




Design Document

CA-206854 CIV-8470 – Add and Remove Staff
Classification Titles

 <small>CALIFORNIA AUTOMATED CONSTRUCTION ELIGIBILITY SYSTEM</small>	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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1 OVERVIEW

The Classification Title is used to categorize Staff. This enhancement will bring the system in line with the current Staff Classification Titles used in the counties.

1.1 Current Design

Staff Records are created and maintained on the Staff Detail page. The list of available Classification Titles are available on this page and is required for a Staff record to be created.

1.2 Requests

Update the Classification Titles available for each county to match the values provided through the CRFI process.

1.3 Recommendations

Update the available Classification Titles for Staff members to match the request by each county. For Counties removing Classification Titles, set the Staff to have the Classification Title of 'Temporary Employee' and provide a list of these users to the counties.

1.4 Assumptions

- Only requested Classification Titles for Staff records will be updated.
- Only counties that have requested Classification Titles updates will have their Classification Titles updated.
- The counties that have requested the removal of Classification Titles will have existing staff members assigned to the 'Temporary Employee' Classification Title and will have that Classification Title enabled for their county.

2 RECOMMENDATIONS

2.1 Staff Detail

2.1.1 Overview

The Staff Detail page allows the user to view, edit, and add Staff records. These records set the Classification Title for the Staff member.

2.1.2 Staff Detail Mockup

Staff Detail

*- Indicates required fields

Save Cancel

General Staff Information

First Name:	Middle Name:	Last Name: *	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Status Code: *	Classification Title: *		Staff ID:
<input type="text"/>	<ul style="list-style-type: none">- Select -Accountant IAccountant IIAccountant IIIAccountant TechnicianAdministration Supervisor IAdministration Supervisor IIAppeals SpecialistAssistant Auditing ManagerAssistant Communications SpecialistAssistant to the DirectorAssociate Administration OfficerAuditing ManagerAutomated Systems Analyst IAutomated Systems Analyst IIAutomated Systems TechnicianBuilding & Services ManagerBusiness AnalystBusiness Applications ManagerBusiness Systems Analyst IBusiness Systems Analyst IIBusiness Systems Analyst IIICase Review SpecialistChief ArchivistChief Learning OfficerCommunications and Career Services ManagerDepartment Information Service ManagerDeputy Administrative OfficerDeputy DirectorDirector		<input type="text"/>
Regional Call Center:			
Available Hours: (Day-Day Time)	<input type="text"/>		
Additional Information:	<input type="text"/>		

Spoken Language Information

Spoken Language *	Agency *
<input type="text"/>	<input type="text"/>

Add

Written Language Information

Figure 2-1 Staff Detail Classification Title drop down

2.1.3 Description of Changes

Add and remove values in Staff Detail page's Classification Title field drop down as requested for each county, refer to titled document 'Added and Removed County Staff Classifications' in the Supported Documents section.

2.1.4 Page Location

Global:Tools

Local:Office

Task:Staff

2.1.5 Page Usage/Data Volume Impacts

No change.

2.2 Data Change: Setting default value for removed Classification Titles.

2.2.1 Overview

This data change will associate a Classification Title for users assigned a title that is no longer available in the county.


2.2.2 Description of Change

Update Staff member's Classification Title to the value of 'Temporary Employee' when the Classification Title is no longer available. For Counties that do not have 'Temporary Employee' available, make the Classification Title available.

2.2.3 Estimated Number of Records Impacted/Performance

- LRS no change.
- C-IV, about 3,500 records will be associated to value of 'Temporary Employee'.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Online	Added and Removed Classification Titles. Updated titles are highlighted in Yellow. Added titles are highlighted in Green.	 Added and Removed County St:

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.25.1.3	The LRS shall maintain information on all COUNTY staff and any appropriate staff from other agencies that access LRS cases and/or LRS Data.	Updates will maintain information on all COUNTY staff.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met
	N/A	

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
		N/A			

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6 OUTREACH

Provide a list for all users that have had their Classification Title removed and associated to Classification Title of 'Temporary Employee'. The list will contain County Code, Staff ID, First Name, Last Name, Email Address, and Phone Number.

I.E.

County Code	Staff ID	First Name	Last Name	Email Address	Phone Number
50	111111	Bruce	Wayne	wbruce@wenterprise.org	(555)555-5555

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