STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

# Information Technology and Computer Skills Training

# SAM II – HR POSITION CONTROL

**Where:** Jefferson City, 1738 E Elm Lower Level
**Time:** 8:00 a.m. - 4:00 p.m.
**Investment:** $95.00

## Workshop Description:

The SAM II HR Position Control processes support the creation and authorization of positions. The management of positions by updating information, reallocating, restricting, holding, and inactivating are also functions that are available. Position Control is the first step in the human resources process and plays an integral role in the establishment of pay for future employees. This course is designed to review the policies and processes involved with the Position Control.

## Course Content:

Participants who attend this program will receive tools and information to:

- Create a new position
- Define the number of incumbents allowed in a position and the allowable full-time equivalents (FTEs) for that position
- Change/maintain basic position information
- View and enter miscellaneous position control information
- Look up position information via queries and reports.

**Visit our website to find other technical and computer training programs.**

**www.training.oa.mo.gov**