



OKLAHOMA
Office of Management
& Enterprise Services

AAA Memo HCM 22-14

Date: Sept. 8, 2022

To: All Appointing Authorities
From: Jake Smith, HCM Administrator
Re: Management Job Profiles

Thank you to all who responded to the request for information on employees' management levels. HCM staff have completed an analysis of the data received and have updated some of the job profiles to reflect the management level that was the consensus for a job profile.

There were some instances where an agency's selection of management level for a job profile did not match the consensus management level. Since a job profile can only have one assigned management level, the management level that was a consensus of agencies and HCM will be assigned. If you have one or more employees whose job profile does not have the desired management level, you will need to assign that employee a different job profile that is aligned with the job duties and has the management level you want for the position.

Please update all job profiles as needed for employees to have the correct management level. This should be done before you start any performance reviews for the organization so the performance review will contain the correct competencies.

Step 1: Run the Current Worker Detail Report in Workday. Find any employees who do not have the management level you had previously identified as the correct one for them.

Step 2: Use [this list of job profiles](#) to find a job profile for each affected employee that closely matches the work performed and has the correct management level.

Step 3: In Workday, navigate to an affected employee's profile.

- Select the Actions button under the employee's name and job title.
- From the Actions menu, select Job Change > Transfer, Promote or Change Job.
- Enter the effective date.
- Under Why are you making this change? Select Data Changes > Change Job Details. Select Start.
- On the Job tab, select the appropriate Job Profile.
- Select Next to move to the summary screen and select Submit.

After you have confirmed employees have the appropriate management level, you can launch performance reviews with confidence that the correct competencies will default into the performance reviews. The first training video on performance reviews is now available in Workday: [Workday@OK Performance Review Tutorial Video](#). That page will also contain a link to the Performance Review for Managers User Guide.

You can also find it without the link, by going to the Learning app in Workday, select Browse Learning and search for Workday@OK performance.

This first video covers how to start the performance review. The training team is currently working on other videos that will cover Mid-Year Review and Close-Out. There will be one coming on calibration too.

If you have questions, please reach out to your Classification/Compensation liaison or send an email to HCMClassComp@omes.ok.gov.