

State of California



FI\$Cal Training Academy Job Profile Maintenance Job Aid

Version 2.0

April 2016

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1.0 Introduction

The FI\$Cal Project's Post-Production Departments using the FI\$Cal Training Academy (FTA) have self-service capabilities to manage and track training. Departmental Training Liaisons (DTL) have the capability to assign Job Profiles to their FTA Learners, and remove unneeded Job Profiles. Within the FTA, Job Profiles are equivalent to the FI\$Cal Training Roles.

1.1 Purpose

This document provides Departmental Training Liaisons the information required to assign/remove Job Profiles and view assigned Job Profiles. Departmental Learners would need to contact their Departmental Training Liaisons to add required Job Profiles, or to have unneeded Job Profiles removed.

2.0 Departmental Training Liaisons Job Profile Maintenance

2.1 Adding Job Profiles for Learners

From their Home page, the DTL will select **Assigned group review** from the **Review** Menu.



This will bring up the page that lists all of the Learners assigned to the DTL. Using the briefcase icon, the DTL can open the **Career Center** for a given Learner.



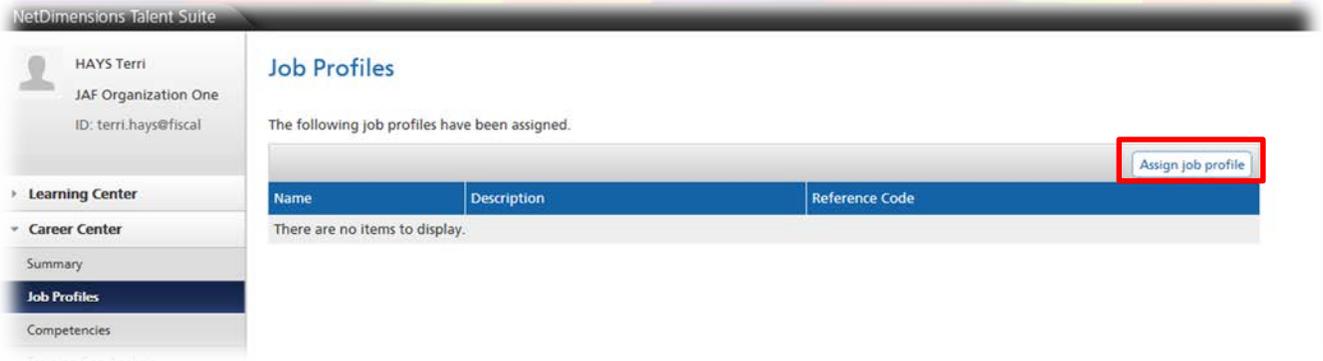
Assigned group review



The Career Center opens on the career Center Summary Page. The DTL will select the **Job Profile** link from the Left Navigation Menu.



The **Assign job profile** button will allow the DTL to add Job Profiles.



Within the Job Profiles page, the DTL will use the **Select** link to assign the Job Profile. As each Job Profile is selected, the page will refresh and that Job Profile will no longer display as it is already assigned.



Once the desired Job Profiles are assigned, the DTL can use the **back** button at the bottom of the page or the **Job Profile** link in the Left Navigation Menu to return to the Job Profiles page and confirm the assigned Job Profiles.

The following job profiles have been assigned.

Name	Description	Reference Code
BU Reporter Viewer		W2_EUT_BU_Reporter_Viewer
Budget Request Upload User		W2_EUT_Budget_RequestUpload
Budget User		W2_EUT_Budget_User

By opening the Learning Center in the Left Navigation Menu and selecting the Learning Path link, the DTL can see a graphical layout of the Learners assigned training.

The learning path provides a visual representation of learning items currently assigned to you via training plans or as a part of job position requirements. For courses still requiring action on your part, you may click on the title to enroll in the required training. A recommended completion sequence, based on due date and priority, is shown.

- Completed
- In Process
- Needs Action
- Optional

Learning Path

Training Plan

Budget Request Upload User

Budget User

BU222 – Processing the Budget Request Up...

BU222 – Processing the Budget Request Up...

BU222 – Processing the Budget Request Up...

BU101 – Introduction to

BU112 – Review and Update

BU113 – Budget Development Using

BU116 – Capital Outlay W2

****End of Process****

2.2 Removing Job Profiles for Learners

The DTL will remove unneeded Job Profiles for a given Learner by navigating to the Job Profiles page within the Career Center. From the Career Center Summary page the DTL will select the Job Profile link from the Left Navigation Menu.

The following job profiles have been assigned.

Name	Description	Reference Code
BU Reporter Viewer		W2_EUT_BU_Reporter_Viewer
Budget Request Upload User		W2_EUT_Budget_RequestUpload
Budget User		W2_EUT_Budget_User

To remove an assigned Job Profile, the name of the Job Profile is a hyperlink to a detailed Job Profiles page.

The following job profiles have been assigned.

Name	Description	Reference Code
BU Reporter Viewer		W2_EUT_BU_Reporter_Viewer
Budget Request Upload User		W2_EUT_Budget_RequestUpload
Budget User		W2_EUT_Budget_User

The **De-Assign Job Profile** button is used on the detailed Job Profiles page to remove the association, and the DTL will be returned to the main Job Profiles page.

Job Profile Reference Code: W2_EUT_Budget_RequestUpload
Job Profile Name: Budget Request Upload User
Job Profile Catalog: W2 EUT
Job Profile Description: (not specified)
Active: Yes
Allows self-assignment: No
Allows reviewer assignment: Yes

The table below lists the competencies associated with this job profile.

Name	Reference Code	Date Assigned	Level Code	Assigned
BU222 – Processing the Budget Request Upload Template W2	BU222_Compency_W2_1		Select level	

[Back](#) [De-Assign Job Profile](#) [Save](#)

NetDimensions Talent Suite


HAYS Terri
 JAF Organization One
 ID: terri.hays@fiscal

- > Learning Center
- > Career Center
- Summary
- Job Profiles**

Job Profiles

The following job profiles have been assigned.

Name	Description	Reference Code
BU Reporter Viewer		W2_EUT_BU_Reporter_Viewer
Budget User		W2_EUT_Budget_User

[Assign job profile](#)

****End of Process****