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 for Classification Services to process and approve the action in a timely manner. **NOTE:** Positions at system startup or does not have duties or other information within the position description may not use this option.

**KEY**

- Initial Actions in OPD by the agency. Typically done by supervisor or administrative staff.
- Department / Agency Approval Action
- Classification Takes Action

**START:** Log into the Online Position Description (OPD)*

Select *Edit an Existing Position* in OPD*

Type in the PCN into the “Edit a Full Position Description” field. Select *Search*

Go to the “Request an Action” field in the Actions box

Select “Supervisory Change Only” in the drop-down menu. Select “Add Action.”

Select the **GO TO FORM** tab at the top middle of the page. **NOTE:** All fields are locked. Only the supervisory field can be updated

**At the bottom of the screen select “Forward Submission” to send to the supervisor.**

**Supervisor:**
- (1) Review /
- (2) Send forward / Approve

**Division:**
- Send forward / Approve

**Department:**
- Send forward / Approve

**Classification receives PD in OPD:**
- (1) Reviews supervisory changes
- (2) Approves position
- (3) Updates IRIS-HRM

**NOTE:** A PARF is not needed to update the supervisor.

On Submission Management page, select “Attachments.” Attach current staffing chart

Select “Return to Submission Management Page”

Scroll down to Section 1.3. and type in the new Supervisor’s name or PCN. Press Enter and confirm by selecting tab: *<<Set as the Supervisor>>*

**SAVE**

**NOTE:** Positions at system startup or does not have duties or other information within the position description may not use this option.