

JOB@Work

Online Position Descriptions

Henrico County

Username

Password

[Forgot your password? Request a password reset](#)

Log In

JOBS@Work

A position (job) description is available online for each authorized permanent complement position. The position description is unique to each position and should clearly and accurately identify the duties and responsibilities that are assigned to an employee in that position and should include all certification and/or licenses required to perform the assigned duties and responsibilities.

Terminology:

Position Description: An online document that is unique to each position and accessible to the current employee, supervisor and hierarchy up to and including the Department Head. Security is governed by each position's assigned supervisor, location and department.

Job Description: See Position Description (same document)

Class Spec (Specification): An online document that identifies the minimum education, experience and other requirements of a job classification. Also includes a generic list of the types of duties that may be assigned to a position/employee in that job classification (illustrative example listing only). Class specs are located online at: <http://www.co.henrico.va.us/hr/ecs/#cc>

JOB@Work

Access to all position/job descriptions is through JOB@Work

- Web Address: www.henricojobsatwork.com
- Henrico County INTRANET:
 - Go to: <http://virtual.henrico/>
 - Along the left hand side of the window - click once on: [HR on Virtual](#)
 - Along the right hand side of the window - click once on : [Jobs@Work](#)
 - For access to additional training materials and instructions on using JOB@Work click on: [JOB@work Training & Support](#)

JOBS@Work

Log in

- 1 User Name: Enter your County User Id in ALL CAPITAL LETTERS
 - Example: HIG11
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- 2 Password: Enter your Password
 - The first time you log in to JOBS@Work your password is the same as your user name
 - You will immediately be required to change your password
 - Password must be six or more characters – no special character requirements – passwords are case sensitive
 - Passwords do NOT expire because there is no protected or regulated information in the JOBS@Work system
- 3 Click once on the Login button

JOB@Work

Henrico County

1

Enter Username
ALL CAPITAL
LETTERS

Username

HIG11

Password

●●●●●●●●

2

Enter Password
1st time = username
Passwords are case
sensitive

Login

Forgot your password? [Request a password reset](#)

3

Click ONCE on
the Login
button

JOBS@Work

Forgot Your Password

- 1 Click once on the *Request a password reset* hyperlink
 - An email will immediately be sent your County email account
- 2 A new screen will display: Enter your Username as your County User Id in ALL CAPITAL LETTERS
 - Example: HIG11
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- 3 Click once on the Request Password Reset button and an email will be immediately sent to your County email
- 4 Click once on the link in the email to reset your password and log into JOBS@Work

JOB@Work

Henrico County

Username

Password

1

Click ONCE on
Request a password reset

Login

Forgot your password? Request a password reset

JOB@Work

The image shows a screenshot of a web application interface for Henrico County. The main heading is "Henrico County". Below it, the form title is "Reset Password For User". There is a text input field labeled "Username" containing the text "HIG11". Below the input field are two buttons: "Request Password Reset" and "Cancel".

Callout 2: A red circle with the number "2" points to the "Username" input field. The text inside the callout box reads: "Enter your Username as your County User Id in ALL CAPITAL LETTERS".

Callout 3: A red circle with the number "3" points to the "Request Password Reset" button. The text inside the callout box reads: "Click once on the Request Password Reset button".

JOB@Work

The screenshot shows an Outlook window titled "Your Password Reset Request - Message (HTML)". The email header includes:

- From: hig11@co.henrico.va.us
- To: Higgins, Terri
- Sent: Thu 9/26/2013 3:54 PM
- Subject: Your Password Reset Request

The email body contains the following text:

You forwarded this message on 9/26/2013 3:55 PM.

Hello Terri Higgins ,

Please visit this link to reset your password:

http://henrico.peopleadmin.com/hr/users/reset_password_from_confirmation_key?confirmation_key=debeebd96bf30279e93d7b3b1ba3acb0dac9f7a2669deb3601c06e345ec333f5

Please contact us if there are any issues with this change.

Sincerely,

Human Resources

A callout box with a red circle containing the number "4" and an arrow pointing to the URL link. The callout box contains the text: "Click ONCE on The link in the email to reset your password and log in".

JOBS@Work

Change Your Password

- 1 Username: Enter your County User Id in ALL CAPITAL LETTERS
 - Example: HIG11
 - **NOTE:** User Names (Username) are CASE SENSITIVE
- 2 Password: Type in your NEW password
 - Password must be six or more characters – no special character requirements – passwords are case sensitive
 - Passwords do NOT expire because there is no protected or regulated information in the JOBS@Work system
 - Your password can NOT match any of your six past passwords
- 3 Password Confirmation: Re-type in your NEW password again
- 4 Click once on the Change Password button and the home page of JOBS@Work will open.

JOB@Work

The image shows a 'Change Password' form with the following fields and instructions:

- 1** Enter Username
ALL CAPITAL LETTERS
The 'Username' field contains the text 'HIG11'.
- 2** Type in your NEW Password
Passwords are case sensitive
The 'Password' field is empty.
- 3** Re-type your NEW Password
Passwords are case sensitive
The 'Password Confirmation' field is empty.
- 4** Click ONCE on the Change Password button
The 'Change Password' button is located at the bottom right of the form.

Additional text on the form includes 'Hills County' at the top, 'password and confirmation.' above the fields, and 'or Cancel' at the bottom left.

JOB@Work

1

Your NEW password can NOT match previous passwords

! Password cannot match any of your previous 6 passwords

2

Re-renter your Username (County ID)

3

Type in your NEW Password
Passwords are case sensitive

4

Re-type your NEW Password
Passwords are case sensitive

Henrico County

Enter new password and confirmation.

Username

Password

Password Confirmation

or Cancel

[Change Password](#)

5

Click ONCE on the Change Password button

JOBS@Work

Welcome to your Online Job Description System

Inbox (0 items need your attention)

Displaying items for group 'Employee':

Title	Type	Current State	State Owner
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Watch List (0 items)

Title	Type	Current State	State Owner	Creator
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Useful Links

- [JOBS@WORK Help](#)
Links to intranet resources with detailed instructions for using the JOBS@Work system and managing job descriptions. Also includes contact information for additional support and questions.
- [Vacancy Request for Recruitment](#)
Links to iRecruitment where you can post a vacant position for approval to recruit and fill. Also can manage the recruitment process (e.g. review status of request; review applications).
- [Apply for an Open Position](#)
Link to the iRecruitment online job search and application process where you can search vacant positions, manage your online application and apply to job vacancies.
- [Class. Plans](#)
Link to online job classifications with general information about job classifications. NOTE: Position specific job details are found in each position's unique position description which is available to the current position employee, supervisor and department chain of command.
- [Competencies](#)
Link to more information on the current core competencies that serve as an integrated approach to talent and performance management creating a foundation for success for employees, their agencies and the County as a whole.
- [Pay Plans](#)
Links to the current and previous fiscal year pay plans.

Home page after logging in... see JOBS@Work HELP for more info

JOB@Work

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- Contact Terri Higgins at 501-5241