***Please distribute this alert to any users within your agency who are responsible for Commercial Driver Licenses (CDL) and LSO.***

**Clarification on Coding Commercial Driver License Qualifications for Employees/Positions and LSO**

* Information regarding the coding of Commercial Driver License qualifications for employees/positions and LSO

In April of 2013, an issue was identified within LSO related to CDL qualifications where some LSO learners were seeing a message indicating qualifications were missing and suggesting that they may be able to obtain those qualifications through training. This issue was caused based on the configuration of LSO, its integration with the SAP HR module and the qualifications catalog.

Between Thursday, January 2, and Friday, January 3, 2014 this issue will be resolved as described below:

* Job and position relationships to Object ID’s 00000092, 00000093, and 00000094 will be delimited effective 03/10/2013, the day prior to the LSO go-live date.
* These same job and position relationships will be re-created using the CDL Object ID’s in the LSO qualifications catalog effective 03/11/2013, the LSO go-live date.
* Existing employee relationships will be re-created to the LSO CDL Object IDs on IT0024.
* Below is a table showing the LSO qualifications catalog CDL Object ID’s:

|  |  |
| --- | --- |
| **Current Object ID** | **Changing to Object ID** |
| 00000092 CDL Employee Training | 50411362 CDL Employee Training |
| 00000093 CDL License | 50411311 CDL License |
| 00000094 CDL Supervisor Training | 50411363 CDL Supervisor Training |

For the ZM\_OM\_CDL\_Report – CDL Qualifications Report, the coding has been changed in the background so end users will not see any differences due to these changes. **Due to mass processes that will be running, this report will be unavailable during the afternoon of Friday, January 3, 2014.**

The changes described above will affect the coding to CDL qualifications going forward. Below is information from PA Alert 2011-19 which speaks to the importance of accurately coding CDL qualifications for employees and positions. Changes have been made in red and strike-through to indicate the new object ID’s that should be used for CDL coding.

PA Alert 2011-19:

Accurate coding of Commercial Driver License (CDL) qualifications is necessary to ensure employees are included in the CDL random drug testing pool, to identify supervisors who are required to have training, and to indicate that required training has been completed.

The following jobs are required to possess a CDL:

|  |  |
| --- | --- |
| **Job Code** | **Job Name** |
| 00106301 | BRIDGE INSPECTION CRANE TECHNICIAN |
| 00106302 | BRIDGE INSPECTION CRANE TECHNICIAN SUPERVISOR |
| 00913600 | TRANSPORTATION EQUIPMENT OPERATOR TRAINEE |
| 00913800 | TRANSPORTATION EQUIPMENT OPERATOR A |
| 00914000 | TRANSPORTATION EQUIPMENT OPERATOR B |
| 00914005 | TRANSPORTATION EQUIPMENT OPERATOR SPECIALIST |
| 00914100 | TUNNEL MAINTAINER |
| 00914200 | TUNNEL MAINTAINER SUPERVISOR |
| 00921301 | TRANSPORTATION EQUIPMENT OPERATOR INSTRUCTOR |
| 00921302 | TRAINING SITE ADMINISTRATOR |
| 00923100 | DRILL OPERATOR 1 |
| 00923200 | DRILL OPERATOR 2 |
| 00600500 | FSHG BTNG FCLTS MNTR |
| 00601208 | GAME LAND MNTC WRKR 2 |
| 00601209 | GAME LAND MNTC SUPVR |
| 00610200 | FISH CLTRST 2 |
| 00695100 | CORR EQUIP OP |
| 00710400 | DRVR LIC EXMNR |
| 00710401 | DRVR LIC CTR SUPVR |

There are three qualifications for CDL:

~~00000093~~ 50411311 – CDL License

~~00000092~~ 50411362 – CDL Employee Training

~~00000094~~ 50411363 – CDL Supervisor Training

**~~00000093~~ 50411311 – CDL License:** An employee is required to possess a CDL license because he/she performs CDL safety sensitive duties, whether those duties are performed regularly, occasionally or only in an emergency.

This qualification is a relationship at the job level for the above noted jobs. If a position requires a CDL license but it is not required at the job level, the qualification must be added as a relationship to the position.  *This qualification is only required at the position level if the job does not have the relationship; this qualification should not be added to the position for the above noted jobs.*

Do **not** add this qualification to the employee (IT0024) as it duplicates information that is already found as a requirement at the job or position level.

**~~00000092~~ 50411362 – CDL Employee Training:** All employees who are required to have a CDL license are required to have this training. The training consists of being provided specific educational material and signing an acknowledgement of receipt.

This qualification is a relationship at the job level for the above noted jobs. If a position requires a CDL license but it is not required at the job level, this qualification must be added as a relationship to the position.  *This qualification is only required at the position level if the job does not have the relationship; this qualification should not be added to the position for the above noted jobs.*

Once the employee has completed this training by signing the acknowledgement of receipt, this qualification must be added to the employee (IT0024) to indicate the training has been completed.

**~~00000094~~ 50411363 – CDL Supervisor:** An individual who directly supervises an employee who is required to possess a CDL license is a CDL Supervisor.

This qualification is a relationship at the position level. It is required for any employee who directly supervises CDL employees. There are two different groups of employees who are required to complete CDL Supervisor Training:

* CDL Supervisors that have the ~~00000094~~ 50411363 relationship on their position.
* Managers who may be required to determine if there are grounds for a reasonable suspicion test. These employees will **not** have the ~~00000094~~ 50411363 relationship on their position.

When an employee has completed CDL Supervisor Training it must be added as a qualification to the employee (IT0024). With the implementation of LSO, this is no longer needed, as the Office of Administration Bureau of Employee Benefits (OA, BEBS) will be adding the qualification to the course. Once the course has been completed and followed up by OA, BEBS the qualification will automatically be imparted from LSO to the employees IT0024.

Please note that the code ~~00000094~~ 50411363 is used as a qualification on both the position and the employee (IT0024), but it has two different meanings:

* ~~00000094~~ 50411363 on the position means that the employee is a CDL Supervisor
* ~~00000094~~ 50411363 on the employee means that the CDL supervisor training has been completed

**Coding Corrections**

Agencies served by the HR Service Center should submit an [E-PAR](https://oaiss.state.pa.us/par/EntryForm.asp) for all coding changes/additions for transactions processing by Agency Services & Operations Division.

Please follow these instructions when submitting E-PARs:

* Positions changes: Under the Position Action category, select Other – Please Explain then select Pos CDL Update.
* Employee actions: Under the Employee Actions category, select Other – Please Explain then select EE CDL Update.

Agencies not served by the HR Service Center should continue to complete the appropriate coding on the positions and employees.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.