



Miami-Dade County

Approve a Job Opening or Position Request in OMB Job Aid

Version 1.0

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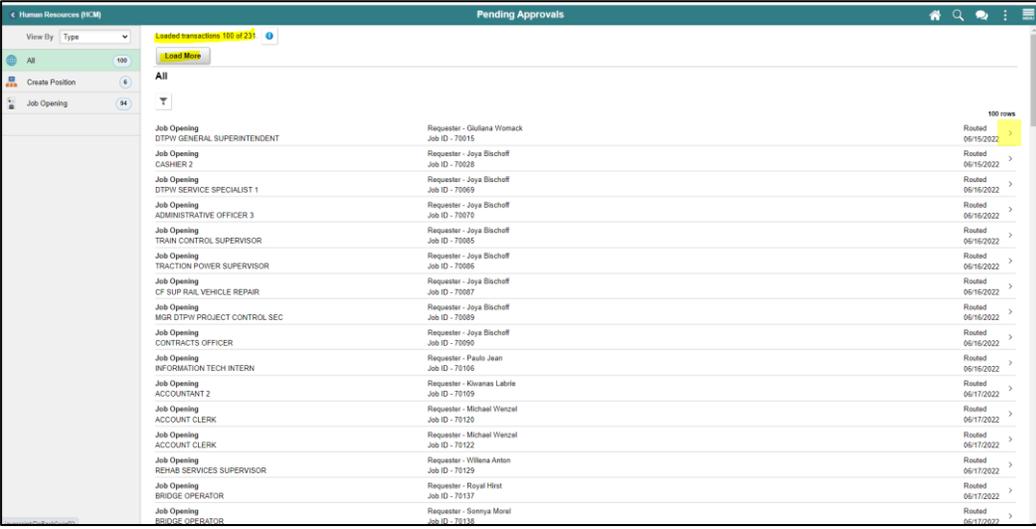
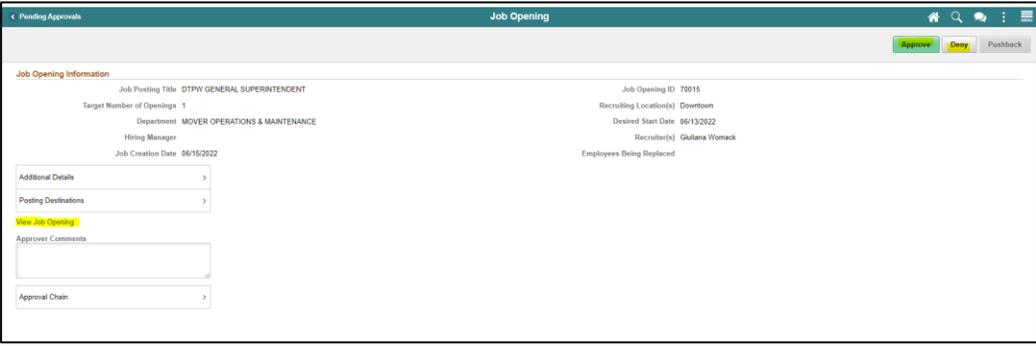
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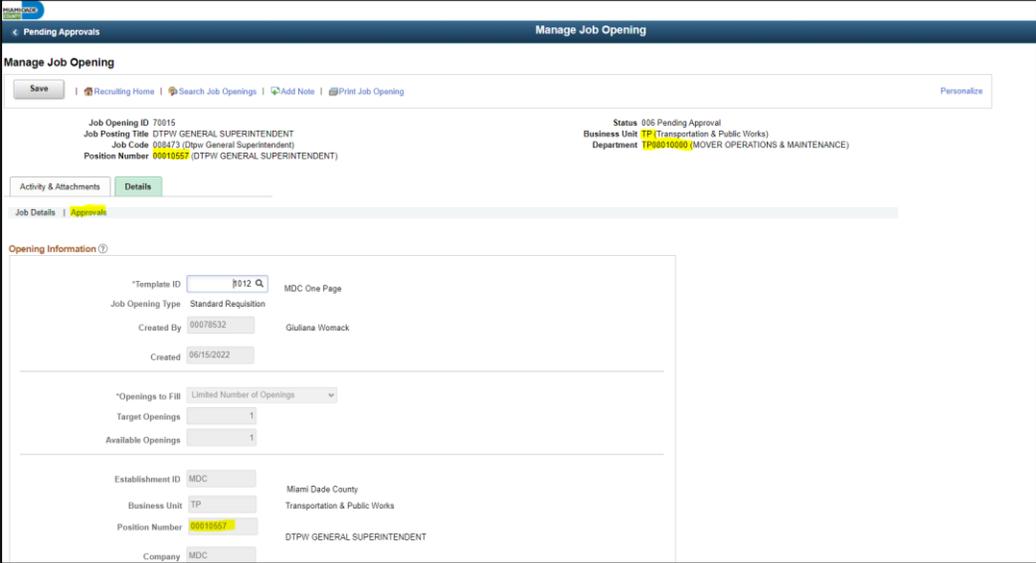
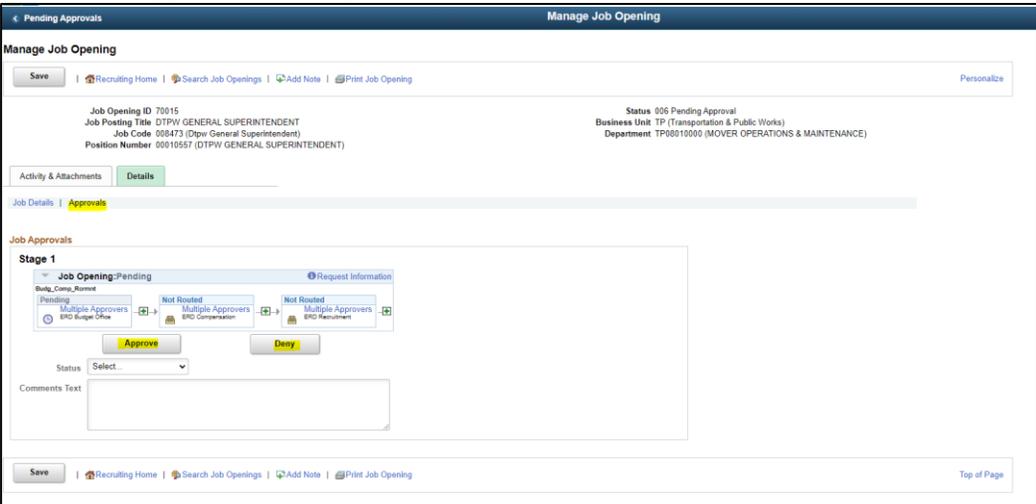
PURPOSE

Purpose

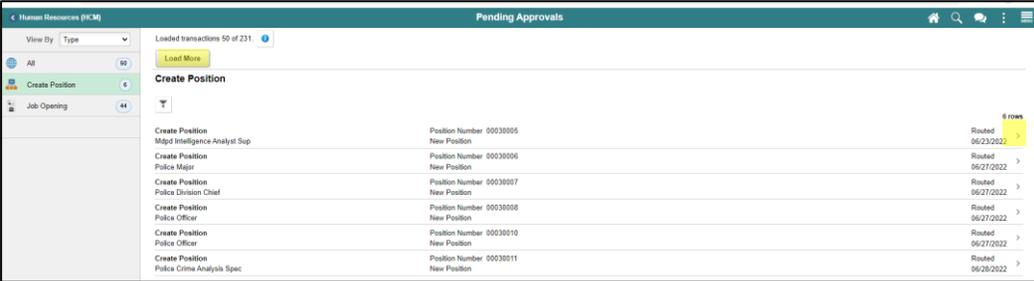
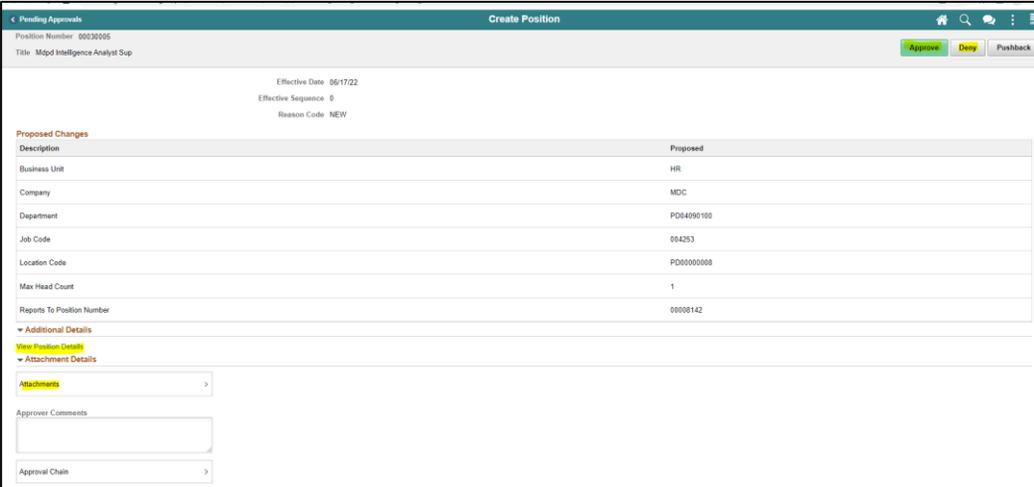
This document explains the key activities involved in approving a job opening or position request in OMB. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

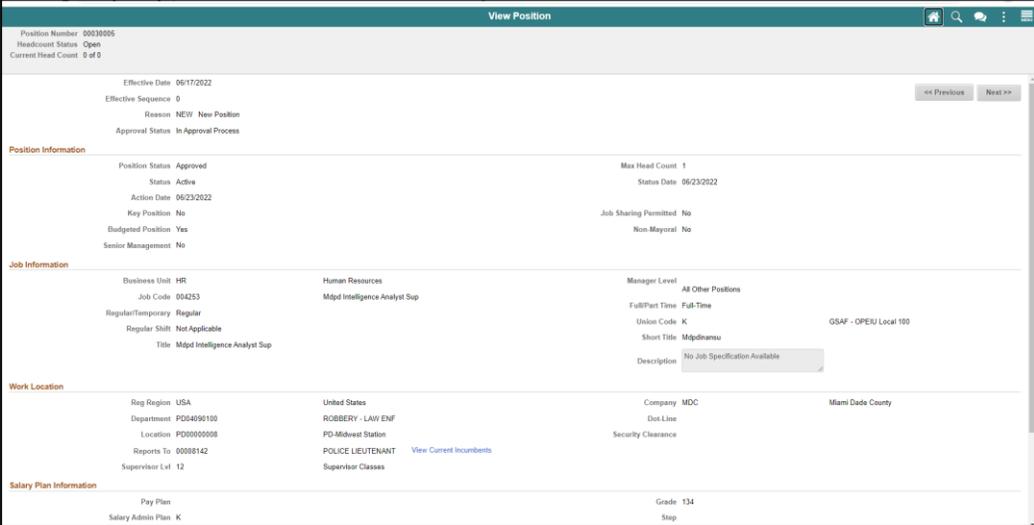
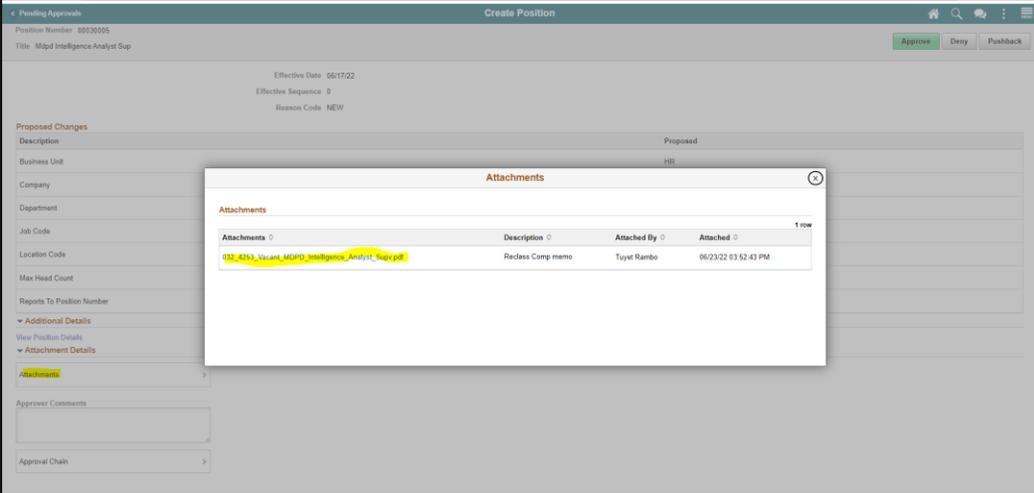
ACTIVITY 1: APPROVE A JOB OPENING IN OMB

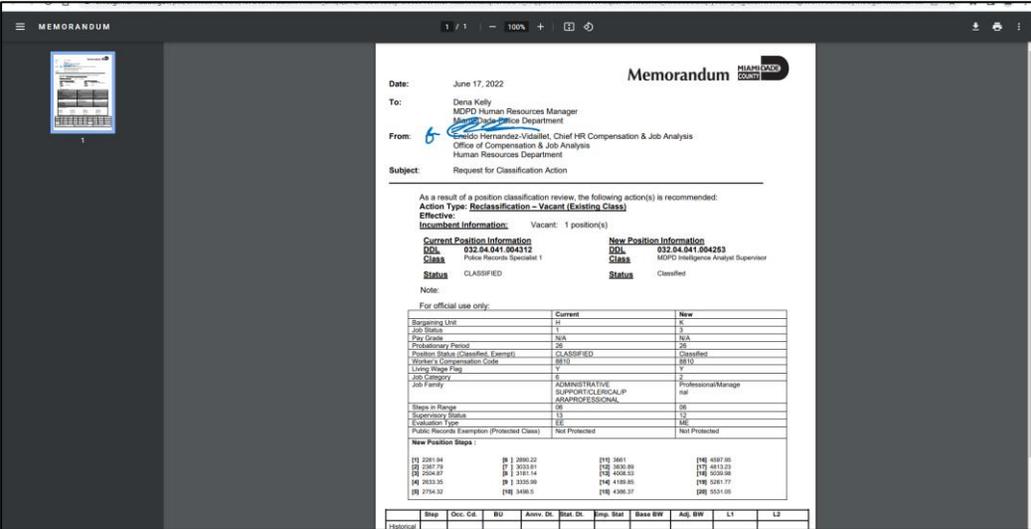
Step	Action
1.	Navigate to: Human Resources (HCM) > Approvals
2.	<p>Select the job opening to review. Note: Select the Load More button to view additional approvals, as applicable.</p> 
3.	<p>Select the Approve or Deny button. Note: For additional details, select the View Job Opening link.</p> 

Step	Action
4.	<p>After selecting the View Job Opening link, the Department details and Position Number details are available. Select the Approvals link.</p>  <p>The screenshot shows the 'Manage Job Opening' interface. At the top, it says 'Pending Approvals' and 'Manage Job Opening'. Below that, there are navigation links: 'Save', 'Recruiting Home', 'Search Job Openings', 'Add Note', and 'Print Job Opening'. The job details are as follows:</p> <ul style="list-style-type: none"> Job Opening ID: 70015 Job Posting Title: DTPW GENERAL SUPERINTENDENT Job Code: 008473 (Dtpw General Superintendent) Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT) Status: 006 Pending Approval Business Unit: TP (Transportation & Public Works) Department: TP08010000 (MOVER OPERATIONS & MAINTENANCE) <p>Under 'Job Details', the 'Approvals' tab is selected. The 'Opening Information' section includes:</p> <ul style="list-style-type: none"> *Template ID: 012 (MDC One Page) Job Opening Type: Standard Requisition Created By: 00078532 (Guiliana Womack) Created: 06/15/2022 *Openings to Fill: Limited Number of Openings Target Openings: 1 Available Openings: 1 Establishment ID: MDC (Miami Dade County) Business Unit: TP (Transportation & Public Works) Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT) Company: MDC
5.	<p>Select the Approve or Deny button.</p>  <p>The screenshot shows the 'Manage Job Opening' interface with the 'Approvals' tab selected. The job details are:</p> <ul style="list-style-type: none"> Job Opening ID: 70015 Job Posting Title: DTPW GENERAL SUPERINTENDENT Job Code: 008473 (Dtpw General Superintendent) Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT) Status: 006 Pending Approval Business Unit: TP (Transportation & Public Works) Department: TP08010000 (MOVER OPERATIONS & MAINTENANCE) <p>Under 'Job Approvals', 'Stage 1' is shown with a 'Job Opening: Pending' status. There are three approval nodes, each with 'Multiple Approvers' and 'Request Information' options. Below the nodes are 'Approve' and 'Deny' buttons. There is also a 'Status' dropdown menu and a 'Comments Text' input field.</p>

ACTIVITY 2: APPROVE A NEW POSITION REQUEST IN OMB

Step	Action
1.	Navigate to: Human Resources (HCM) > Approvals
2.	<p>Select the position to review. Note: Select the Load More button to view additional approvals, as applicable.</p> 
3.	<p>Select the Approve or Deny button. Note: For additional details, select the View Position Details link.</p> 

Step	Action								
4.	<p>Note: A new tab will pop-up to display this page, if a pop-up blocker in place the page will not load. The Position Request cannot be approved or denied from the Position Details page.</p> 								
5.	<p>Select the Attachments to view applicable attachments.</p>  <table border="1" data-bbox="574 1203 1195 1402"> <thead> <tr> <th>Attachments</th> <th>Description</th> <th>Attached By</th> <th>Attached</th> </tr> </thead> <tbody> <tr> <td>002-4251-00001-MIPI-Intelligence Analyst Sup</td> <td>Reclass Comp memo</td> <td>Tuyet Rambo</td> <td>06/23/22 03:52:43 PM</td> </tr> </tbody> </table>	Attachments	Description	Attached By	Attached	002-4251-00001-MIPI-Intelligence Analyst Sup	Reclass Comp memo	Tuyet Rambo	06/23/22 03:52:43 PM
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002-4251-00001-MIPI-Intelligence Analyst Sup	Reclass Comp memo	Tuyet Rambo	06/23/22 03:52:43 PM						

Step	Action
6.	<p>Note: The attachment will display as pop-up in a new window.</p> 
7.	<p>Navigate back to the Approvals page and select the Approve or Deny button.</p> 