

Position – Market Segment

- Purpose** Use this procedure to establish market segment relationships for WMS positions. The market segment trends can be used to forecast the different management levels.
- Trigger** Perform this procedure when assigning appropriate Management Benchmarks for your Washington Management Service (WMS) and Executive Management Service (EMS) positions.
- Prerequisites**
- Based on your organization’s internal process, you have identified all internal WMS and EMS positions for allocating the Market Segment benchmark.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor










Change History	
Date	Change Description
7/22/2009	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints	<ul style="list-style-type: none"> It is important to remember that the benchmarks are a best fit – not a perfect match for each specific position. The Department of Personnel has guidance materials and consultants available to assist agencies in making the necessary allocations. For additional information, please visit the website on Management Benchmarks.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

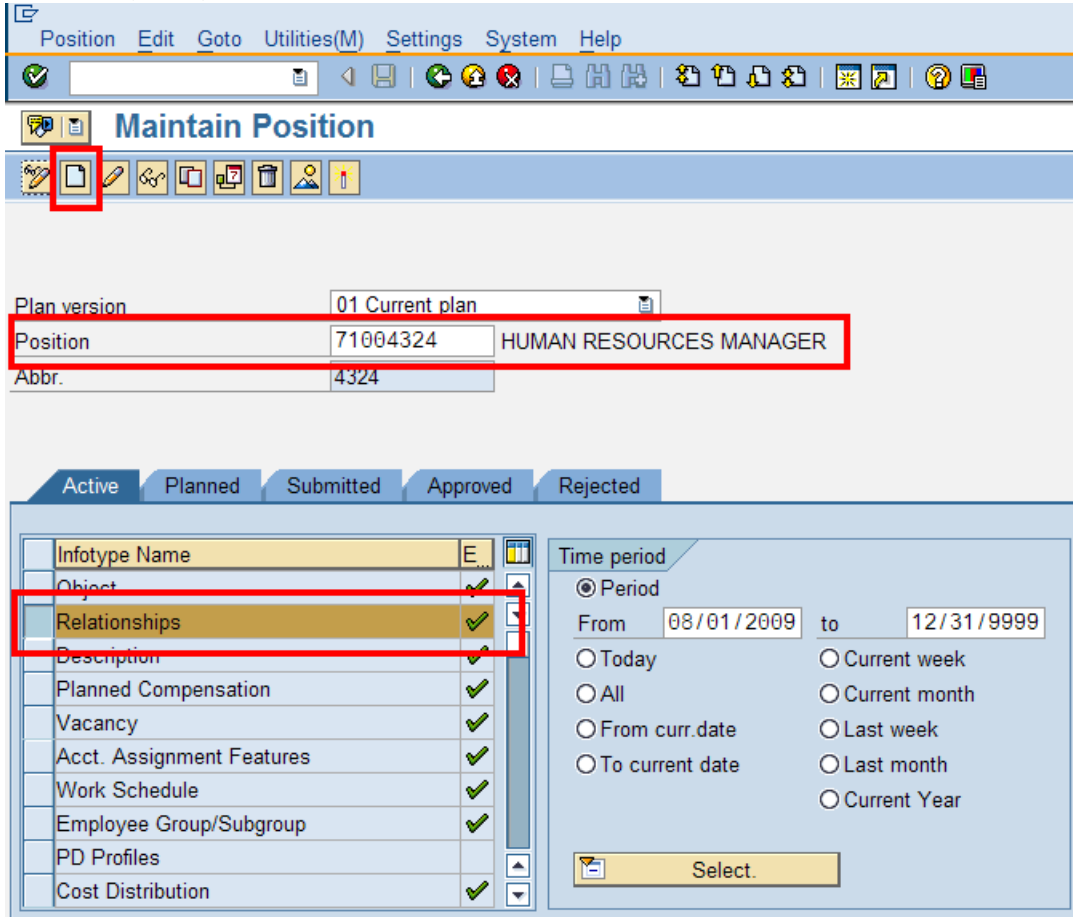
Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 71004324</p>

3. Click  (Enter) to validate the information.



Position Edit Goto Utilities(M) Settings System Help

Maintain Position

Plan version 01 Current plan

Position 71004324 HUMAN RESOURCES MANAGER

Abbr. 4324

Active Planned Submitted Approved Rejected

Infotype Name	E
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓

Time period

Period

From 08/01/2009 to 12/31/9999

Today Current week

All Current month

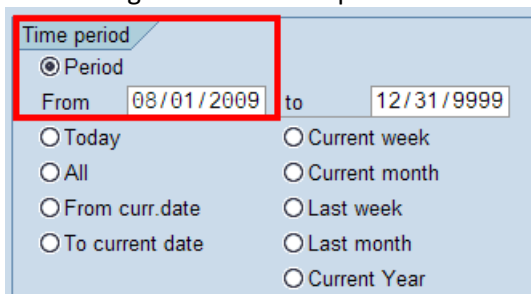
From curr.date Last week

To current date Last month

Current Year

Select.

4. In the Time period section, click Period and enter the **From** date as the effective date of the Market Segment relationship.



Time period

Period

From 08/01/2009 to 12/31/9999

Today Current week


All Current month

From curr.date Last week


To current date Last month




Current Year


5. Click to box to the left of  to select.

6. Click  (Create) to create a new record.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Type of related object	R	It defines if the related object is an organizational unit, a job, or a position, etc.  By selecting the <i>Type of related object</i> first, the <i>Relationship type/relationship</i> field will provide the applicable option. Example: 05 Market Segment - This is the appropriate selection for this transaction.
Relationship type / relationship	R	This describes how two objects are linked together, such as a reporting relationship. Example: A 108 (Is assigned to) – This is the appropriate selection for this transaction.

ID of Related Object	R	<p>This is the system-assigned number of the associated object to which the original object is related.</p> <p> Click the  (Matchcode) to open the selection list and click  (Start Search). See the Comments section below for the applicable options.</p> <p>Example: 30012641</p>
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8. Click  (Enter) to validate the information.

9. Click  (Save) to save.

10. You have completed this transaction.

Results			
You have created a Market Segment relationship to the WMS position.			
Comments			
The following are a list of Market Segments:			
	Object abbr.	Object name	Start date End Date
	Admn	Administrative	04/16/2008 12/31/9999
	CJEHS	Criminal Justice, Enforcement & Homeland SC	04/16/2008 12/31/9999
	Engr	Engineering	04/16/2008 12/31/9999
	Fin	Finance	04/16/2008 12/31/9999
	HC Admn	Health Care Administration	04/16/2008 12/31/9999
	HR	Human Resources	04/16/2008 12/31/9999
	Ins	Insurance	04/16/2008 12/31/9999
	IT	Information Technology	03/01/2008 12/31/9999
	Legal	Legal	04/16/2008 12/31/9999
	Lic Reg Saf	Licensing, Regulation, & Safety	04/16/2008 12/31/9999
	Maint	Maintenance	04/16/2008 12/31/9999
	Mkt/Comm	Marketing & Communications	04/16/2008 12/31/9999
	Nat Res/Sci	Natural Resources/Science	04/16/2008 12/31/9999
	Pub H/Med Sc	Public Health & Medical Sciences	04/16/2008 12/31/9999
	Soc Serv	Social Services	04/16/2008 12/31/9999