



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: JOSH@work

FROM: Director of Human Resources

DATE: April 6, 2004

In 1992, the Human Resources (then Personnel) Department sent out a call to update job descriptions for all County positions. Needless to say, there have been a lot of changes since that time. Unfortunately, many of the job descriptions we have on file are still the 1992 version. So, the time has come to update our job descriptions for all permanent full-time and part-time positions. To make this process simpler and one which we can build on in the future, we are utilizing an enhancement of our current JOSH system—**JOSH@work**. Since the system is the same, those who have used JOSH will have seamless transition to **JOSH@work**.

JOSH@work allows us to move to a paperless process for creating and updating job descriptions. We have been able to use much of the data in our MAPS system to begin a job description for each position. However, adding the actual job activities/duties and specific areas related to those job activities/duties must be done by those closest to the position.

At today's Pre-Board, you received an overview of the upcoming **JOSH@work** implementation. Below summarizes some of the important highlights and critical points of this process:

- Please post the **JOSH@work** posters in prominent sites throughout your agency.
- **JOSH@work** is available 24/7 from any computer with internet access (www.henricojobs.com/hr)
- **JOSH@work** uses the latest encryption technology—maintaining a high level of security. No employee Social Security numbers are included in the system.
- Please set employee expectations so they understand the reason behind this call for updated job descriptions—not to expect reclassifications, regrades, etc. to result from these updates.
- Employees can view only their job information. Supervisors will be able to access their own job description as well as ones for positions reporting to them.
- Make sure your supervisors know about and sign up for one of the training sessions offered for supervisors (<http://virtual.henrico/hr/cc/signup-joshatwk.html>)
- **JOSH@work** user name and passwords
 - Current JOSH users will continue to use their JOSH user name and password to access the system. If you do not know yours, please contact Human Resources (501-4628)—do not set up a new account.
 - We have set up a **JOSH@work** account for all other employees. For further explanation of how this has been done, please refer to <http://virtual.henrico/hr/cc/josh-logon.pdf>



- You will decide who will enter the job description information:
 - **Employees** may enter their own job description and route to their supervisor for review. If employees will enter their own, make sure you provide assistance, computer access and opportunity for them to complete. Although we will not be conducting general training for employees, all of the handouts, manuals, etc. are available online. You can access them from a new web page for supervisor resources (<http://www.co.henrico.va.us/hr/cc/josh2-help2.html>).
 - **Supervisors** will have access to their own job description and the job descriptions for the positions they supervise. If the supervisor completes the job description, they will return it (electronically) to the employee so that it may be 'certified' by the employee that they have read it.
- Any employee who does not have either a County user ID or County email must have one assigned to them so they will be able to access **JOSH@work**. Please complete a DPS064 form (<http://virtual.henrico/dp/dps064.pdf>) and send to Information Technology. They will notify HR and a **JOSH@work** account will be set up. A list of employees in your agency who do not yet have this will be provided.
- The access and workflow within **JOSH@work** is based on the evaluator and supervisor position information you recently updated. This is maintained in MAPS and it is critical that you continue to send us changes (using a P-3) when changes occur to these.
- If you (or your employees) are not able to access the appropriate job descriptions, please notify Human Resources [Joanne Seay; ~~sea11~~; 501-5278] as soon as possible.
- Since most of our job description files are probably not as up to date as yours, you may want to refer to information used during a recruitment process or to the dimensions set up for performance appraisals. You may also find review of the class spec helpful. These can be found at: (www.co.henrico.va.us/hr/cc/classes.html)
- **JOSH@work** will be available to start updating job descriptions the week of April 19th.
- The deadline for completing and submitting (electronically) to HR is **August 31, 2004**.

Please let us know what questions you have and how we can assist you through this process. Alicia Roberts (rob04; 501-4205) or Jane Klosky (klo02; 501-4627) are available to help you. Once these job descriptions are updated online, we will all have much better information for making decisions...AND one step closer in preparing for succession management.



George H. Cauble, Jr., SPHR

Please distribute to supervisors in your agency who may need this information.

