# HR-XML CONSORTIUM

# Job And Position Header

# Recommendation, 2003 February 26

**This version:**
> JobAndPositionHeader.doc

**Previous version:**
> JobAndPositionHeader-1_0.doc

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## Abstract

Many business processes within the HR Industry use the term Job or Position, with each process requiring its own set of elements within the Job or Position. This document focuses on identifying the common Job and Position elements across those business processes.

## Status of this Document

This Recommendation was previously published as JobAndPositionHeader-1_0, 2002-Jan-31. While the targetNamespace and default namespace have been changed, the Recommendation schema has otherwise remained unaltered.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED",  "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

# Table of Contents

# 1 Overview

## 1.1 *Objective*

Job and Position are high-level entities that may be used within a variety of HRM models and business processes. Both entities may be categorized into fragments such as Duties and Responsibilities, Work Policy, Requirements, and Work Schedule. The purpose of this project is to define Job and Position information that is common to all business processes. The schemas created from this project should be flexible enough to be used within other HR-XML Consortium schemas and suitable for international use.

## 1.2 *Relationship to Business Processes*

**Job**

The Job object is a fundamental part of the Main HRM Model.  A Job can be defined as an occupation exercised for compensation; for example, accounting, computer programming, management, etc.  Jobs may be refined into steps based on the level of competency or experience required to perform the job's activities.

Jobs are broad based definitions that vary in detail within different companies depending on the labor environment, the industry and the countries the company does business in. Job serves as a template for more specifically defined positions and assignments in a company, in part, to provide equitable opportunity for similar work done across disparate business units inside and outside the organization.

**Position**

Position is also a key HRM Model concept.  A Position can be defined as a slot in an organization that may be filled by one or more people.  Positions are specific instances of jobs.  Jobs describe the nature of the work, whereas related positions represent the time, place and organizational structure in which a person or persons actually perform the work.

## 1.3 *Scope*

### 1.3.1 Within Scope

The JobHeader and PositionHeader Schema are cross-process objects that will be used within other HR-XML Schemas.  They will contain:

- Header information necessary to identify the Job.
- Header information necessary to identify the Position.

### 1.3.2  Outside of Scope

The following list includes items that may be part of Job or Position. However, given the complexity and different requirements of each business process, these items will be addressed in future projects.

- Job Evaluation Details

- Work Policy Details

- Financial Information

- Duties & Responsibilities

- Requirements

- Bargaining Unit Information

- Regulatory Information

- Legal Entity Information

- Organizational Unit Information

- Work Site Information

- Work Schedule Information

- Budget Information

- Work Environment Information

- Audit Details

- Physical Requirements (Person can sit, stand, carry maximum weight)

## 1.4  *Design Requirements*

Syntax must be self-documenting

Must take into consideration global requirements

Must be deployable in existing HR-XML Schemas

# 2 Supported Business Processes

## 2.1 Vocabulary Requirements

Consideration has been given to the vocabulary currently being used in the JobPositionPosting schema that is part of the Staffing Exchange Protocol Version 1.0. Where appropriate the same terms are used but some name changes have occurred.

Elements that are specific to Job have a "Job" prefix. Elements that are specific to Position have a "Position" prefix. All generic elements have a more universally accepted name so they can be used with the same meaning in other schemas.

## 2.2 Business Processes

Many HR business processes rely on and exchange information regarding jobs and positions. Below is a list of the business functions that could potentially utilize the JobHeader and PositionHeader Schemas:

**Organizational Definition** - job is a fundamental component of the organizational definition, which is part of the Main HRM model. Work Roles and Positions define the work to be done in terms of jobs with their related duties and responsibilities.

**Job Evaluations** - standard job evaluation methods are used to compare jobs, measure job complexity and establish equitable remuneration based on a job's importance and value to an organization.

**Position Control/Budgeting** - the establishment and control of the positions within an organization is highly dependent on position status information.

**Financial Planning and Control** - financial information is frequently captured by function, location and fund designations that are identified by job or position.

**Compensation and Benefits** - may use job or position as the basis for compensation and benefits determination.

**Wage Surveys** - jobs are used as the basis for comparing wages in other organizations and locations.

**Competency Management** - the knowledge, skills and abilities needed to carry out the organizations business are captured as requirements at a job or position level.

**Training and Development** - development of an individual to meet the requirements of a job or a position requires an awareness of the skills gap between the person and the job or position.

**Regulation** - regulatory and contractual relationships are sometimes dependent on job related information.

**Recruiting and Staffing** - recruiters use job and position data for hiring purposes. Postings may be created for jobs or positions.  Talent searches are often conducted by job.

**Experience Tracking** - work experience may be tracked by job or position for promotion, seniority or wage stepping purposes.
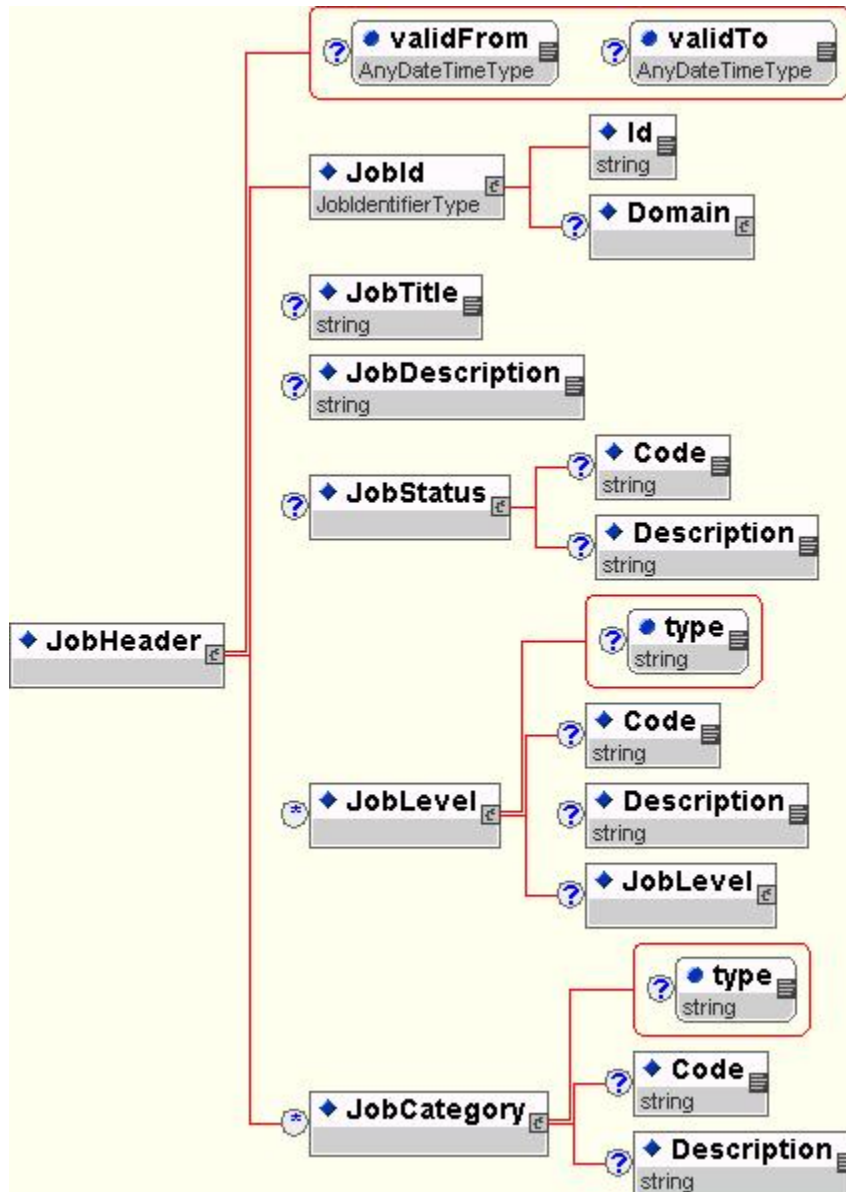
**Work Scheduling** - work areas are manned to meet production needs on the basis of the jobs that need to be done.

**Time & Attendance** - timesheet details may be provided on a job or position basis.

# 3 Schema/DTD Design

## 3.1  *JobHeader*

### 3.1.1  Schema
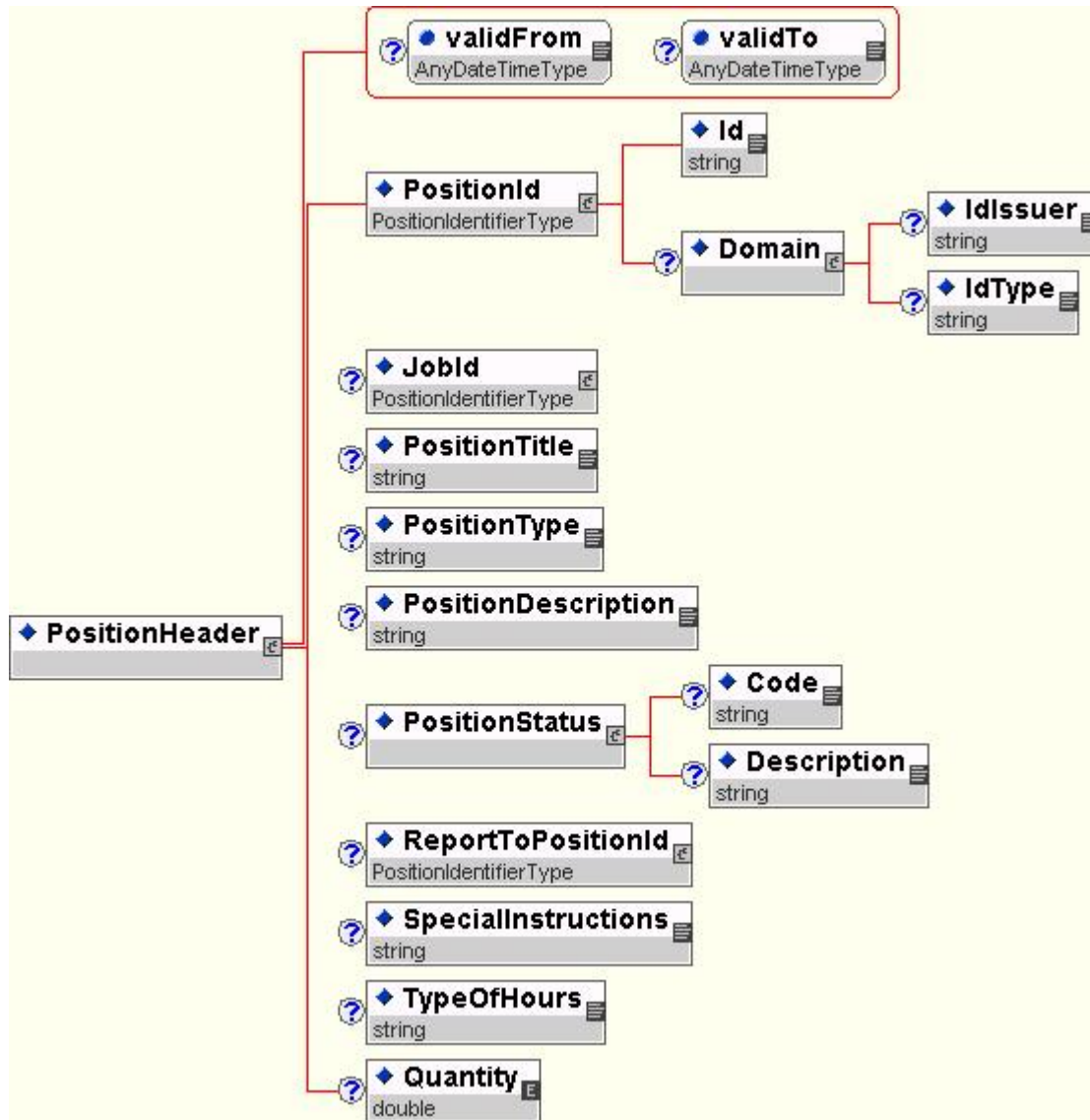
## 3.1.2 Schema Elements and Data Types Explained

| Component Name | ContentModel<br>Data type<br>Occurrence:<br>Sequence \| Choice \| All<br>(minOccurs/maxOccurs)<br>Attributes | Definition |
|---|---|---|
| /<br>**JobHeader** | JobId - JobIdentifierType - S (1/1)<br>JobTitle - xsd:string - S (0/1)<br>JobDescription - xsd:string - S (0/1)<br>JobStatus - [complexType] - S (0/1)<br>JobLevel - [complexType] - S (0/1)<br>JobCategory - [complexType] - S (0/*) | Contains common job information to be used within other HR-XML Schemas. |
| / JobHeader/ validFrom | - AnyDateTimeType - | Defines when the job is active or begins. |
| / JobHeader/ validTo | - AnyDateTimeType - | Defines when the job is inactive or ends. This date is inclusive. |
| / JobHeader/ **JobId** | - JobIdentifierType - S (1/1) | A code that uniquely identifies a job within an organization. |
| / JobHeader/ JobId/ **Id** | - xsd:string - S (1/1) | A sequence of characters used to identify a job or position. |
| / JobHeader/ JobId/ **Domain** | IdIssuer - xsd:string - S (0/1)<br>IdType - xsd:string - S (0/1) | Contains the domain information for the Id. |
| / JobHeader/ JobId/ Domain/ **IdIssuer** | - xsd:string - S (0/1) | The entity responsible for the issuing Id. |
| / JobHeader/ JobId/ Domain/ **IdType** | - xsd:string - S (0/1) | Information that can be used to help identify the job or position. |
| / JobHeader/ **JobTitle** | - xsd:string - S (0/1) | The name of a job. |
| / JobHeader/ **JobDescription** | - xsd:string - S (0/1) | A textual description of the job. |
| / JobHeader/ **JobStatus** | Code - xsd:string - S (0/1)<br>Description - xsd:string - | The current state of the job. |

| | S (0/1) | |
|---|---|---|
| / JobHeader/ JobStatus/ **Code** | - xsd:string - S (0/1) | This is a generic code used to describe a variety of items, such as a position status code or job family code. |
| / JobHeader/ JobStatus/ **Description** | - xsd:string - S (0/1) | This is a generic text field used to describe a variety of items, such as a position status description or job family description. |
| / JobHeader/ **JobLevel** | Code - xsd:string - S (0/1) Description - xsd:string - S (0/1) JobLevel - [complexType] - S (0/1) type xsd:string | A grouping of similar jobs in terms of function, job duties, tasks, responsibilities, job evaluation method, or similarity in pay philosophy. This is a hierarchical model, which enables an organization to define groupings within a structure. For example, "S1" job step within "Web Site Developer" job type in the "Developer" job family. |
| / JobHeader/ JobLevel/ type | - xsd:string - | Defines the type of level. For example, JobFamily, JobType, or JobStep. |
| / JobHeader/ JobLevel/ **Code** | - xsd:string - S (0/1) | This is a generic code used to describe a variety of items, such as a position status code or job family code. |
| / JobHeader/ JobLevel/ **Description** | - xsd:string - S (0/1) | This is a generic text field used to describe a variety of items, such as a position status description or job family description. |
| / JobHeader/ JobLevel/ **JobLevel** | Code - xsd:string - S (0/1) Description - xsd:string - S (0/1) JobLevel - [complexType] - S (0/1) type xsd:string | Recursive element to allow hierarchy. |
| / JobHeader/ **JobCategory** | Code - xsd:string - S (0/1) Description - xsd:string - S (0/1) type xsd:string | A grouping of jobs under one or more classification schemes that is meaningful to an organization. |
| / JobHeader/ JobCategory/ type | - xsd:string - | Defines the type of job category. For example, 'HighTech' may describe a job within the High Tech industry. |
| / JobHeader/ JobCategory/ **Code** | - xsd:string - S (0/1) | This is a generic code used to describe a variety of items, such as a position status code or job family code. |
| / JobHeader/ JobCategory/ **Description** | - xsd:string - S (0/1) | This is a generic text field used to describe a variety of items, such as a position status description or job family description. |

## 3.2  PositionHeader

### 3.2.1  Schema

## 3.2.2  Schema Elements and Data Types Explained

| Component Name | ContentModel<br>Data type<br>Occurrence:<br>Sequence | Choice | All<br>(minOccurs/maxOccurs)<br>Attributes | Definition |
|---|---|---|
| /<br>**PositionHeader** | PositionId - PositionIdentifierType - S (1/1)<br>PositionTitle - xsd:string - S (0/1)<br>PositionDescription - xsd:string - S (0/1)<br>PositionStatus - [complexType] - S (0/1)<br>ReportToPositionId - IdentifierType - S (0/1)<br>SpecialInstructions - xsd:string - S (0/1)<br>Quantity - xsd:double - S (0/1) | Contains common position information to be used within other HR-XML Schemas. |
| / PositionHeader/<br>validFrom | - AnyDateTimeType - | Defines when the position is active or begins. |
| / PositionHeader/ validTo | - AnyDateTimeType - | Defines when the position is inactive or ends. This date is inclusive. |
| / PositionHeader/<br>**PositionId** | - PositionIdentifierType - S (1/1) | Identifies the position. |
| / PositionHeader/<br>PositionId/<br>**Id** | - xsd:string - S (1/1) | A sequence of characters used to identify a job or position. |
| / PositionHeader/<br>PositionId/<br>**Domain** | IdIssuer - xsd:string - S (0/1)<br>IdType - xsd:string - S (0/1) | Contains the domain information for the Id. |
| / PositionHeader/<br>PositionId/ Domain/<br>**IdIssuer** | - xsd:string - S (0/1) | The entity responsible for the issuing Id. |
| / PositionHeader/<br>PositionId/ Domain/<br>**IdType** | - xsd:string - S (0/1) | Information that can be used to help identify the job or position. |
| / PositionHeader/<br>**JobId** | - PositionIdentifierType - S (0/1) | Identifies the job. |

| | | |
|---|---|---|
| / PositionHeader/ JobId/ **Id** | - xsd:string - S (1/1) | A sequence of characters used to identify a job or position. |
| / PositionHeader/ JobId/ **Domain** | IdIssuer - xsd:string - S (0/1)<br>IdType - xsd:string - S (0/1) | Contains the domain information for the Id. |
| / PositionHeader/ JobId/ Domain/ **IdIssuer** | - xsd:string - S (0/1) | The entity responsible for the issuing Id. |
| / PositionHeader/ JobId/ Domain/ **IdType** | - xsd:string - S (0/1) | Information that can be used to help identify the job or position. |
| / PositionHeader/ **PositionTitle** | - xsd:string - S (0/1) | The name of the position. |
| / PositionHeader/ **PositionType** | - xsd:string - S (0/1) | Describes the type of position. e.g., temptoperm, permanent placement, temporary placement |
| / PositionHeader/ **PositionDescription** | - xsd:string - S (0/1) | A textual description of the position. |
| / PositionHeader/ **PositionStatus** | Code - xsd:string - S (0/1)<br>Description - xsd:string - S (0/1) | The current state of the position. |
| / PositionHeader/ PositionStatus/ **Code** | - xsd:string - S (0/1) | This is a generic code used to describe a variety of items, such as a position status code or job family code. |
| / PositionHeader/ PositionStatus/ **Description** | - xsd:string - S (0/1) | This is a generic text field used to describe a variety of items, such as a position status description or job family description. |
| / PositionHeader/ **ReportToPositionId** | - PositionIdentifierType - S (0/1) | The parent position that this position reports to. |
| / PositionHeader/ ReportToPositionId/ primaryIdentifier | - xsd:boolean - | True/False. Identifies if this is the primary position. |
| / PositionHeader/ ReportToPositionId/ **Id** | - xsd:string - S (1/1) | A sequence of characters used to identify a job or position. |
| / PositionHeader/ ReportToPositionId/ **Domain** | IdIssuer - xsd:string - S (0/1)<br>IdType - xsd:string - S (0/1) | Contains the domain information for the Id. |

| | | |
|---|---|---|
| / PositionHeader/<br>ReportToPositionId/<br>Domain/<br>**IdIssuer** | - xsd:string - S (0/1) | The entity responsible for the issuing Id. |
| / PositionHeader/<br>ReportToPositionId/<br>Domain/<br>**IdType** | - xsd:string - S (0/1) | Information that can be used to help identify the job or position. |
| / PositionHeader/<br>**SpecialInstructions** | - xsd:string - S (0/1) | Any instructions related to the job. For example, "report to 4th floor lobby on first day of work". |
| / PositionHeader/<br>**TypeOfHours** | - xsd:string - S (0/1) | Describes the type of hours for the position. e.g., fulltime, parttime, seasonal, flex |
| / PositionHeader/<br>**Quantity** | - xsd:double - S (0/1) | The use of this element may vary based on the business need. Quantity may be used in the budgeting process for salaries and positions. It may also be used to define how many position need to be filled for a particular staffing requisition. |

# 4 Implementation Considerations

Most elements in the Job DTD/Schema are optional; this provides the maximum flexibility for reuse.  Receiving systems must perform their own integrity checking and validation.

When workgroups need to define a Position within their business process, they should include the PositionHeader Schema and any other required schema (WorkPolicy, WorkSchedule, Duties&Responsibilities, etc.) in their Position wrapper. Individual elements may also be included in the wrapper. For example, the Order workgroup requires ReportToPerson and ConfirmToPerson information that is not pertinent to other Position requirements. When building the wrapper, the PositionHeader schema is always required. All other schemas are optional based on the business process being performed.

The same implementation guidelines apply to a Job wrapper.

# 5 Appendix A - Revision History

| Version | Date | Description |
|---|---|---|
| 1.0 | 2001-Aug-14 | Initial draft |
| 1.0 | 2001-Sept-21 | Updated based on feedback from CPO (removed effective dating, country code references; reformatted outline, removed table examples using Type within Family. |
| 1.0 | 2001-Oct-02 | Insert most recent Schemas (with namespace info) |
| 1.0 | 2001-Nov-12 | Changed Schema names to JobHeader, JobPosition. Included implementation considerations for the wrappers. |
| 1.0 | 2001-Nov-19 | Consolidated Code and Definition elements for reuse. Removed Start/End dates since they are available through the id. Changed Quantity to allow decimals and default to 1. Added JobId to PositionHeader Schema. |
| 1.0 | 2001-Nov-20 | Removed Family elements. The Category elements can be used instead. |
| 1.0 | 2001-Nov-26 | Add examples to appendix C. |
| 1.0 | 2001-Dec-3 | Removed JobType and Jobstep elements. Replaced with recursive JobLevel element, which will handle Family/Type/Step. Updated graphic, definition table and example for JobHeader and PositionHeader. |
| 1.0 | 2001-Dec-4 | Updated attributes Start/End Date to start/end Date |
| 1.0 | 2001-Dec-19 | Removed PreviouslySent element and changeDate, startDate, endDate attributes from IdentifierType.<br>Added validFrom and validTo attributes to PositionHeader and JobHeader.<br>Changed JobId in PositionHeader to optional.<br>Changed IdentifierType to JobIdentifierType and |

| | | |
|---|---|---|
| | | PositionIdentifierType to handle namespace issues. |
| 1.0 | 2001-Dec-20 | Candidate Recommendation for membership review. |
| 1.0 | 2002-Jan-09 | Added PositionType and TypeOfHours to schema. |
| 1.0 | 2002-Jan-22 | Removed primary attribute from all Id's in JobHeader and PositionHeader. Only one id is allowed so it would always be primary. |
| 1.0 | 2003-Jan | Target/Default namespaces changed. |
| 1.0 | 2003-Feb-26 | Approved recommendation by HR-XML Consortium. The default and targetNamespaces of all HR-XML schemas have been standardized to "http://ns.hr-xml.org". This recommendation is available as part of the HR-XML 2_0 architecture. |

# 6 Appendix B - Related Documents

Glossary Model Draft 2000-12-06, prepared by Enrique Kortright

CPO 7-Feb-2000 Workgroup Scope Draft, prepared by Naomi Bloom

# 7 Appendix C – Schema Examples

## *7.1 JobHeader*

```
<JobHeader validFrom = "2001-12-15" validTo = "2002-02-15">
    <JobId>
       <Id>Programmer</Id>
       <Domain>
          <IdIssuer>ABC Company</IdIssuer>
          <IdType>Id</IdType>
       </Domain>
    </JobId>
    <JobTitle>Associate Programmer</JobTitle>
    <JobDescription>Program according to design documents. Conduct unit
testing on all work. Document changes made to programs.</JobDescription>
    <JobStatus>
       <Code>1</Code>
       <Description>Active</Description>
    </JobStatus>
    <JobLevel type = "Family">
       <Code>Salaried</Code>
       <Description>Salaried, Non-executive Job Family</Description>
       <JobLevel type = "Type">
          <Code>PROG</Code>
          <Description>Programmer</Description>
          <JobLevel type = "Step">
             <Code>1</Code>
             <Description>Programmer 1</Description>
          </JobLevel>
       </JobLevel>
    </JobLevel>
```

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```
        <JobCategory type = "HighTech">
          <Code>Technical</Code>
          <Description>High Tech Employee</Description>
        </JobCategory>
</JobHeader>
```

_____

## 7.2  *PositionHeader*

```
<PositionHeader validFrom = "2001-12-21" validTo = "2002-01-15">
     <PositionId>
        <Id>Programmer1</Id>
        <Domain>
           <IdIssuer>ABC Company</IdIssuer>
           <IdType>Id</IdType>
        </Domain>
     </PositionId>
     <JobId>
        <Id>Programmer</Id>
     </JobId>
     <PositionTitle>Associate Programmer - Financial Group</PositionTitle>
     <PositionType>Permanent Placement</PositionType>
     <PositionDescription>Program according to design documents. Conduct unit
testing of all work. Document changes made to programs. Specific duties include
General Ledger, Accounts Payable, and Accounts
Receivable.</PositionDescription>
     <PositionStatus>
        <Code>1</Code>
        <Description>Active</Description>
     </PositionStatus>
     <ReportToPositionId>
        <Id>Manager1</Id>
     </ReportToPositionId>
     <SpecialInstructions>Report to main lobby on first day of
work.</SpecialInstructions>
     <TypeOfHours>Fulltime</TypeOfHours>
     <Quantity>1</Quantity>
</PositionHeader>
```