

# CLASS CODE ADMINISTRATION

# Class Code Administration

- Boms has the ability to capture the Class Code Description this allows the descriptions to be available at a press of a button (as opposed to keep it in a binder).

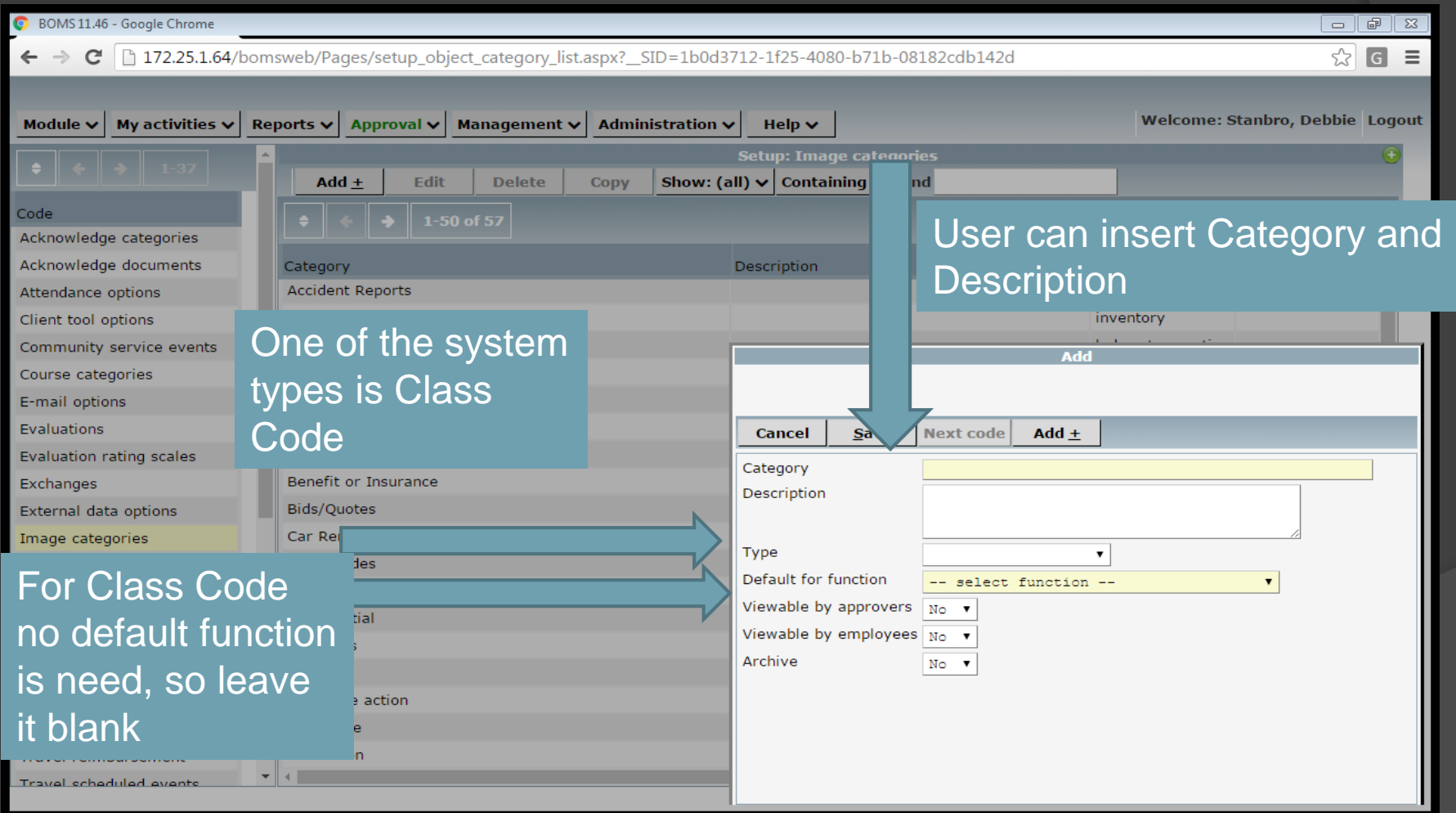
# Class Code Administration Continued

- To setup this function do the following steps.

In Boms web -> go to employee ->

Administration -> Configuration->Image  
categories-> add

# Class Code Administration Continued



# Class Code Administration Continued

BOMS 11.46 - Google Chrome

172.25.1.64/bomsweb/Pages/setup\_object\_category\_list.aspx?\_SID=1b0d3712-1f25-4080-b71b-08182cdb142d

Module My activities Reports Approval Management Administration Help

Welcome: Stanbro, Debbie Logout

Setup: Image categories

Add Edit Delete Copy Show: (all) Containing Find

1-37

Code

- Acknowledge categories
- Acknowledge documents
- Attendance options
- Client tool options
- Community service events
- Course categories
- E-mail options
- Evaluations
- Evaluation rating scales
- Exchanges
- External data options
- Image categories
- Legacy options
- Merge documents
- OPS options
- Overtime options
- Security options
- Travel map mileage
- Travel options
- Travel reimbursement
- Travel scheduled events

Category	Description	Type	Default for function
Accident Reports		inventory	
Acquisition/Disposal		inventory	
Adjustment			
Agenda			
Airfare			
Appropriation			
Batch Sheet			

Example of what the 20<sup>th</sup> looks like

Edit

Cancel Save Next code

Category Class Codes

Description Class Codes

Type class code

Default for function -- select function --

Viewable by approvers No

Viewable by employees No

Archive No

# Class Code Administration

## Continued

- ⦿ Now you need to add images to class code description type.
- ⦿ Personnel->Administration->Configuration->Click on Class Code
- ⦿ (the following screen will appear)

# Class Code Administration Continued

BOMS11.46 - Google Chrome

172.25.1.64/bomsweb/Pages/setup\_class\_code\_list.aspx?\_SID=1b0d3712-1f25-4080-b71b-08182cdb142d

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

BOMS Personnel: Stanbro, Debbie Logout

Setup: Class codes

Add ± Edit Delete Copy Options ▾ Show: (all) ▾ Containing ▾ Find

1-61

Code

- Acknowledge categories
- Applicant categories
- Applicant rejection reasons
- Attendance options
- CADs
- Certification types
- Class codes**
- Client tool options
- Community service categories
- Community service events
- Course categories
- Deductions
- Degrees
- Departments
- Department categories
- EEO Categories
- E-mail options
- Employee categories
- Employee wizard options
- Evaluations
- Evaluation rating scales

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Class code	Title	Position description	EEO category	Position type	Pay grade	Overtime	Retirement rate	Ti
6000	Messenger I		6	Office and Clerical	40	Included	Regular	
6001	Clerk I		6	Office and Clerical	41	Included	Regular	
6002	Clerk II		6	Office and Clerical	42	Included	Regular	
6003	Clerk III		6	Office and Clerical	43	Included	Regular	
6004	Clerk IV		6	Office and Clerical	44	Included	Regular	
6011	Intake Clerk I		6	Office and Clerical	44	Included	Regular	
6012	Intake Clerk II		6	Office and Clerical	45	Included	Regular	
6013	Intake Clerk III		6	Office and Clerical	46	Included	Regular	
6021	Switchboard Operator I		6	Office and Clerical	42	Included	Regular	
6022	Switchboard Operator II		6	Office and Clerical	43	Included	Regular	
6023	Switchboard Operator III		6	Office and Clerical	45	Included	Regular	
6035	Law Enforcement Radio/Telephone Operator		6	Office and Clerical	45	Included	Regular	
6102	Secretary II		6	Office and Clerical	42	Included	Regular	
6103	Secretary III		6	Office and Clerical	43	Included	Regular	
6104	Secretary IV		6	Office and Clerical	44	Included	Regular	
6111	Legal Assistant /Secretary I		6	Office and Clerical	45	Included	Regular	
6112	Legal Assistant/Secretary II		6	Office and Clerical	46	Included	Regular	
6113	Legal Assistant/Secretary III		6	Office and Clerical	47	Included	Regular	

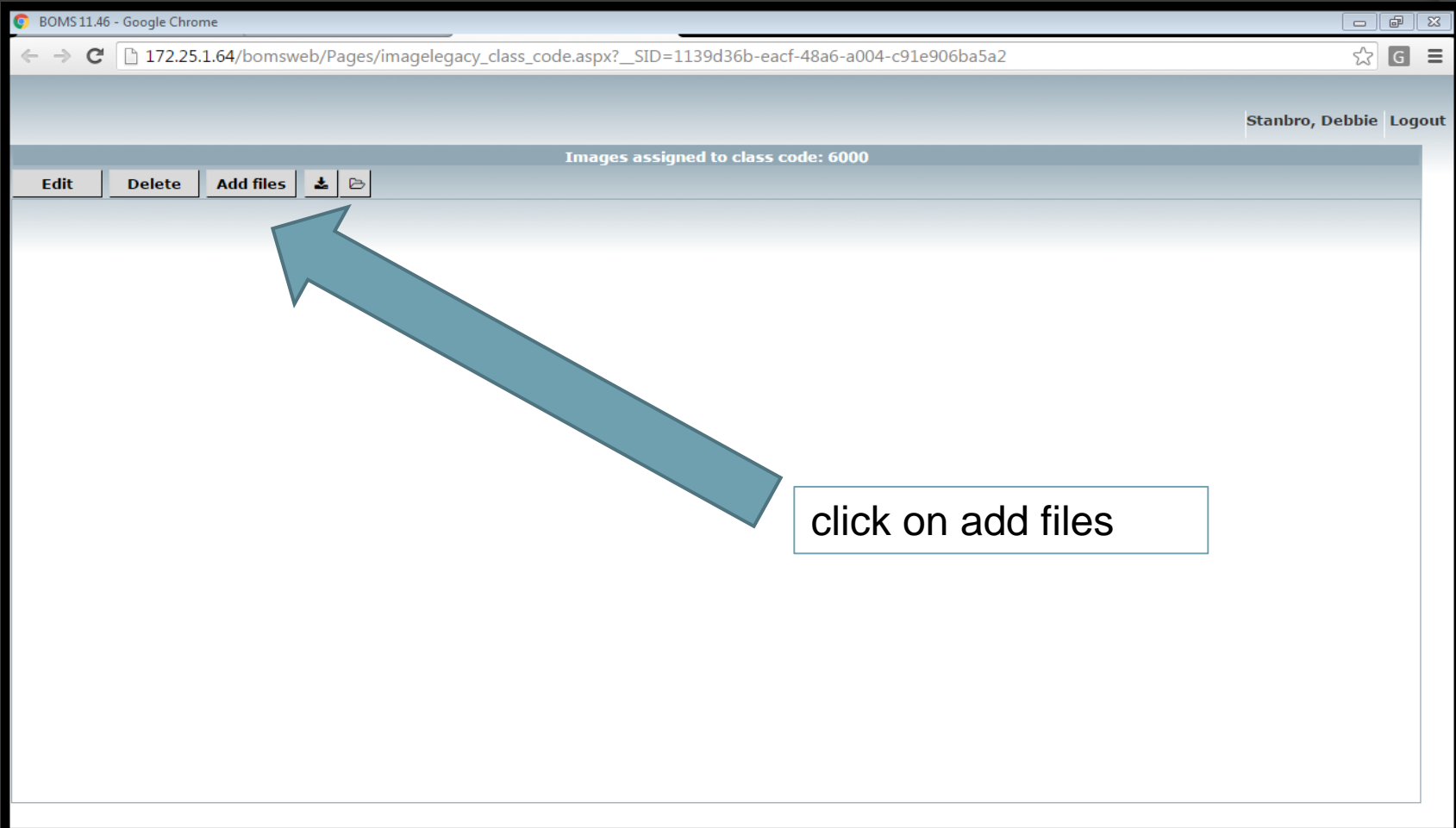
# Class Code Administration

## Continued

- Select the class code you want to add an image on and then click Options -> then click Imaging the following screen will appear



# Class Code Administration Continued



# Class Code Administration Continued

BOMS11.46 - Google Chrome

172.25.1.64/bomsweb/Pages/imagelegacy\_class\_code\_upload.aspx?\_\_SID=1139d36b-eacf-48a6-a004-c91e906ba5a2

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Cancel Upload now

Date  ...

Thru date  ...

Category

Description

Drop files here or click to upload.

Completed the four fields  
Date: We use the date we upload  
Thru Date: leave blank  
Category: the only option will be class code  
Description: User defined  
Then drag file in or uplaod

# Class Code Administration

## Continued

- To view the Class Code Fields this can be done in two ways

# Class Code Administration

## Continued

- First way is in Personnel when you are on the PAR screen. One of the tabs is “PAR Class description” this will the description of the line item you have highlited

# Class Code Administration Continued

BOMS 11.46 - Google Chrome

172.25.1.64/bomsweb/Pages/personnel\_employee\_permanent.aspx?\_SID=6f346a13-9ac2-4285-b102-fda7e64f0b2b

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

BOMS Personnel: Stanbro, Debbie Logout

Find Report Options ▾ PAR ▾ Show: Active ▾ Containing ▾ Find

Permanent Employees Anderson, Susan L. | Permanent | Position 3743 | Funding N/A | SSN [REDACTED] | Hired 11/20/1998 | DOB 01/17/1960

Salary history OPS PAR history Prior employment Probation history Taxes

Add ± Edit Delete Terminate **PAR class description**

Date	PAR code	JAC par code	Termination code	Status	PAR form	Position description f
11/09/2015	98 [Miscellaneous Change (Explain in comments section)]	0		Permanent	Yes	Yes
12/17/2014		0		Permanent	No	No
12/17/2014		0		Permanent	No	No
12/17/2014		0		Permanent	No	No
10/01/2014	98 [Miscellaneous Change (Explain in comments section)]	0		Permanent	Yes	No
08/01/2014	27 [Increase in Pay (Pay increase for retention) ]	627		Permanent	No	No
06/01/2014	98 [Miscellaneous Change (Explain in comments section)]	0		Permanent	No	No
10/01/2013	27 [Increase in Pay (Pay increase for retention) ]	627		Permanent	No	Yes
10/01/2013	29 [Legislative Mandate ]	0		Permanent	No	No
12/01/2011	27 [Increase in Pay (Pay increase for retention) ]	627		Permanent	Yes	No
02/02/2010		0		Permanent	No	No
10/01/2009	10 [Class Title Change ]	0		Permanent	Yes	Yes
02/01/2009	10 [Class Title Change ]	0		Permanent	Yes	Yes
03/01/2007	26 [Merit Salary Increase ]	0		Permanent	Yes	No

# Class Code Administration Continued

personnel_employee_permanent_par_class_description.aspx - Google Chrome		
172.25.1.64/bomsweb/Pages/personnel_employee_permanent_par_class_description.aspx?_SID=6f346a13-9ac2-4285-b102-fda7e64f0b2b		
Update 2-3-2015		
2		
6002-6004		
<b><u>CLERKS</u></b>		
<b><u>Class Title</u></b>	<b><u>Class Code</u></b>	<b><u>Pay Grade</u></b>
CLERK II	6002	42
CLERK III	6003	43
CLERK IV	6004	44
<b>DISTINGUISHING CHARACTERISTICS OF WORK</b>		
<p>This is basic office clerical work which entails the exercise of some independent judgment, attention to detail and accuracy.</p> <p>An employee in a position allocated to this class is responsible for performing various routine clerical assignments in support to staff of the Office of State Attorney.</p> <p>Duties require limited knowledge of office systems or procedures.</p> <p>Assignments may be a combination of, but not limited to the following, and/or similar clerical tasks: entering and updating information into office systems, pulling files, preparing folders, preparing or filing office correspondence and documents, extracting or copying information from one record to another, photo copying/printing documents, stamping/sorting/distributing mail, addressing envelopes, answering phones, conveying messages, performing various office delivery runs and other miscellaneous duties as required.</p> <p>Other duties may include maintaining detailed records, developing new clerical procedures, requisitioning/ordering/receiving/storing/issuing office supplies.</p>		
<b>CLERK II</b>	Work is performed under general supervision and is reviewed upon completion or through supervisory evaluation of overall unit operations.	

# Class Code Administration Continued



- Second way In Personnel-  
    >Administration->configuration->class  
    codes->options->imaging





# Class Code Administration Continued

BOMS11.46 - Google Chrome

172.25.1.64/bomsweb/Pages/imagelegacy\_class\_code.aspx?\_\_SID=ee7b33bb-38ce-4b01-907e-26b378abed62

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Edit Delete Add files  

    1-1

Class code	Category	Topic	Description File	Effective	Effective thru	Status	Posted
6004	Class Codes	class code	6004 Clerk IV.pdf	07/01/2015		active	02/25/2015 by garofalol

Click the open file symbol.



# Class Code Administration Continued

image\_open.aspx - Google Chrome

172.25.1.64/bomsweb/Pages/image\_open.aspx?\_\_SID=ee7b33bb-38ce-4b01-907e-26b378abed62&imagebutton=1&imageid=21458093

Update 2-3-2015 2

**6002-6004**

**CLERKS**

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Other duties may include maintaining detailed records, developing new clerical procedures, requisitioning/ordering/receiving/storing/issuing office supplies.

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