



# Position Allocation

*Human Resources*

*Implemented June 2014*

*By thinking Lean we  
reduced cycle time by 99.5 days*

## Problem

Proper allocation and establishment of new positions requires an accurate description of job duties on a position description form. Supervisors didn't always understand how to use the form, which created delays, rework and frustration with the process.

## Causes

- The form was not intuitive.
- The process and resources were unclear.
- Supervisors were not trained.

## Solution

- Updated the position description form to include contact information for Human Resources and a hyperlink to each section with instructions.
- Developed and administered training.
- Communicated the new process.

## Results

