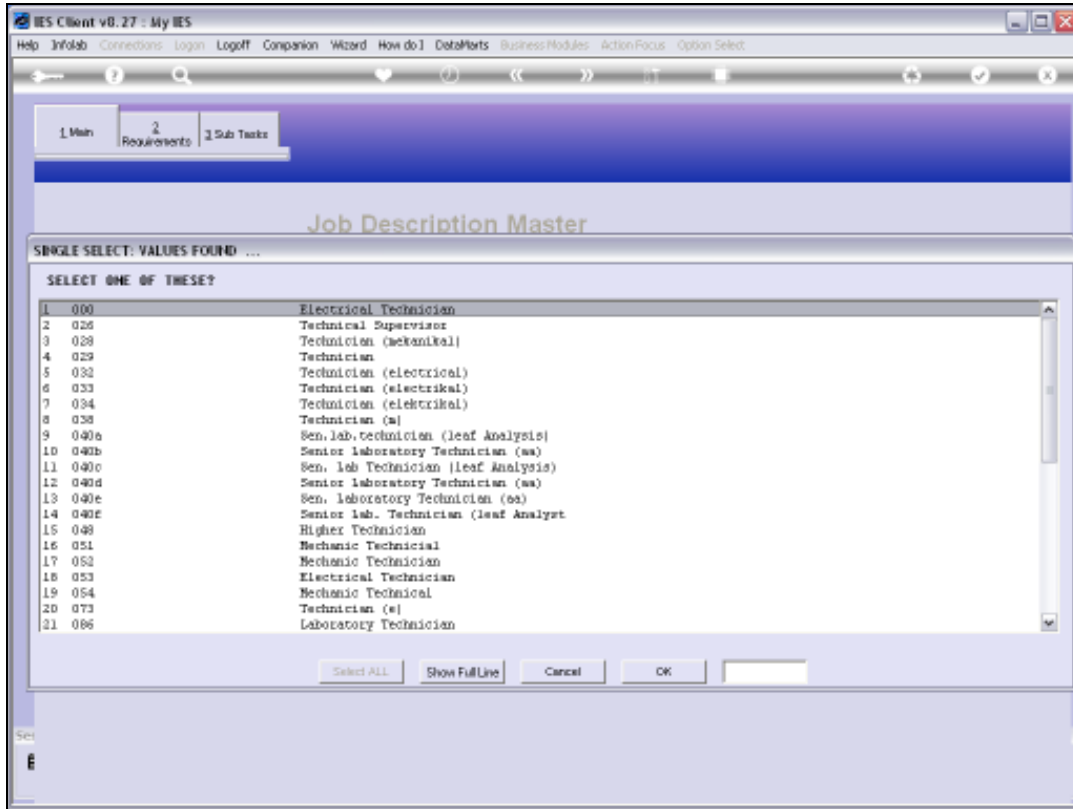
Slide notes: Job Descriptions may be used fully for Job Grading and task specification, or simply as a list of Job Positions. In the latter case, we need only list the Key and Description for each position.



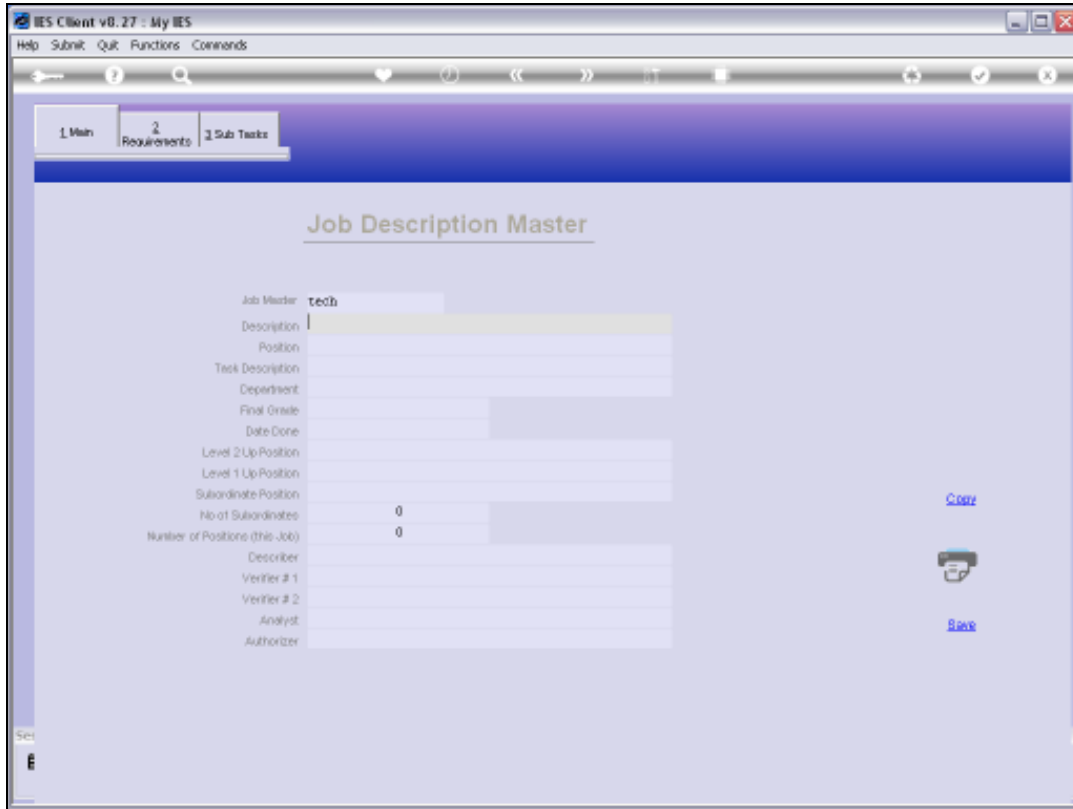
Slide 4
Slide notes:



Slide 5
Slide notes:



Slide 6
Slide notes:



Slide 7
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page has a blue header with navigation tabs: "1 Main", "2 Requirements", and "3 Sub Tasks". The main content area is titled "Job Description Master" and contains a form with the following fields:

Job Master	000
Description	ELECTRICAL TECHNICIAN
Position	ELECTRICAL TECHNICIAN
Task Description	ELECTRICAL
Department	ENGINEERING
Final Grade	
Date Done	08/09/1995
Level 2 Up Position	ELECTRICAL ENGINEER
Level 1 Up Position	ELECTRICAL FOREMAN
Subordinate Position	1
No of Subordinates	0
Number of Positions (this Job)	0
Descriptor	C. COLEMAN
Verifier # 1	
Verifier # 2	
Analyst	C.E. DIAMOND
Authorizer	H. DIPPENHAAR

On the right side of the form, there are two buttons: "Copy" and "Save".

Slide 8

Slide notes: When we apply the Job Description fully, then of course we will fill most of the fields.

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page has a blue header with three tabs: "1 Main", "2 Requirements", and "3 Sub Tasks". The "2 Requirements" tab is active. The main content area is light blue and contains several text input fields with scrollbars, each preceded by a label:

- Job Summary:** TO CARRY OUT DIAGNOSTIC/FAULT FINDING, INSTALLATIONS, MODIFICATIONS, COMMISSIONING AND REPAIRS TO ELECTRICAL EQUIPMENT WITHIN THE FACTORY AND ESTATE IN ORDER TO MAINTAIN HIGHEST EFFECTIVENESS OF
- School Requirement:** 'O' LEVEL
- Post School:** TECHNICAL ENGINEERING DIPLOMA
NATIONAL DIPLOMA
- Experience:** 3 YEARS TECHNICAL/TECHNICIAN EXPERIMENTAL TRAINING.
- Statutory Requirement:**
- Set:**

Slide 9

Slide notes: On the 2nd page of the form, we may list the various requirements for this Job Position.

IES Client v8.27 : My IES
Help Submit Quit Functions Comments

1 Main 2 Requirements 3 Sub Tasks

>>> Sub Tasks

Task #	Task #	Task #	
1	1.	CARRY OUT SPECIFIED ELECTRICAL TASKS USING 4	0
2		ACQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE WITH	0
3		MINIMUM SUPERVISION BY:-	0
4	1.1	GIVING ASSISTANCE TO ARTISANS AND HANDYMEN IN	0
5		DIAGNOSTIC FAULT FINDING ON HIGHLY TECHNICAL	0
6		TESTING EQUIPMENT.	0
7	1.2	PLANNING AND ASSISTING TASKS REQUIREMENTS.	0
8	1.3	ENSURING THAT WORK IS CARRIED OUT TO LAID DOWN	0
9		STANDARDS AND PROCEDURES.	0
10	1.4	REQUISITIONING FROM STORES REQUIRED MATERIALS AND	0
11		ORGANISE APPROPRIATE TOOLING.	0
12	1.5	PERFORMING STANDBY DUTIES AS REQUIRED.	0
13	2.	CONTRIBUTE TO THE PREVENTION AND REDUCTION OF 3	0
14		BREAKDOWNS AND PRODUCTION DELAYS BY:-	0
15	2.1	IMPROVING ON PLANNED MAINTENANCE PROGRAMMES AND	0
16		DISCUSSING WITH MAINTENANCE STAFF.	0
17	2.2	ENSURING THAT ELECTRICAL EQUIPMENT OPERATE AS	0
18		EFFICIENTLY AS POSSIBLE.	0
19	2.3	REPORTING AND LOGGING DEFECTS TO SUPERVISORS.	0
20	2.4	CARRYING OUT REPAIRS TO FAULTS AND MALFUNCTIONS	0
21		INVESTIGATIONS FOR QUICK RECTIFICATION.	0
22	2.5	ISSUING CORRECT AND ACCURATE RECORDS OF EQUIPMENT	0

Sec | Del | Add | Ins | Del | Del

Slide 10

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

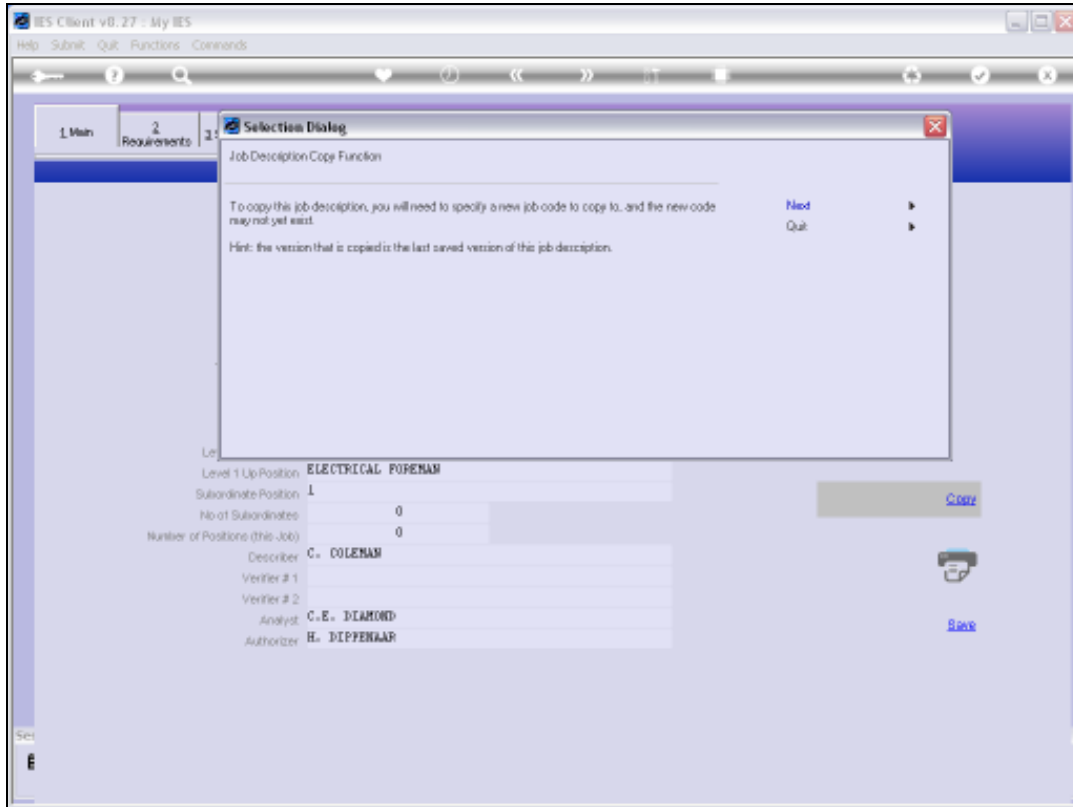
The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page has a blue header with navigation tabs for "1 Main", "2 Requirements", and "3 Sub Tasks". The main content area is titled "Job Description Master" and contains a form with the following fields:

Job Master	000
Description	ELECTRICAL TECHNICIAN
Position	ELECTRICAL TECHNICIAN
Task Description	ELECTRICAL
Department	ENGINEERING
Final Grade	
Date Done	08/09/1995
Level 2 Up Position	ELECTRICAL ENGINEER
Level 1 Up Position	ELECTRICAL FOREMAN
Subordinate Position	1
No of Subordinates	0
Number of Positions (this Job)	0
Descriptor	C. COLEMAN
Verifier # 1	
Verifier # 2	
Analyst	C.E. DIAMOND
Authorizer	H. DIPPENHAR

On the right side of the form, there are three buttons: "Copy" (with a document icon), "Print" (with a printer icon), and "Save".

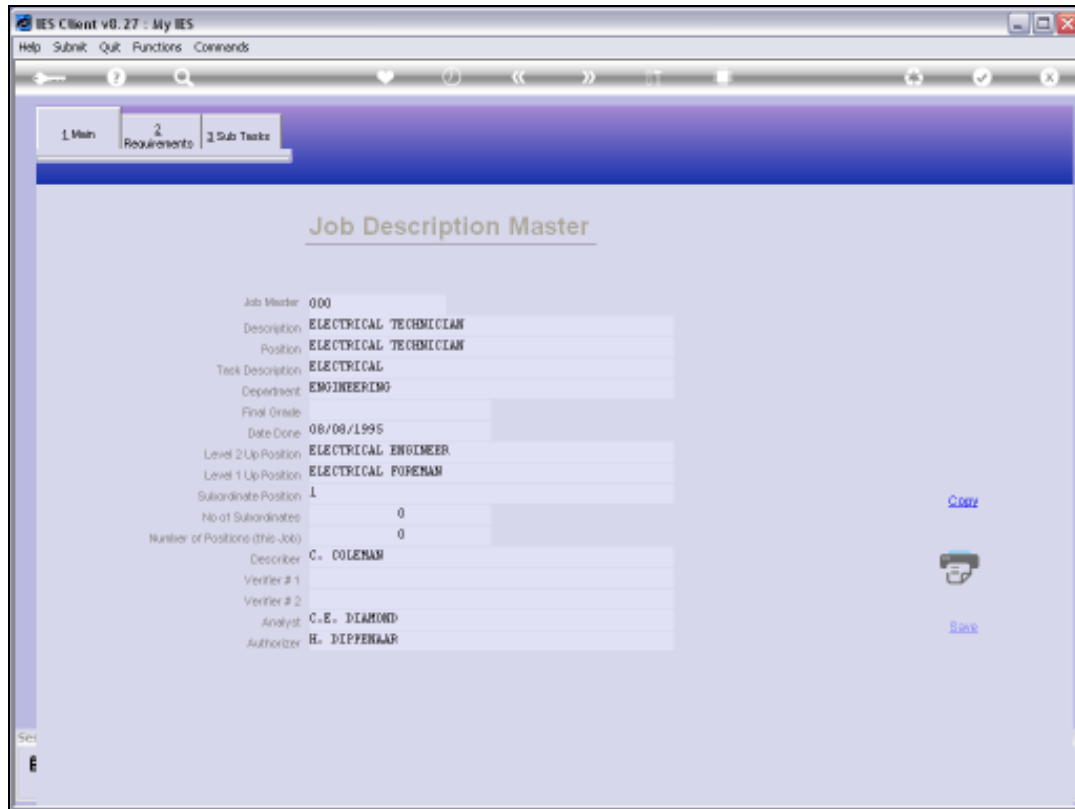
Slide 11

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.



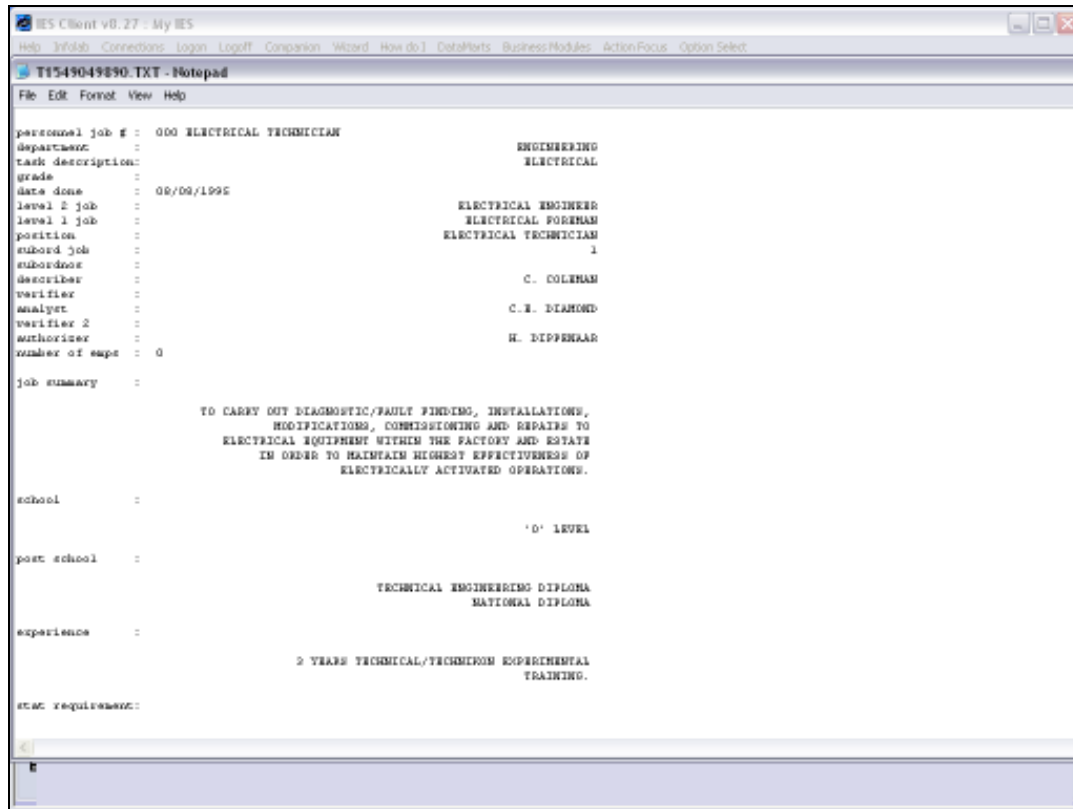
Slide 12

Slide notes:



Slide 13

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



```
IES Client v8.27 : My IES
Help  InfoTab  Connections  Login  Logout  Comparison  Wizard  How do I  DataParts  BusinessModules  ActionFocus  Option Select

T1549049890.TXT - Notepad
File  Edit  Format  View  Help

personnel job # : 000 ELECTRICAL TECHNICIAN
department      :                               ENGINEERING
task description:                               ELECTRICAL
grade           :
date done       : 00/00/1995
level 2 job     :                               ELECTRICAL ENGINEER
level 1 job     :                               ELECTRICAL FOREMAN
position        :                               ELECTRICAL TECHNICIAN
subord job      :                               1
subord desc     :
describer       :                               C. COLEMAN
verifier        :
analyzer        :                               C. E. DIAMOND
verifier 2      :
authorizer      :                               H. DIPPERHAAR
number of supe  : 0

job summary     :
                :
                :       TO CAREY OUT DIAGNOSTIC/FAULT FINDING, INSTALLATIONS,
                :       MODIFICATIONS, COMMISSIONING AND REPAIRS TO
                :       ELECTRICAL EQUIPMENT WITHIN THE FACTORY AND ESTATE
                :       IN ORDER TO MAINTAIN HIGHEST EFFECTIVENESS OF
                :       ELECTRICALLY ACTUATED OPERATIONS.
school          :
                :                               'O' LEVEL
post school     :
                :                               TECHNICAL ENGINEERING DIPLOMA
                :                               NATIONAL DIPLOMA
experience      :
                :                               2 YEARS TECHNICAL/TECHNICIAN EXPERIMENTAL
                :                               TRAINING.
etc requirement:
```

Slide 14

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

The screenshot displays the IES Client v8.27 interface. The window title is "IES Client v8.27 : My IES". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Comments". The navigation pane shows "1 Main", "2 Requirements", and "3 Sub Tasks". The main content area is titled "Job Description Master" and contains the following form fields:

Job Master	000
Description	ELECTRICAL TECHNICIAN
Position	ELECTRICAL TECHNICIAN
Task Description	ELECTRICAL
Department	ENGINEERING
Final Grade	
Date Done	08/09/1995
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Level 1 Up Position	ELECTRICAL FOREMAN
Subordinate Position	1
No of Subordinates	0
Number of Positions (this Job)	0
Descriptor	C. COLEMAN
Verifier # 1	
Verifier # 2	
Analyst	C.E. DIAMOND
Authorizer	H. DIPPENHAR

On the right side of the form, there are two buttons: "Copy" and "Save".

Slide 15

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.