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Supervisory Update Only Workflow Chart

The following chart depicts the workflow process for updating a supervisor in a position. The workflow is sent through the Online Position Description as a normal full position description, but by selecting **Supervisory Only** for requested actions, it allows the Division to approve the action in a timely manner. **NOTE:** The Department and Classification Services are no longer in the approval process.

NOTE: If the position description has no information inside the duties, other work details, work demands, and supervisory authority, you cannot use this process. This is called a System Startup position description. You must fill in all areas and submit as a regular "Update only." The update will be a thorough review which will include a supervisory change. As this update will require a thorough review which will include a supervisory change, the Department and Classification Services are in the approval process.

