



Miami-Dade County

Assign Employee Designation and Liaison (DPRs) Job Aid

Version 1.0



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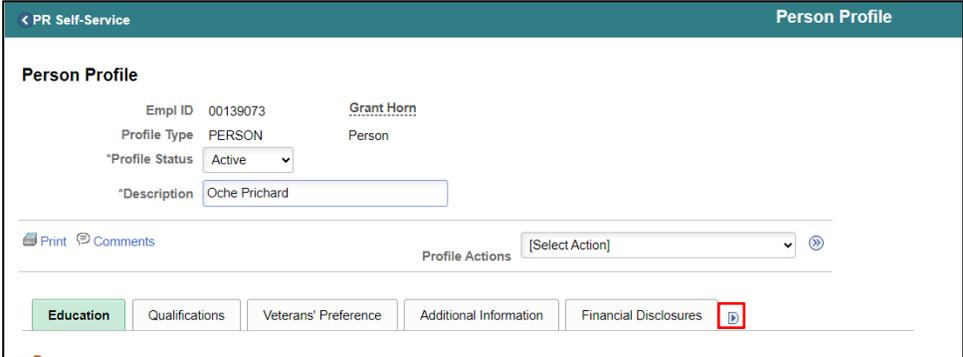
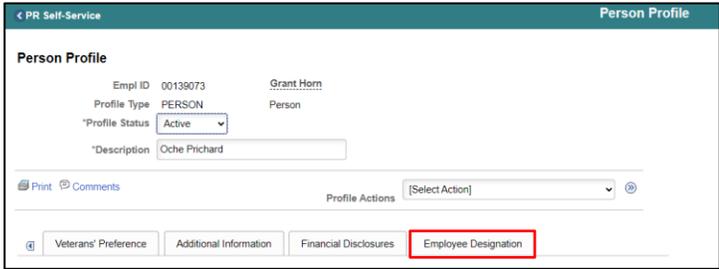
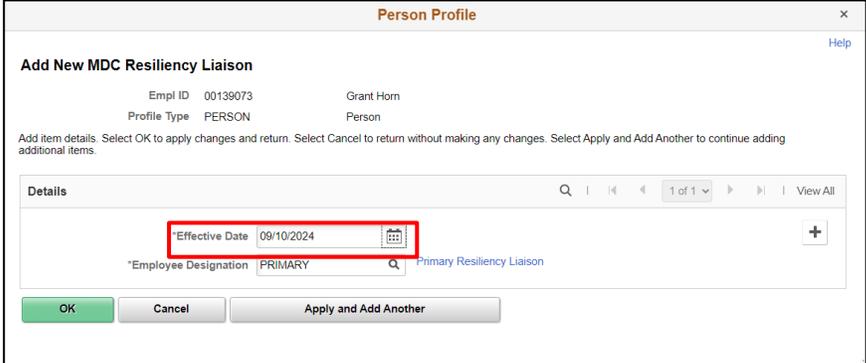
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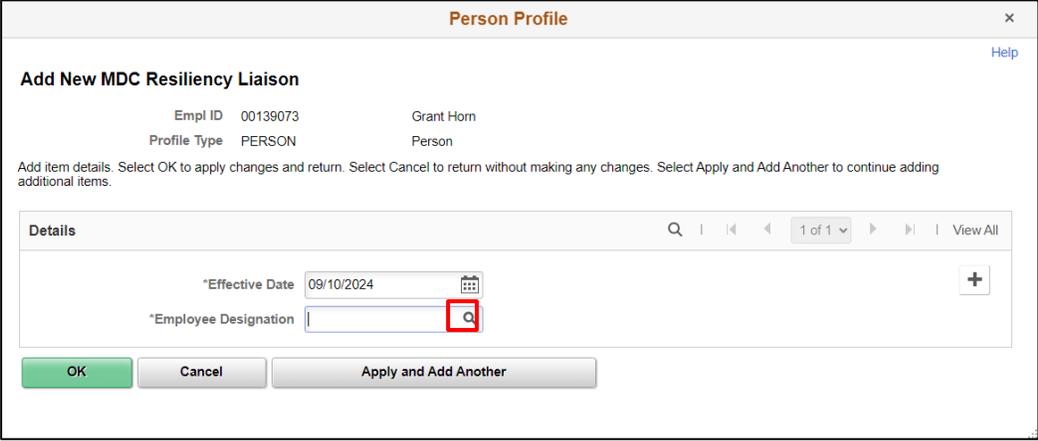
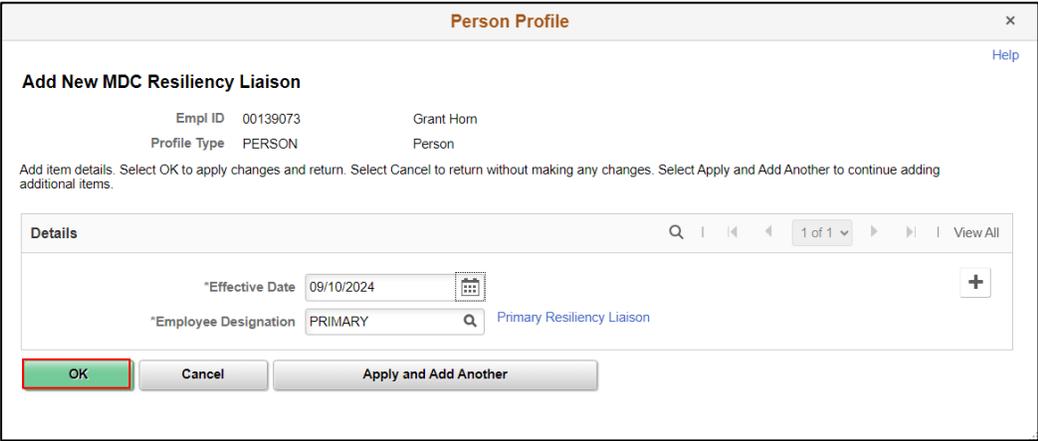
PURPOSE

This document explains the key activities involved in assigning an employee designation and liaison. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. This document is for DPRs.

ASSIGNING EMPLOYEE DESIGNATION AND LIAISON

Step	Action										
1.	Navigate to Human Resources (HCM) > DPR Self Service > Manage Employee Profile Or Nav Bar > Navigator > HCM > Workforce Development > Profile Management > Profiles > Manage Employee Profile										
2.	Input applicable search parameters then select the Search button. <div data-bbox="415 590 1354 1125" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < PR Self-Service Person Profiles </div> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>Search Criteria</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Empl ID contains <input type="text" value="139073"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Profile Type begins with <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Name begins with <input type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Last Name begins with <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Alternate Character Name begins with <input type="text"/> </div> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Search Clear Basic Search Save Search Criteria </div> </div>										
3.	Select the applicable employee. <div data-bbox="415 1184 1354 1829" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < PR Self-Service Person Profiles </div> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>Search Criteria</p> <div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Empl ID contains <input type="text" value="139073"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Profile Type begins with <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Name begins with <input type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Last Name begins with <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Alternate Character Name begins with <input type="text"/> </div> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Search Clear Basic Search Save Search Criteria </div> <p>Search Results</p> <p>View All 1-1 of 1</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-decoration: underline;">Empl ID</th> <th style="text-decoration: underline;">Profile Type</th> <th style="text-decoration: underline;">Name</th> <th style="text-decoration: underline;">Last Name</th> <th style="text-decoration: underline;">Alternate Character Name</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>00139073</td> <td>PERSON</td> <td>Grant Horn</td> <td>HORN</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Empl ID	Profile Type	Name	Last Name	Alternate Character Name	00139073	PERSON	Grant Horn	HORN	(blank)
Empl ID	Profile Type	Name	Last Name	Alternate Character Name							
00139073	PERSON	Grant Horn	HORN	(blank)							

Step	Action
4.	<p>Select the arrow button.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Financial Disclosures' tab selected and highlighted with a red box. Other tabs include Education, Qualifications, Veterans' Preference, Additional Information, and Financial Disclosures. The profile information includes Empl ID 00139073, Profile Type PERSON, and Profile Status Active.</p>
5.	<p>Select the Employee Designation tab.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Employee Designation' tab selected and highlighted with a red box. Other tabs include Veterans' Preference, Additional Information, and Financial Disclosures. The profile information is the same as in the previous step.</p>
6.	<p>Select the designation link to update.</p>  <p>The screenshot shows the 'MDC Resiliency Liaison' section with the 'Add New MDC Resiliency Liaison' link highlighted with a red box. The text above the link states: 'There are currently no MDC Resiliency Liaison for this profile. Please add one if required.'</p>
7.	<p>Select the Effective Date.</p>  <p>The screenshot shows the 'Add New MDC Resiliency Liaison' dialog box with the 'Effective Date' field highlighted with a red box. The date '09/10/2024' is entered in the field. The dialog also shows 'Employee Designation' as 'PRIMARY' and 'Primary Resiliency Liaison' as 'PRIMARY'. Buttons for 'OK', 'Cancel', and 'Apply and Add Another' are visible at the bottom.</p>

Step	Action																
8.	<p>Select the magnifying glass in the Employee Designation field.</p> 																
9.	<p>Select the applicable designation.</p>  <table border="1" data-bbox="532 915 1235 1251"> <thead> <tr> <th>Content Item ID</th> <th>Content Group Type</th> <th>Content Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OWNER</td> <td>(blank)</td> <td>(blank)</td> <td>Liaison Owner</td> </tr> <tr> <td>PRIMARY</td> <td>(blank)</td> <td>(blank)</td> <td>Primary Resiliency Liaison</td> </tr> <tr> <td>SECONDARY</td> <td>(blank)</td> <td>(blank)</td> <td>Secondary Resiliency Liaison</td> </tr> </tbody> </table>	Content Item ID	Content Group Type	Content Group	Description	OWNER	(blank)	(blank)	Liaison Owner	PRIMARY	(blank)	(blank)	Primary Resiliency Liaison	SECONDARY	(blank)	(blank)	Secondary Resiliency Liaison
Content Item ID	Content Group Type	Content Group	Description														
OWNER	(blank)	(blank)	Liaison Owner														
PRIMARY	(blank)	(blank)	Primary Resiliency Liaison														
SECONDARY	(blank)	(blank)	Secondary Resiliency Liaison														
10.	<p>Select the OK button.</p> 																

Step	Action
11.	<p>Scroll down to the bottom of the page and select Save.</p> <div data-bbox="370 363 1408 560" style="border: 1px solid black; padding: 5px;"> <p>▼ MDC Wellness</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>There are currently no MDC Wellness for this profile. Please add one if required.</p> </div> <p>+ Add New MDC Wellness</p> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;"> <p>Save</p> </div> </div>