The Personnel Functional Area defines people and organizations.

**Person**

A Person is a people. Persons define identification information such as names and institutional identifiers.

Also known as: *People (plural), Steve, Allison, Mom, etc.*

<table>
<thead>
<tr>
<th>Read Operations for Persons:</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Get Persons given unique ids</td>
<td></td>
</tr>
<tr>
<td>❑ Get all the Persons in a system or Catalog</td>
<td></td>
</tr>
<tr>
<td>❑ Query (Search) Persons based on attribute-based query terms or keywords</td>
<td></td>
</tr>
<tr>
<td>❑ Register for notifications that Persons have been created, updated or deleted</td>
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<th>Write Operations for Persons:</th>
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<tr>
<td>❑ Create, Update and Delete Persons</td>
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</tr>
<tr>
<td>❑ Add an alias Id to reference an existing Person</td>
<td></td>
</tr>
<tr>
<td>❑ Organize Persons into catalogs</td>
<td></td>
</tr>
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</table>

Minimally Supported Attributes of Persons:

- A unique and permanent identifier
- The name of the Person
- A description of the Person
- The type of this Person: human, martian, virtual, avatar
- The salutation or title of this Person (Mr., Dr., Ms.)
- The given name of the Person
- The preferred forename or mononym of this Person

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- Additional forenames this Person is or was known by
- Middle names of the Person
- The surname of the Person
- Additional surnames this Person is or was known by
- The generation qualifier of the Person
- The qualification suffix of this Person (MD, Phd).
- The birth date of this Person, if available
- A death date of this Person, if available
- The institutional identifier for this Person

**Organization**

An Organization is a hierarchical structure of organizational units. For this Functional Area it is assumed that every Catalog contains one Organization hierarchy.

Also known as: Company, Firm, Corporation, Institution, Group, Department, School

- [ ] Read Operations for Organizations: Score
  - [ ] Get Organizations given unique ids
  - [ ] Get all the Organizations in a system or Catalog
  - [ ] Query (Search) Organizations based on attribute-based query terms or keywords
  - [ ] Register for notifications that Organizations have been created, updated or deleted
  - [ ] Traverse hierarchical relationships between Organizations
  - [ ] Register for notifications that OrganizationAncestors have been created, updated or deleted
  - [ ] Register for notifications that OrganizationDescendants have been created, updated or deleted

- [ ] Write Operations for Organizations:
  - [ ] Create, Update and Delete Organizations
  - [ ] Add an alias Id to reference an existing Organization
  - [ ] Edit hierarchical relationships between Organizations
  - [ ] Organize Organizations into catalogs

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Minimally Supported Attributes of Organizations:

- A unique and permanent identifier.
- The name of the Organization
- A description of the Organization
- The type of the Organization: company, university, school, department, team, thesis committee
- A display label for this Organization
- The effective date range of this Organization, if applicable

Position

A Position is a job description performed in the context of an Organization. A Position has a job level represented using a Grade, optional salary range, as well as a set of learning Objectives used to convey the desired qualifications for the position.

Positions are not canonical in that they belong to a specific Organization although Positions from parent Organizations may be visible to its sub-organizational units. A canonical position that can be reused across Organizations can be represented with a combination of the type of Position and Grade level.

Also known as: Job

Read Operations for Positions:

- Get Positions given unique ids
- Get all the Positions in a system or Catalog
- Query (Search) Positions based on attribute-based query terms or keywords
- Register for notifications that Positions have been created, updated or deleted
- Register for notifications that Positions have been created, updated or deleted for Organizations

Write Operations for Positions:

- Create, Update and Delete Positions
- Add an alias Id to reference an existing Position
- Organize Positions into catalogs

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Minimally Supported Attributes of Proficiencies:

- A unique and permanent identifier
- The name of the Position
- A description of the Position
- The type of the Position: administrative, contract, part-time-no-benefits
- The Organization to which the Position is assigned
- The Title of the Position
- The Level of the Position
- Qualifications (Learning Objectives) required for the Position, if available
- The target number of Appointments desired for this Position
- The Required Percentage Commitment associated with the Position
- The Low of the Salary Range of the Position
- The Midpoint of the Salary Range of the Position
- The High of Salary Range of the Position
- The frequency of Compensation associated with the Position
- Whether this Position is FLSA exempt
- Whether this position is eligible for benefits
- The Benefits Type associated with the Position, if applicable
- The effective date range of this Position

Appointment

An Appointment is a relationship between a Person and a Position. The effective dates of an Appointment may be used to indicate the term of employment.

Also known as:

- Read Operations for Appointments:
  - Get Appointments given unique ids
  - Get all the Appointments in a system or Catalog
  - Get Appointments for Persons
  - Get Appointments for Positions

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Query (Search) Appointments based on attribute-based query terms or keywords

Register for notifications that Appointments have been created, updated or deleted

Register for notifications that Appointments for Persons have been created, updated or deleted

Register for notifications that Appointments for positions have been created, updated or deleted

Write Operations for Appointments:

- Create Appointment for Person and Position
- Update and Delete Appointments
- Add an alias Id to reference an existing Appointment
- Organize Appointments into catalogs

Minimally Supported Attributes of Appointments:

- A unique and permanent identifier
- The name of the Appointment
- A description of the Appointment
- The type of the Appointment
- The Person associated with the Appointment
- The Position associated with the Appointment
- The Percentage Commitment associated with the Appointment
- The Title of the Appointment
- A Salary associated with the Appointment, if available
- The basis of the Salary in number of months per year
- Effective date range of this Appointment
- The reason this Appointment ended, if applicable

Catalog

A directory or other kind of organization for related entities. Such a grouping serves to separate Persons, Positions and Appointments managed by different organizations or departments and to scope searches.

Also known as: Realm

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### Read Operations for Catalogs:

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<td>Get Catalogs given unique Ids</td>
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<td>Get all the Catalogs in a system or Catalog</td>
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<td>Query (Search) Catalogs based on attribute-based query terms or keywords</td>
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<tr>
<td>Traverse Hierarchical relationships between Catalogs</td>
<td></td>
</tr>
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<td>Register for notifications Catalogs have been created, updated or deleted</td>
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<tr>
<td>Register for notifications that hierarchical relationships between Catalogs have been created, updated or deleted</td>
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### Write Operations for Catalogs:

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<td>Create, Update and Delete Catalogs</td>
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<tr>
<td>Add an alias Id to reference an existing Catalog</td>
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<tr>
<td>Manage Hierarchical relationships between Catalogs</td>
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</table>

### Minimally Supported Attributes of Catalogs:

- A unique and permanent identifier.
- The name of the Catalog
- A description of the Catalog
- The type of the Catalog
- The provider of this Catalog
- Any available branding for this Catalog, for example, an organizational logo
- Any licensing (terms of usage) associated with this Catalog