

JOB DESCRIPTIONS

Job descriptions are now available in the MS Word version and can be accessed from the HUB or external City website. You can also access the descriptions by clicking here:

<http://lfpubweb.cityofdenton.com/PublicWebLink/Browse.aspx?startid=6&row=1&dbid=4>

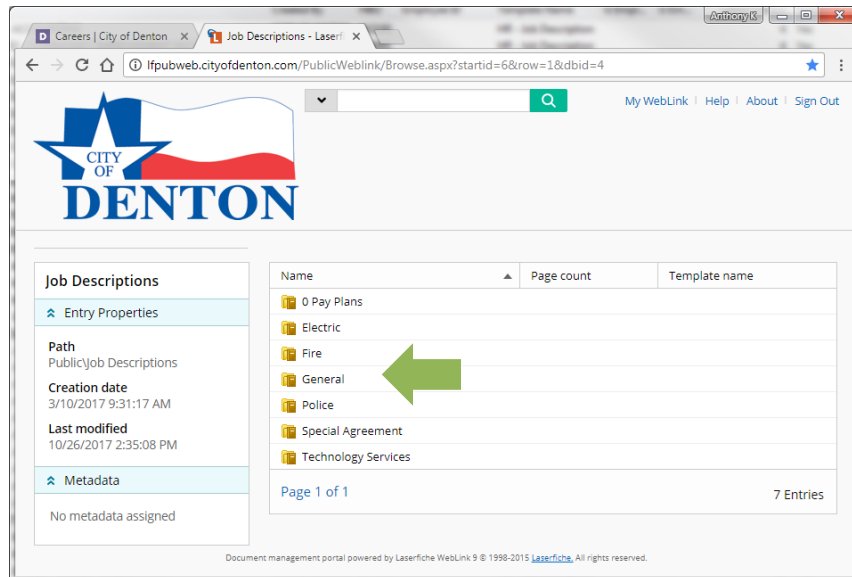


Searching

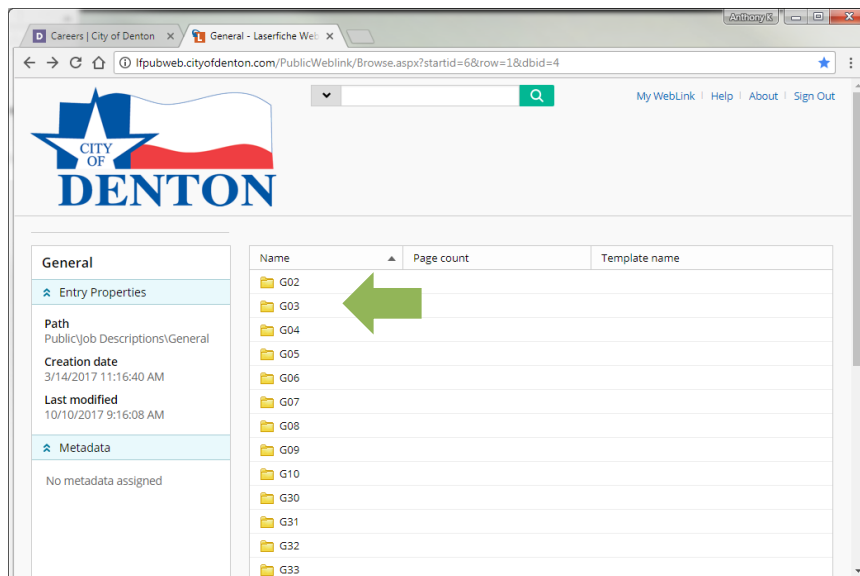
You can search by pay plan, pay grade, position ID, department, or even the actual title. Simply enter your search term in the box at the top of the page and press enter or click the magnifying glass.

SEARCH BY PAY PLAN/PAY GRADE

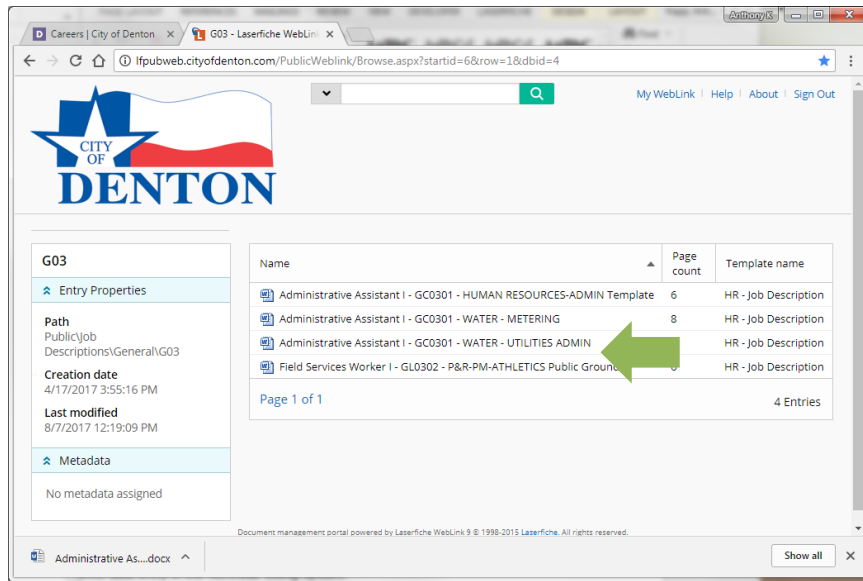
The descriptions are organized by Pay Plan, then pay grade. For example, to find the job description for Administrative Assistant I (position ID GC0301) you would first click on the General folder:



Then click the G03 folder:

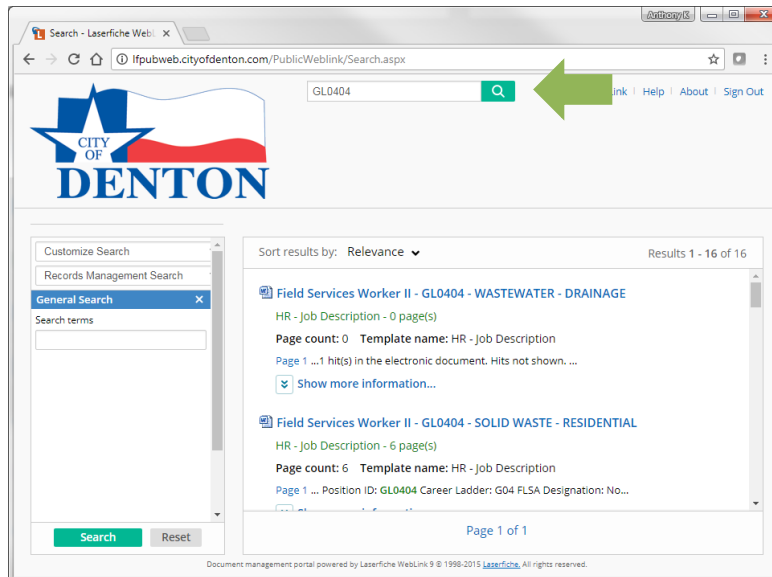


Note that the file names also include the department to which they belong.



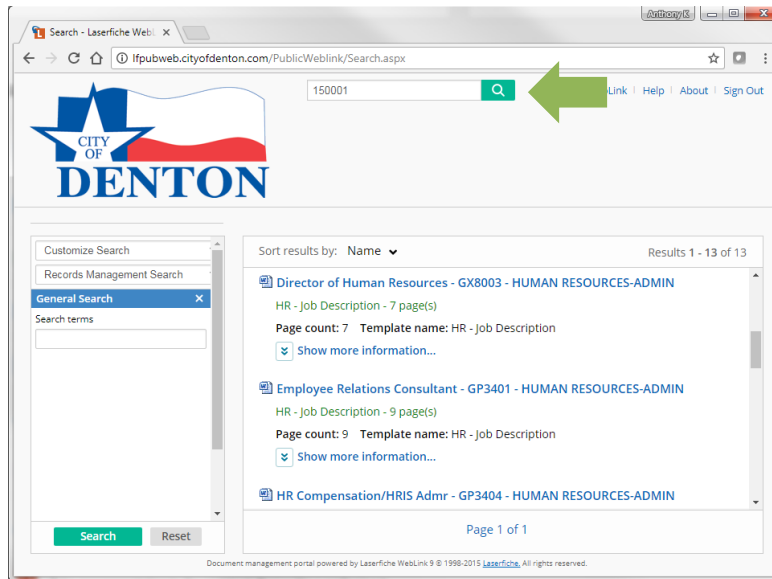
SEARCH BY POSITION ID

In this example, we have searched for Field Services Worker II with the Position ID GL0404. We can see all of the descriptions that match this Position ID, there are 16 total descriptions. Position IDs for each position are listed in the Pay Plans.



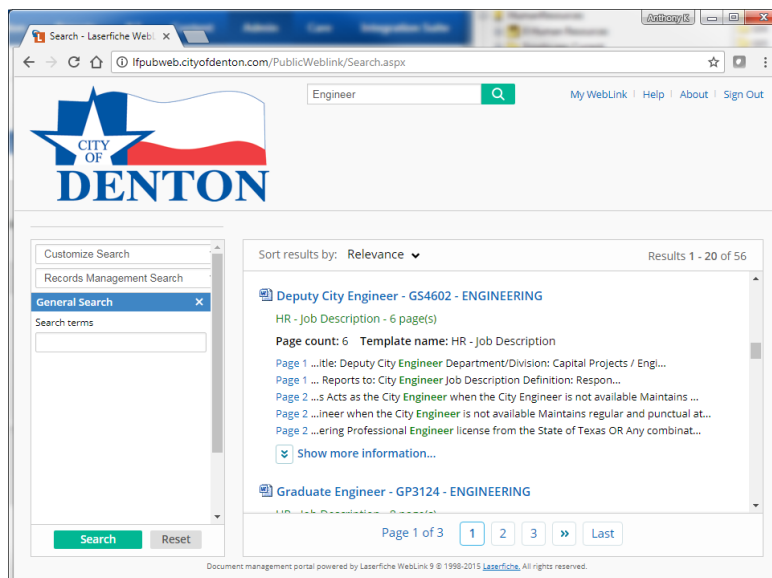
SEARCH BY DEPARTMENT

To search by the department it is best to use the home business unit number (HBU). In this instance, we used the HBU number for Human Resources: 150001. You can search for any HBU number.



SEARCH BY TITLE

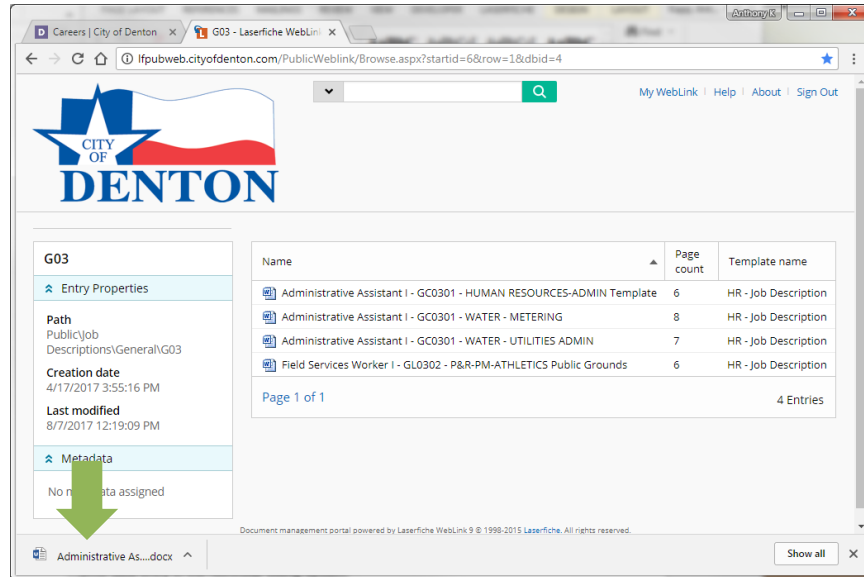
Here we have searched by title for Engineer. All of the positions with Engineer in the title or document will appear. Here we can see that there are 56 total documents that contain the term "Engineer."



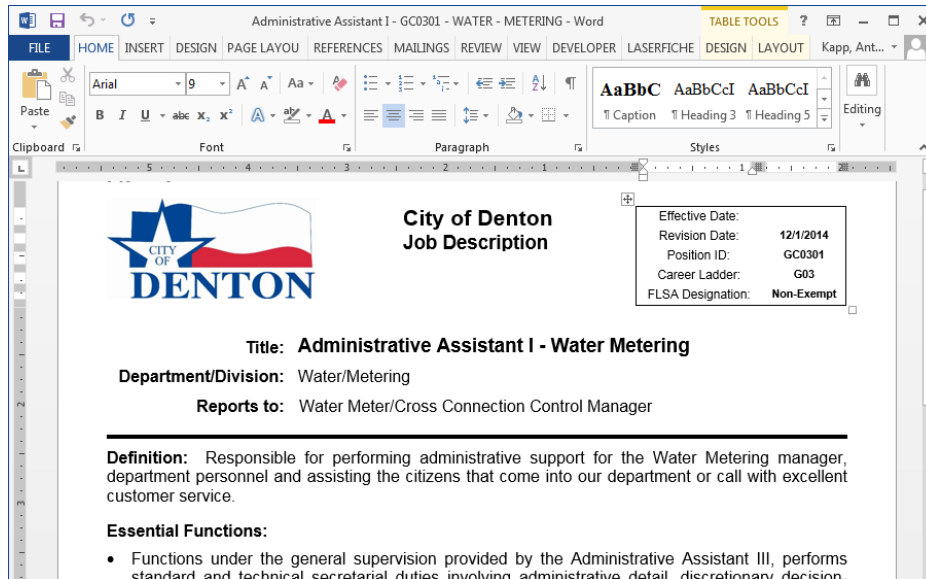


Downloading & Editing

To update a job description you will need to download the file. To download the document, click the file name and the file will download to your computer. In this example, we are using the Chrome browser, so we would click on the file at the bottom to open it. Your browser may prompt you to save or open the file.



Because you are downloading the MS Word version of the description it is now easier to make edits and updates.



If you edit the job description, you will need to save your changes and send the updated version to Human Resources for review and placement back into the repository. Note: some edits may affect the classification of the job, especially drastic changes to the minimum qualifications. In these instances, we will contact you to discuss. **A job description will not be considered the official version unless it is in the repository.**