3(b). HCCS Current State Hiring Process (Competitive Hires) - Job Code Request Process for CAPS Positions 2. Sign and complete 1. Develop 3. Develop and Start CD-516 submit Job Code classification (pages 1 + 2)documents* Request (JCR) and PDT 7. Revise JCR Consult Classifier 10. Notify the Hiring Manager Return to and HR 9. Upload final 8. Create and 6. Is the JCR develop the 5. Consult with classification Specialist that . Assign JCR complete and Yes assign Job Cod hiring package/ Hiring Manager JCR is complete Classifier documents to correct? to PD and send PD, HRConnect CD-516, and PDT **Required Classification Documents:** • Draft or Classified ACS Position Description (PD) • PD Coversheet (CD516) • Position Designation Tool (PDT) • Job Code Request (JCR) Intake Form Legend: OrganizationaChart(optional) Standard Vendor Communication Start or End Process **Technology / System Interaction:** Oecision Point HRConnect Alternate Process Automated Classification System (ACS)

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