Job specifications appear in alphabetical order. Users may browse pages using the page number links at the bottom of the screen or select from the list of alphabetic characters shown at the top of the screen. Job Specifications can also be sorted and filtered based on the column titles. See below for further instruction.

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Sorting:

The column titles you see at the top of the listing can be used to sort the job specifications.

Job ID	Job Text	Job Name	Job Series	SER 37.5	SER 40	SER Hourly	GrMin	Document Link

Job ID: Clicking this title will change the listing from alphabetical to numerical, by this Job ID, which is the 20 million number used in the Kentucky Human Resources Information System (KHRIS). If clicked twice, the list will change to descending order.

Job Text: Clicking this title will change the listing from alphabetical to numerical, by this job text, which was the numerical identifier from our legacy system. If clicked twice, the list will change to descending order.

Job Name: The listing is already alphabetical; however, if you click the title twice it will sort the list in reverse alphabetical order.

Job Series: Clicking this title will change the listing from alphabetical to numerical, by the series number. All job specifications are grouped into series with a different number of job specifications belonging to each. The list will show the first available series with all job specifications included, in alphabetical order within the series. If clicked twice, the list will change to reverse alphabetical order.

SER (37.5/40/Hourly): The majority of job specifications do not have a Special Entrance Rate (SER). Clicking this title once will do nothing, but clicking it twice will show all job specifications that do have an SER and will sort them from the highest amount to the lowest amount.

Grade: Clicking this title will change the listing from alphabetical to numerical, by Grade. If clicked twice, the list will change to descending order.

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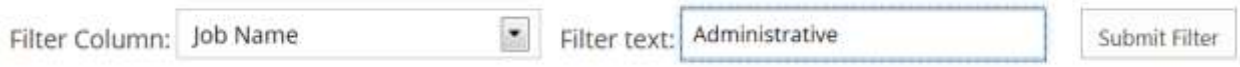
Filtering:

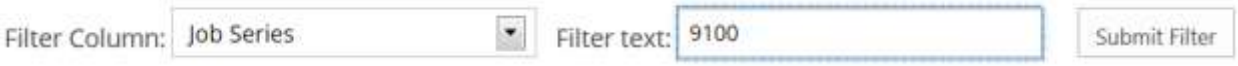
Most of the column titles are useful for filtering out only what you wish to see. When filtering, you must be specific; therefore, filtering by SER is useless unless you know the exact amount you are looking for. Same with Job ID and Job Text. Read below on how to filter using the other column titles.

Job Name: By selecting this title from the drop down list, you can then filter based on a word you are looking for in the job specification. For instance- you could use this title and then type in the Filter text 'Administrative' and the result would be a list of all job specifications that include the word Administrative. It will appear in alphabetical order but then

you can use the sort instructions above to re-sort the filtered list to your choosing. When finished click the Clear Filter button to reset the list.



Job Series: When filtering with this title, you need to know which series number you want in order to achieve the expected results. You can access the Job Series List to see what series exist before using this function. When you're ready simply enter the four digit number in the Filter text field and click the Submit Filter button. The list will appear in alphabetical order but then you can use the sort instructions above to resort the filtered list to your choosing. When finished click the Clear Filter button to reset the list.



Grade: If you're looking for all job specifications that are the same grade you can select this column title from the drop down list and then type in the number in the Filter text field. Click the Submit Filter button to get your results. The list will appear in alphabetical order but then you can use the sort instructions above to resort the filtered list to your choosing. When finished click the Clear Filter button to reset the list.

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If further assistance is required with the Job Specifications, employees should click HERE to "Report an Issue". HR Administrations should click HERE and submit a Business Request.