

**POSITION CDL UPDATE EPAR SUBMISSION GUIDE**  
Commercial Driver's License Coding Update

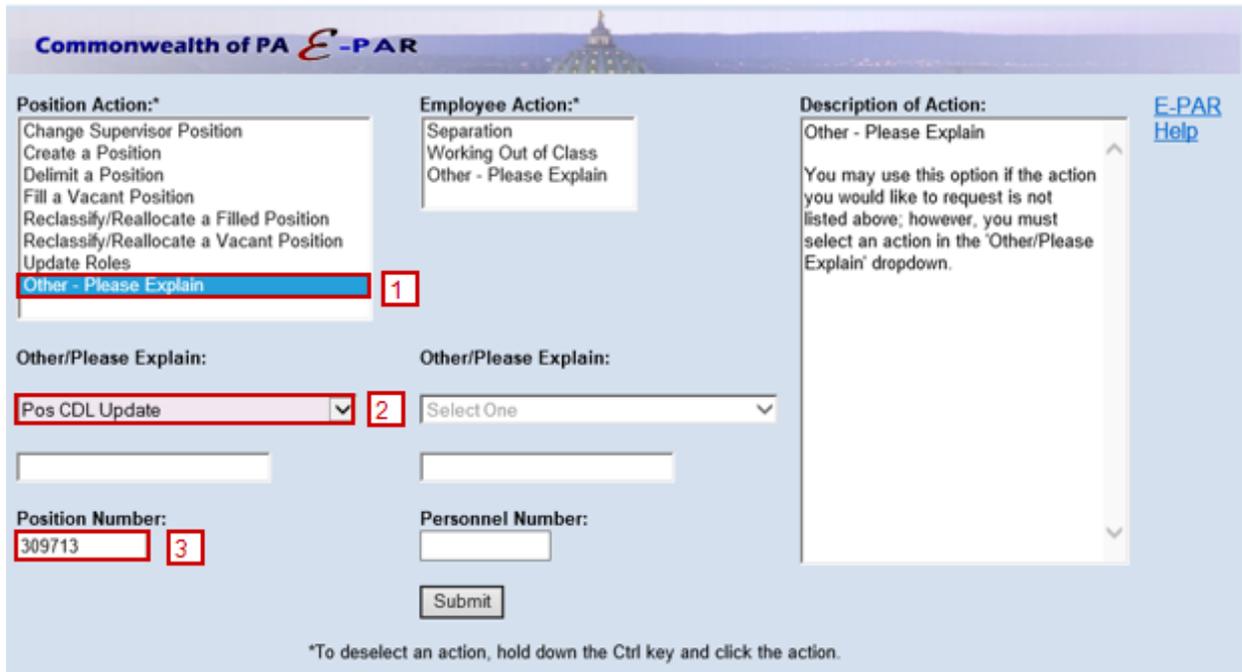
**Overview/Tips**

This E-PAR is used to make any necessary updates regarding CDL relationships and requirements. The following infotypes may be updated during these requests:

- IT1001 (Position Relationships) – Adding or delimiting required qualifications.
- The CDL requirements have already been added to certain job codes which require a CDL. Please review the list of job codes at the end of this document. **If the requirement is on the job, it is not necessary to request it be added to the position as it duplicates the requirement.**

If updates are being made to a position only, please use this EPAR. If changes need to be made to an EE record in addition to the position, please create the EPAR using Employee Action – Other Please Explain – EE CDL Update to have all updates made.

**EPAR Form**



The screenshot shows the E-PAR form interface. It has three main columns: Position Action, Employee Action, and Description of Action. 
   
1. In the Position Action column, 'Other - Please Explain' is selected and highlighted with a red box and a '1' callout.
   
2. In the Other/Please Explain dropdown menu, 'Pos CDL Update' is selected and highlighted with a red box and a '2' callout.
   
3. In the Position Number field, '309713' is entered and highlighted with a red box and a '3' callout.
   
A 'Submit' button is located at the bottom center. A note at the bottom states: '\*To deselect an action, hold down the Ctrl key and click the action.'
   
An 'E-PAR Help' link is visible on the right side of the form.

**1** Under Position Action, Select Other - Please Explain.

**2** Under Other/Please Explain, select Pos CDL Update.

**3** Enter the Position Number and click Submit.

Commonwealth of PA **E-PAR**

### Pos CDL Update

PAR ID:

Name:

Start Dt:  **1** End Dt:

Pers No:  Pos No:  Pay Area:

Org:

Job:

Emp Grp:  Emp Sub Grp:  Pers Subarea:

Earl RA Dt:

Description:\*

**2**

\*Indicates a Required Field

Status: **Requester**

Submit to:  **3**

Your email:  [Attach Documents](#)

Spv/Mgr email:

HR email:

**1** Enter effective date in which requested changes should be made.

- 2** Include a description of all requested updates.
- Indicate what specific coding should be input or delimited

CDL coding:

- CDL License – 50411311
- CDL Employee Training – 50411362
- CDL Supervisor Training - 50411363

**3** Choose appropriate option based on your agency’s chain of approval and click submit.

The following job codes require a Commercial Driver License (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

The requirement is added to these jobs by OA, Operations in the form of a relationship on the **job's** Relationships infotype (IT1001). The relationships are CDL License (50411311) and the CDL Employee training (50411362).

**If the requirement is on the job, it is not necessary to request it be added to the position as it duplicates the requirement.**

### **References**

[PA Alert 2014-01 \(Clarification on Coding Commercial Driver License Qualifications for Employees/Positions and LSO\)](#)  
[Personnel Rules \(MD 505.7\)](#)