As Agency Org Updater, I want

- To log in and view org charts
- To see the status of the approval in a process
- To be able to initiate a process
- To be able to edit
- To be able to cancel
- To be able to add comments and documentation
- To be able to pull an org chart with or without positions
- To be notified when modifications are needed
- To be notified when the request is dispositioned (processed, approved, closed, denied)
- To be able to view past org charts
- To access the knowledgebase
    - To see reminder to check agency statute

As DHR/DFM, I want

- To receive the request for an org update
- To be able to approve, return, or deny a request
- To be able to notify appropriate stakeholders of decisions
- To close the case
- To identify and understand downstream system impacts from org unit change

As DHR/Agency, I want

- To quickly update org name
- To start the org structure update
- To make minor reporting structure updates
- To update org unit name
- To create a new org unit
- To notify any downstream processes effected by org unit updates
- To edit locations for different org units
- To be able to add or edit org unit contacts
- To generate an org chart
- To generate an org chart modeling change
- To identify and understand downstream system impacts from org unit change

As an Employee, I want

- To be able to view an org chart
- To be able to view an individual's job title, work contact info, and immediate supervisor (statewide)

As SCO, I want

- To perform the org unit update
- To initiate or create a new org unit
- To notify stakeholders that changes were completed
- To close the case

HR-010-020 Create and Update Jobs

As Agency Job Updater, I want

- To view all current jobs
- To be able to request a new job
- To be able to request an update to a current job
- To identify job minimum qualifications (job responsibilities, essential functions)
- To request inactivation
- To access the Knowledgebase to know how to request an update
- To be able to view job history including inactive jobs
- To be able to view pay grade, hay factoring, FLSA Code
- To modify or cancel a request
- To receive notification of request process

As DHR, I want

- To receive job update requests
- To approve, return, or deny a request
- To create and update jobs
- To view all current positions in a job
- To add comments on a job
- To notify requestors of update progress
- To attach documentation
- To pull an EEO4 report
- To be able to view job history including inactive jobs
- To be able to view pay grade, hay factoring, FLSA Code
-

HR-010-030 Create and Update Positions

As Manager, I want

- To be able to view all current positions
- To receive notification when position update is completed
- To view position history (audit log)

As Agency Position Updater, I want

- Initiate position update or position creation update
- To submit position request
- To receive notification of position request status
- To modify position request
- To be able to view all current positions
- To view position history (audit log)
- To be able to review position budget
- To be able to view the associated job details
- To be able to see all available FTEs for agency
- To see a warning when an agency surpasses approved FTEs

As Agency Budget, I want

- To receive and review position creations and updates request
- To approve, return, or reject request
- To view personnel budget
- To view all current positions
- To be able to view pay grade
- To be able to see all available FTEs for agency

As DHR/DFM/Elected Official, I want

- To receive position request
- To approve, return, or deny request
- To send notifications
- To make comments
- To be able to see all available FTEs for agency
- To see a warning when an agency surpasses approved FTEs
- To be able to bypass FTE limits for double-fill/variances

As DHR/Agency, I want

- To complete a position creation or update
- To add recruiting information (screening questions, pre-hire packages, offer letters, etc.)
- **To add or update worker comp code**
  - To be able to run a report off those details
- To be able to see all available FTEs for agency
- To see a warning when an agency surpasses approved FTEs

- To be able to bypass FTE limits for double-fill/variances

As an Employee, I want

- To see my position details

HR-010-040 Monitor Vacant Positions

As Agency Leadership, I want

- To receive and access the vacant position report
- To be able to see all available FTEs for agency
- To be able to download and print vacant position report

As DHR/Agency/Agency Budget/DFM, I want

- To be notified of vacant positions
- To access and review a vacant position report
- To be able to download and print vacant position report
- To view all positions at the agency
- To receive notifications at 11-month vacancy
- To be able to be notified when a position has been inactivated due to agency request or 12-month vacancy
- To be able to see all available FTEs for agency

As DHR/Agency, I want

- To be notified of vacant positions
- To access and review a vacant position report
- To be able to download and print vacant position report
- To view all positions at the agency
- To receive notifications at 11-month vacancy
- To be able to inactivate a position due to agency request or 12-month vacancy
- To be able to re-activate an inactivated position if necessary
- To be able to see all available FTEs for agency
- To see a warning when an agency surpasses approved FTEs
- To be able to bypass FTE limits for double-fill/variances