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<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	08/26/2016
<b>Effective Date:</b>	09/12/2016	<b>Replaces:</b>	NEW
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	Enterprise Programs
<b>Title:</b>	Working Titles SOP		
<b>Description:</b>	This document is the operating standard for locating and updating Working Titles.		

## Working Titles

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to identify where to locate Working Titles and how to get them updated.
2. Scope
  - 2.1. This document applies to the Working Titles for OMES IS employees.
3. Discipline
  - 3.1. Administrative Standards
4. Instructions
  - 4.1. The list of Working Titles for OMES IS employees and their corresponding Job Families are located at: [http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Working\\_Titles\\_List.xlsx](http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Working_Titles_List.xlsx)
  - 4.2. In order to add a Working Title to the list, a CRM Case must be sent to the IS-Project Management Office team, along with a job description, a role-based training plan and a template Performance Management Process (PMP) form with common accountabilities.
    - 4.2.1. Working Titles can be requested to be moved from one Job Family to another.
    - 4.2.2. Working Titles can be requested to be renamed.
    - 4.2.3. Refer to the **Role-Based Training Plan Template**.
  - 4.3. The CRM Case will be assigned to the Enterprise Programs Director, who will present the request to the Administrative Operations team for review and approval.
    - 4.3.1. The Enterprise Programs Director emails the request to HCM at [humanresources@omes.ok.gov](mailto:humanresources@omes.ok.gov).
  - 4.4. If the Administrative Operations team approves the request, the following tasks will be created:
    - 4.4.1. The PMO Support team will update the Working Title in the PPM Tool.
    - 4.4.2. The Technical Writer will update the Working Title list.
    - 4.4.3. The PMO Support team will update the Security Card Request Form.
  - 4.5. If a change affects a current employee, HCM will need to update the employee's record in the PPM Tool and the HCM system.
  - 4.6. If the request is not approved, the Enterprise Programs Director will notify the requestor.
5. Roles and Responsibilities
  - 5.1. Requestor
    - 5.1.1. Creates a CRM Case and includes job description, a role-based training plan and a template PMP form with common accountabilities.

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- 5.2. Administrative Operations team
  - 5.2.1. Reviews request for new Working Title for approval.
- 5.3. PMO Support
  - 5.3.1. Updates the Working Title in the PPM Tool.
- 5.4. Technical Writer
  - 5.4.1. Updates the Working Title list.
- 5.5. HCM
  - 5.5.1. Updates an affected employee's record in both the PPM Tool and the HCM system.
- 6. Limitation or Implementation Notes
  - 6.1. Job Families cannot be created because they are a legislative assignment.
- 7. References
  - 7.1. Working Title List - [http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Working\\_Titles\\_List.xlsx](http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Working_Titles_List.xlsx)
  - 7.2. Role-Based Training Plan Template