



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials

SUBJECT: Review of MAPS
Position Data

FROM: Director of Human Resources

DATE: March 16, 2004

As you heard at today's pre-Board, we will be asking that all job descriptions for permanent positions be updated soon. In preparation for this and to insure that the information we pull from MAPS accurately reflects the supervisor/evaluator of each position, we ask you to carefully review the attached list of positions in your agency. The primary information we need you to examine for each position includes:

Does the position supervise or evaluate other positions?

N=Non-supervisor

S=Supervises only

E=Evaluates and supervises

What is the position number of the position that supervises this position?

What is the position number of the position that evaluates this position?

This information is crucial and will be used to identify who should be able to create, edit and review the job description for each position as well as provide information for creating your agency's organizational chart.

We would like to have this information ***returned to Human Resources no later than March 26, 2004.*** If there are changes to this information, please use the attached sheet to submit the changes to us.

Should you need additional information or have any questions, please feel free to contact Alicia Roberts at 501-4205 ([rob04](#)) or Jane Klosky at 501-4627 ([klo02](#)). Thank you for your assistance and prompt attention with this project.

George H. Cauble, Jr., SPHR

