

A Quick Start Guide to Avue's Position Classification and Management Module

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As you select duties, the classification of your position will appear here.	Click to view short video tutorials for this screen.	Click here to request Services for assistanc designing, developing documenting position	e in gr		ese icons to move up or down a n a career ladder. Click here to save. There are
AUC DIGITAL SERVICES Tutorial Converte Servic Tutorial Converte Servic Converte Servic Converte Conver				î	also save buttons at the bottom of every work screen.
Position Filters Filter Example Filter Examp					Click here to flip to the document view and see all the documents created for your position.
4. Repeat this process until you har 5555 Click "Save Information" at the to Compare the Dutles and Tasks of At the bottom the screen, click - This will display a list of positions - Drag-and-Drop content from the E	sgain to select tasks for each MDA. Note the grade levels associated with each. Select the desired tasks and click "DK". nill you have the duties and tasks for the position identified. "at the bottom of the screen and click "DK" of "Continue to Next Step" in the populo. Note the status bar under the "Major Duties & Tasks" icon is now green. d Tasks of this position to establishedbenchmark positions. "exercised on the number under "Benchmark Positions." "Hattem" for a side-position of the Benchmark PO (Lett) and your Working PD (Right). Thom the Benchmark PD (Lett) to the Working PD (Right). Content dragged to your "Working PD" is now asked as part of that document. es & Tasks" in to trutm to the previous screen.				Click here for LiveChat help or to leave a help message.
Summary of Du- summary of Duhan Correct as Correct To Annual Digenizational Analys Developed an Established Workforce and Positio	Seperatory Leader Research Senior Level inalyst (Series: 0343) X s Studies 33 % X implemented program performance measures and objectives for a major org implemented program gentrumance measures and objectives for a major org i c c c c c c c c c c c c c c c c c c	anizational segment of an agency, such as a regional office, center, or major field nal segment of an agency, such as a regional office, center, or major field installas	Installation. (GS Grade: 12) X on. (GS Grade: 12) X		As you build your position, you will see the text of your documents developing in these tabs – just click on the tab to open and close. To edit the text, click on the text and a pop-up box will display that will allow you to edit.
As you select titles and duties for your position, related information will appear here in the Position Filters.	These tabs lead you to special features or types of positions such as for creating career ladders and supervisory jobs.	When you pick a job title, you will also select major duty areas and tasks associated with that title.	Percentages of time for each major duty area can be adjusted here.		