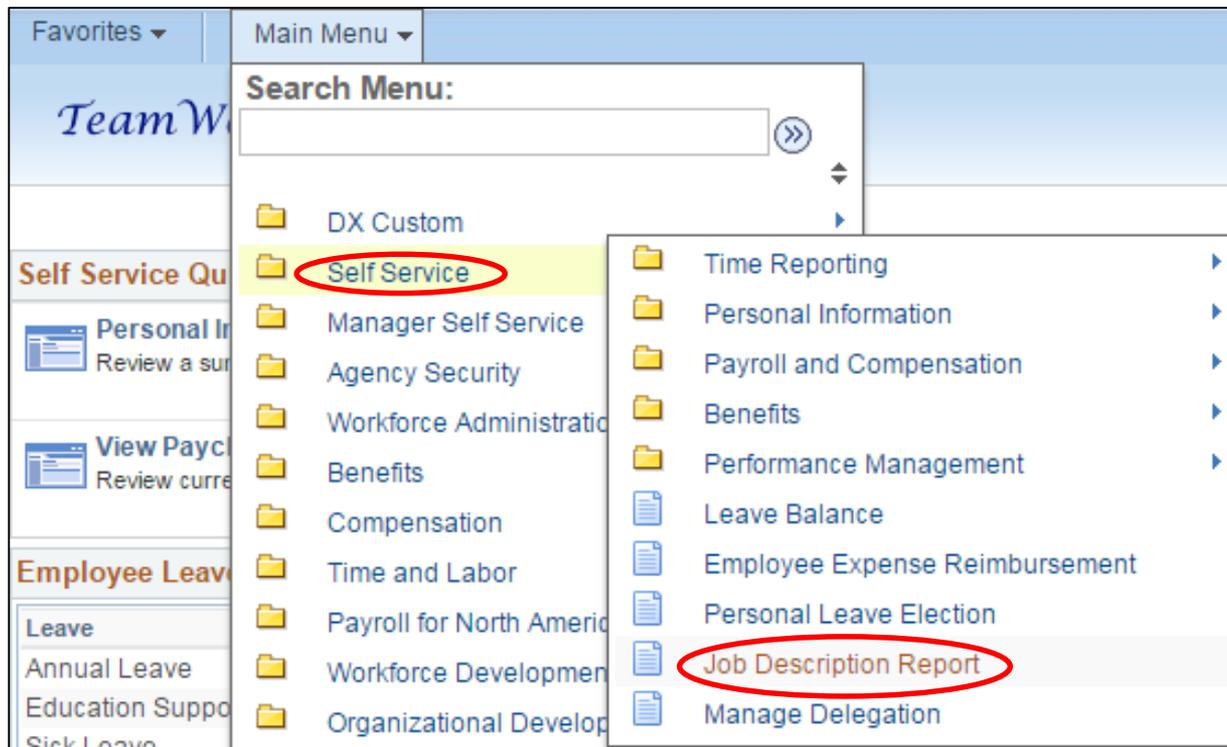


Generating a Job Description Report in PeopleSoft

Job Descriptions for JCCP Statewide (SWD) and Law Enforcement (LE) Job Codes are accessible in PeopleSoft using the following navigation path:

1

Main Menu > Self Service > Job Description Report > Enter Job Code > Search > View Job Report



Generating a Job Description Report in PeopleSoft

2

Enter a **Job Code** and click **Search**

The screenshot shows the PeopleSoft interface for generating a Job Description Report. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Job Description Report. The page header includes the 'TeamWorks' logo and 'HCM Production'. The main heading is 'Job Description Report', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing two search fields: 'Job Code begins with' containing 'LEP021' and 'Description begins with'. A 'Case Sensitive' checkbox is unchecked. At the bottom, the 'Search' button is highlighted with a red circle, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

Accessing the Job Description Report in PeopleSoft (continued)

3

To view the Job Description, click the **View Job Report** button

State Of Georgia Job Description

Job Code:	LEP021	
Description:	Attorney 2	
Functional Level:	Professional	PRO
Plan:	SWD Statewide Salary Plan	
Grade:	L	
Salary Range:	\$40,982.94 - \$58,547.06 - \$71,720.15	

[View Job Report](#)

[Return to Search](#)

4

The following is a screen shot of the **Job Description Report**.

State of Georgia Job Description

Job Family:	Legal
Job Code:	LEP021
Job Title:	Attorney 2
Functional Level:	Professional (PRO)
Pay Plan:	Statewide Salary Plan (SWD)
Grade:	L
Salary Range:	\$40,982.94 - \$58,547.06 - \$71,720.15

Job Summary:

Under general supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.

Primary Duties & Responsibilities:

- Acts as a resource to answer questions and evaluates the status of reimbursements or recoupments
- Coordinates and implements due process procedures and procedures for appeals
- Develops, oversees, and implements administrative processes designed to maintain and monitor the legal compliance of department processes
- Drafts amendments to existing contracts and standardized letters and notices related to