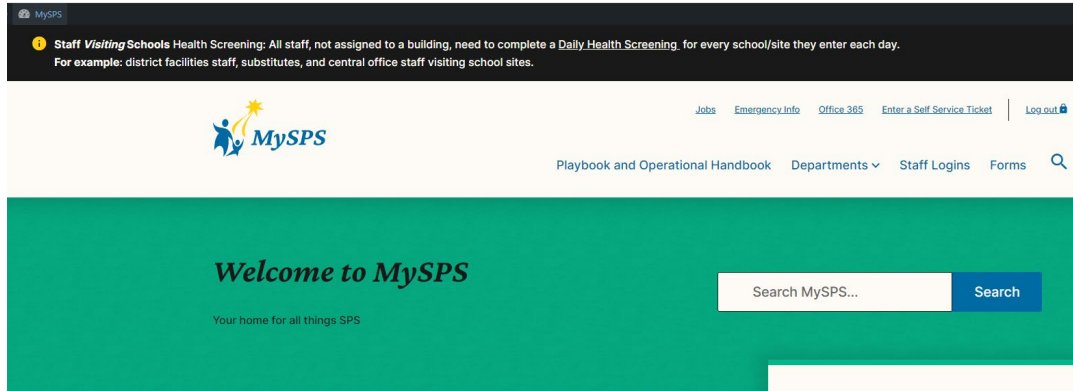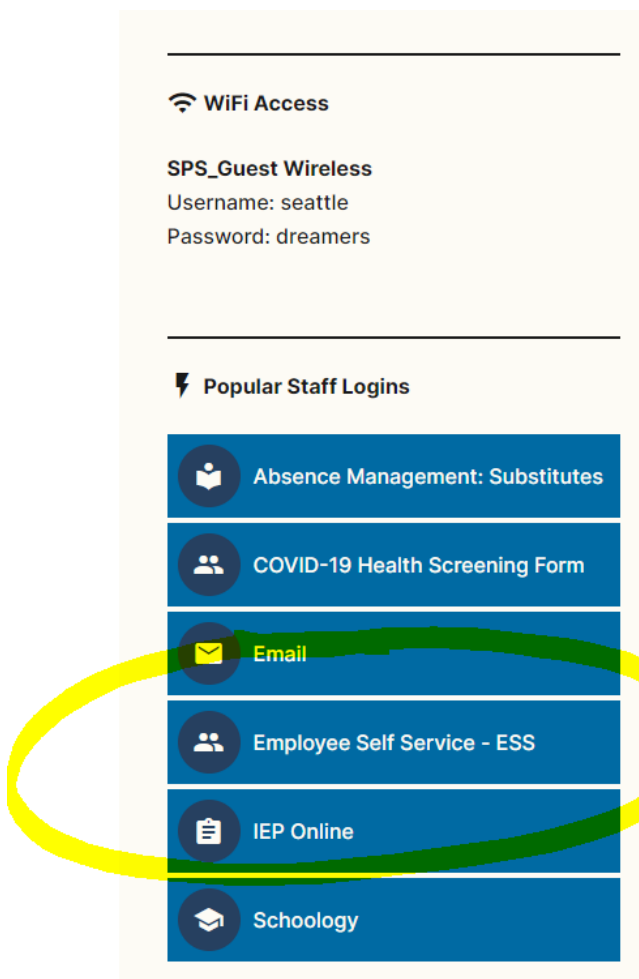# ESS: Job Categories/Job Title Review and Change Process Instructions

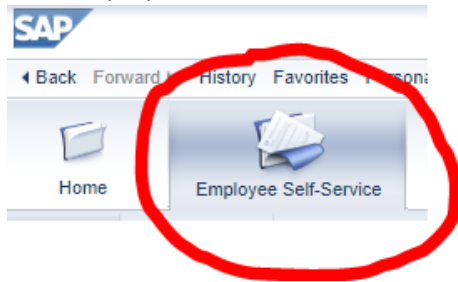**Reviewing your existing categories or job title in ESS**
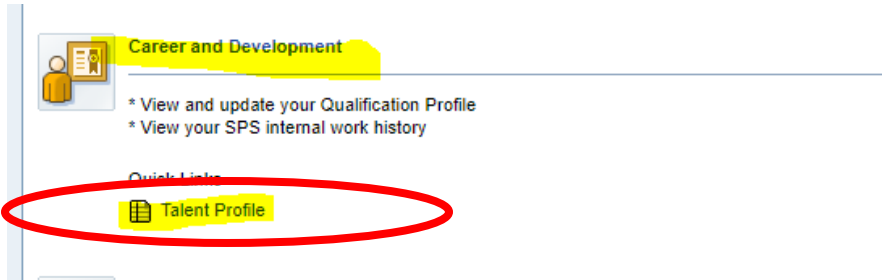
1. Access MySPS (login required)

2. Then click Employee Self Service – ESS

3. Click Employee Self Service

4. Click Career & Job link

5. The page will open to the Qualifications page. On this page you can:
   a. View the Categories/Skills current listed on your account
   b. Add a new qualification to be submitted to HR for approval; and/or
   c. Delete a qualification to be submitted to HR for approval

Talent's Self Description

Close | Print Preview

Organizational Unit: Chief Sealth Int'l High School Job: Teacher-Special Education
Manager: Position: Teacher-Special Education

Qualifications | Internal Work Experience

Qualification Group: All   View: Qualifications Profile   Add

Qualification Group	Qualifications	Current Proficiency	Start Date	End Date	Delete
Category	AE - Alternative,Elementary	Yes	09/01/2021	12/31/9999	🗑
	AM - Montessori	Yes	09/01/2021	12/31/9999	🗑
	AS - Alternative School-Secondary	Yes	09/01/2021	12/31/9999	🗑
	BE - English Language Learner, Elem	Yes	08/21/2014	12/31/9999	🗑
	C1 - Computer Applications-Cisco	Yes	09/01/2021	12/31/9999	🗑
	CE - Entrepreneurship (Voc)	Yes	08/21/2014	12/31/9999	🗑
	CJ - Banking Support Services	Yes	08/21/2014	12/31/9999	🗑
	S4 - Cisco Skills Center	Yes	09/01/2021	12/31/9999	🗑
Endorsement	Special Education 304	Yes	08/21/2014	12/31/9999	🗑

Additional Information
 a. View the skills you currently have on record.
 b. Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications ONLY from November 1 through January 20 of each school year.
 c. For Cert, SAEOP, and Parapro employees, when adding or deleting a Cert Category or SAEOP and Parapro Job Title qualification, your changes will be reviewed by Human Resources and you will be notified via email whether or not your request is approved.
 d. Click here to view instructions and access the Cert Category Directory and the SAEOP and Parapro Job Title Qualification Directory, which will assist you with submitting change requests to HR.

6. Notice the Additional Information notes listed at the botton of the page
   a. Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications ONLY from November 1 through January 20 of each school year.
   b. For Cert, SAEOP, and Parapro employees, when adding or deleting a Cert Category or SAEOP and Parapro Job Title qualification, your changes will be reviewed by Human Resources and you will be notified via email whether or not your request is approved.
   c. Click here (the link in ESS will take you to the MYSPS Categories and Job Title Veriification page) to view instructions and access the Cert Category Directory and the SAEOP and Parapro Job Title Qualification Directory, which will assist you with submitting change requests to HR.

Additional Information
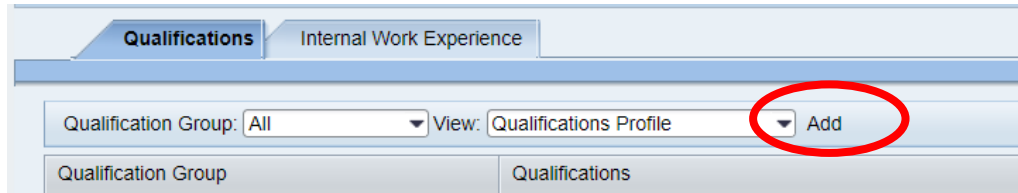   a. View the skills you currently have on record.
   b. Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications ONLY from November 1 through January 20 of each school year.
   c. For Cert, SAEOP, and Parapro employees, when adding or deleting a Cert Category or SAEOP and Parapro Job Title qualification, your changes will be reviewed by Human Resources and you will be notified via email whether or not your request is approved.
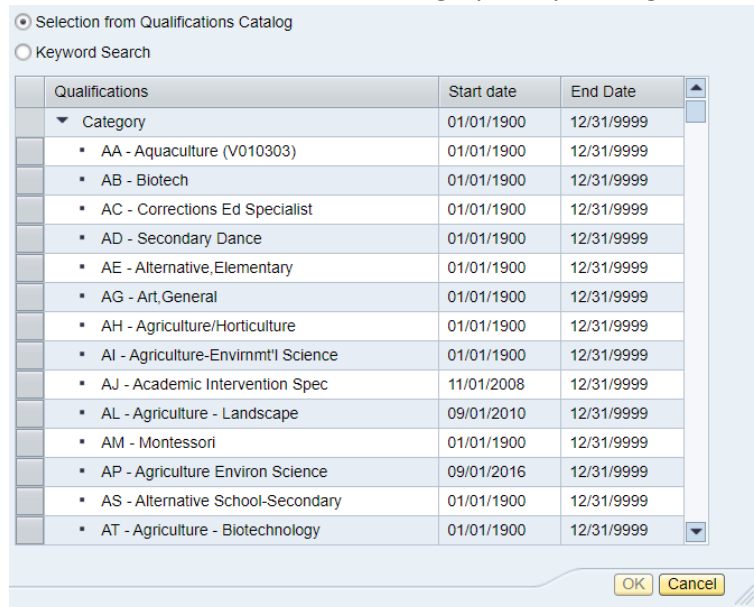   d. Click here to view instructions and access the Cert Category Directory and the SAEOP and Parapro Job Title Qualification Directory, which will assist you with submitting change requests to HR.
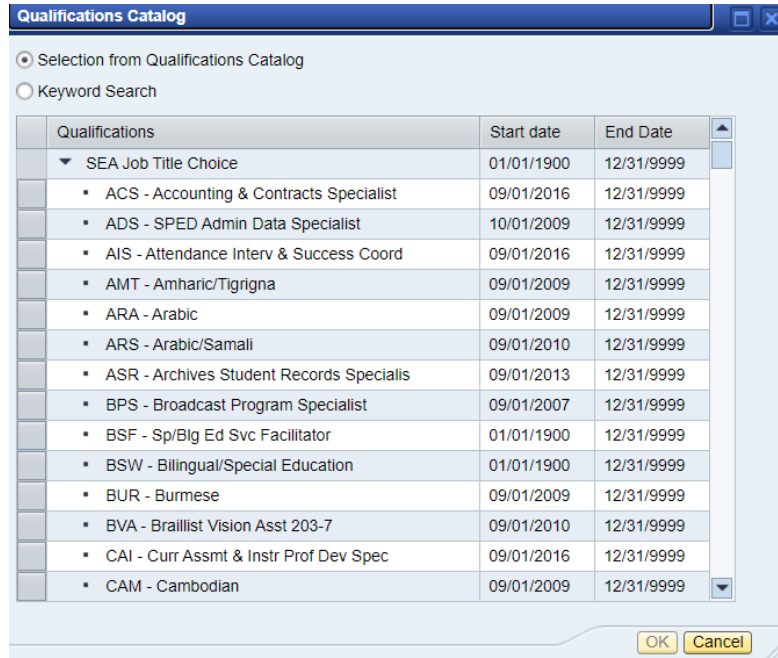
7. To Add a Qualification
   a. Click the Add button

Qualifications	Internal Work Experience

Qualification Group: All ▼ View: Qualifications Profile ▼ Add

Qualification Group	Qualifications

   b. Choose a Qualification
      i. **For Teachers**, choose from the Category list by clicking on the desired category

⦿ Selection from Qualifications Catalog
◯ Keyword Search

Qualifications	Start date	End Date
▼ Category	01/01/1900	12/31/9999
• AA - Aquaculture (V010303)	01/01/1900	12/31/9999
• AB - Biotech	01/01/1900	12/31/9999
• AC - Corrections Ed Specialist	01/01/1900	12/31/9999
• AD - Secondary Dance	01/01/1900	12/31/9999
• AE - Alternative,Elementary	01/01/1900	12/31/9999
• AG - Art,General	01/01/1900	12/31/9999
• AH - Agriculture/Horticulture	01/01/1900	12/31/9999
• AI - Agriculture-Envirnmt'l Science	01/01/1900	12/31/9999
• AJ - Academic Intervention Spec	11/01/2008	12/31/9999
• AL - Agriculture - Landscape	09/01/2010	12/31/9999
• AM - Montessori	01/01/1900	12/31/9999
• AP - Agriculture Environ Science	09/01/2016	12/31/9999
• AS - Alternative School-Secondary	01/01/1900	12/31/9999
• AT - Agriculture - Biotechnology	01/01/1900	12/31/9999

OK Cancel

ii. **For SAEOPs and Parapros**, choose from the SEA Job Title list by clicking on the desired Job Title

c. The chosen qualification will default to the correct Start (9/1 of current school year) and End date (12/31/9999) – **DO NOT CHANGE THE DATES**
  i. Change the Current Proficiency from No to **YES**
  ii. Click Ok
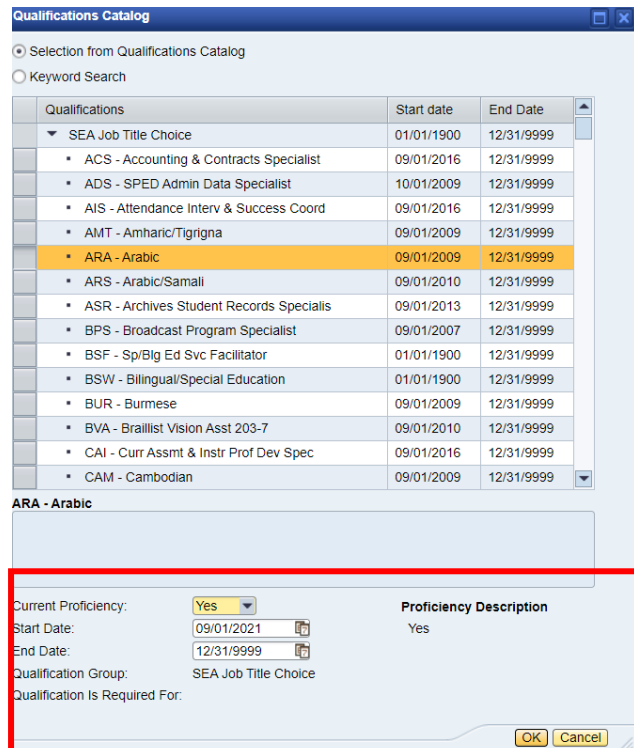
d. The qualification will now show listed in your Qualifications list in ESS and has been submitted to HR for approval
    i. If approved, you will receive an email notification from HR stating it has been approved
        1. Only approved qualifications will remain on your Qualification list in ESS
    ii. If denied, you will receive an email notification with additional instructions

Qualification Group	Qualifications	Current Proficiency	Start Date	End Date	Dele
Category	AM - Montessori	Yes	09/01/2021	12/31/9999	🗑
SEA Job Title Choice	ARA - Arabic	Yes	09/01/2021	12/31/9999	🗑

8. To Delete a Qualification
    a. Click the Trash can icon for the qualificaton you would like to delete
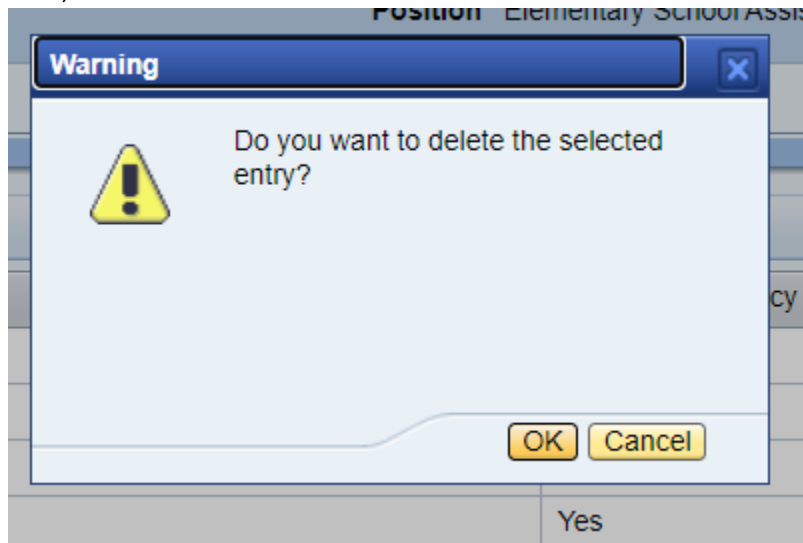
Talent's Self Description
Close | Print Preview

Organizational Unit Olympic Hills Elementary   Job   Elementary School Assistant-203/6
Manager   Position Elementary School Assistant-203

Qualifications | Internal Work Experience

Qualification Group: All   View: Qualifications Profile   Add

Qualification Group	Qualifications	Current Proficiency	Start Date	End Date	Delete
Category	AM - Montessori	Yes	09/01/2021	12/31/9999	🗑
SEA Job Title Choice	ARA - Arabic	Yes	09/01/2021	12/31/9999	🗑
	ASR - Archives Student Records Specialis	Yes	09/01/2021	12/31/9999	🗑
	CLP - Career Ladder Assistant (CLA)	Yes	02/12/1989	12/31/9999	🗑
	DAT - Attendance Spec Middle School	Yes	02/12/1989	12/31/9999	🗑
	DFC - Fiscal Specialist MS	Yes	02/12/1989	12/31/9999	🗑
	DR1 - Data Registrar	Yes	02/12/1989	12/31/9999	🗑
	DR2 - HS Data Registration Spec.	Yes	02/12/1989	12/31/9999	🗑
	OS1 - Secretary I	Yes	09/01/2021	12/31/9999	🗑

Additional Information

b. Be sure you want to request the deletion
    i. If yes, then click OK
    ii. If no, then click Cancel

Position Elementary School Assist

Warning

Do you want to delete the selected entry?

OK   Cancel

Yes

c. The qualification will now show as removed from your Qualifications list in ESS and has been submitted to HR for approval
    i. If approved, you will receive an email notification from HR stating it has been approved
        1. The qualification will be remain removed from your Qualification list in ESS
    ii. If denied, you will receive an email notification with additional instructions

9. Once you have finished with your changes in ESS, simply Log off (upper right hand corner)

Search:	🔍 ▾	New Session	Log off

HR will review your request and you will be notified via email whether or not the request was approved. You may be contacted if additional documentation is needed to confirm your eligibility for added categories/job titles. If a category or job title cannot be added, you will receive notification from HR with the reason.

The verification pages will be available from Monday, November 1, 2022 through Thursday, January 20, 2023. If you have any questions on the process, please contact HR at hrcategoriesjobtitles@seattleschools.org

If by chance you receive the following error or something similar to it, Click Here, which will take you to the DoTS Knowledge Artcile for how to resolve this issue.

SAP

◀ Back   Forward ▶   History   Favorites   Personalize   View   Help

Home | Employee Self-Service | Employee Self-Service | FTE PCR | Stipend PCR | PCR Dashboard

Overview | Working Time | Benefits and Payment | Personal Information | Career and Job | Training and Events | UWL | Reports | Catalogs

Employee Self-Service > Overview > Overview

Overview

⚠ **Critical Error**

A critical error has occured. Processing of the service was terminated. Unsaved data has been lost.
Contact your system administrator.