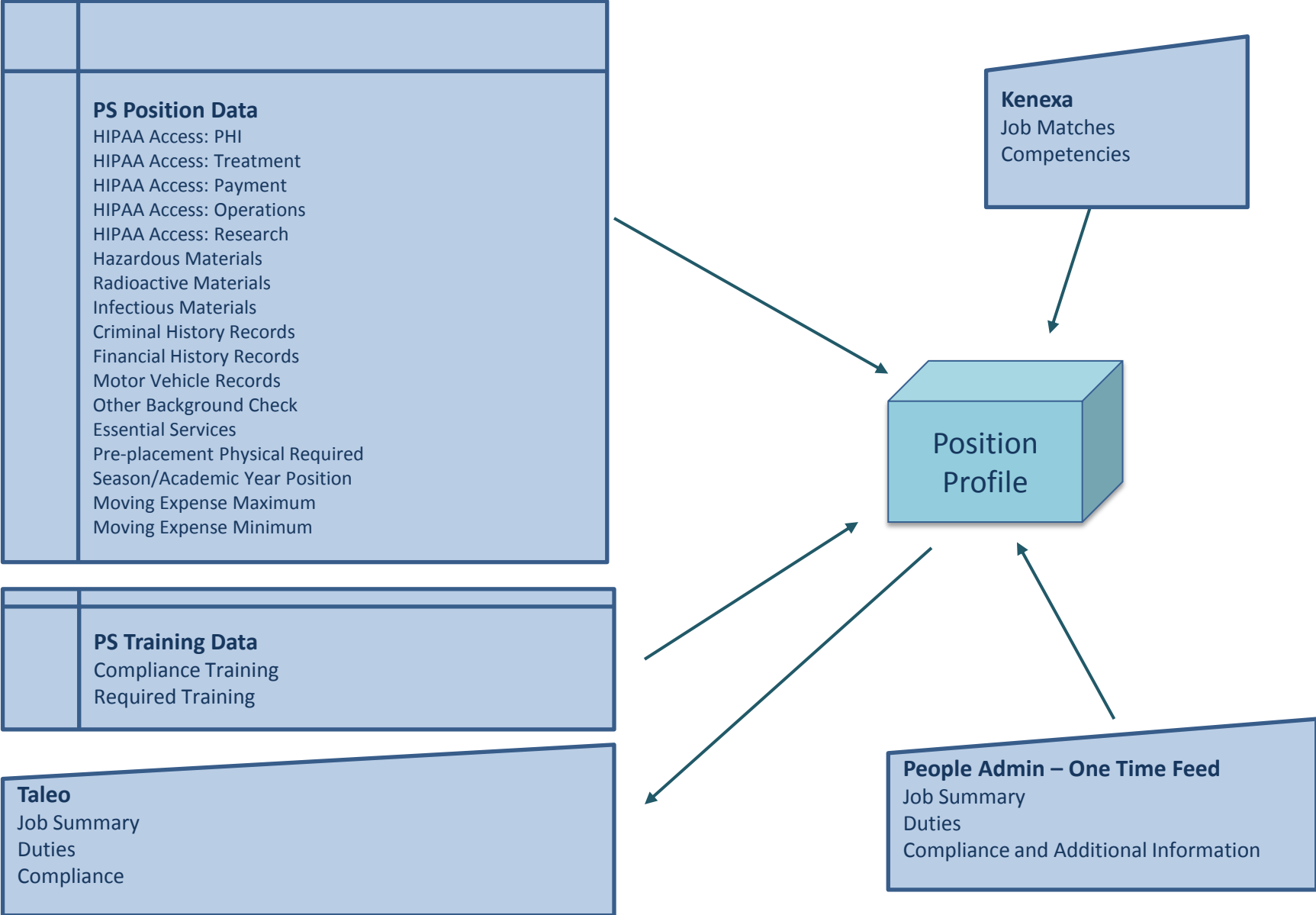


# Position Profile (Non-Person Profile) Objectives

- One time feed from PeopleAdmin into Position Profile
- Individual Templates for employment group
  - Faculty/Students
  - University Staff
  - Classified
- Ability to Import and Syndicate
- Level of built in competencies and duty statements - TBD

# Profile Management Mapping Integrations – Position Profile



# University and Classified Staff – Position Profile

- Position Summary
- Duties (Basic Statements and Samples of Work, and tied to ePerformance)
- Competencies (Includes Core Competencies for both University Staff and Classified Staff and tied to ePerformance)
- Qualifications (Classified Minimum Qualifications will be populated from DPA standards)
- Essential Functions
- Required Training (Includes required training for all employees and others can be added based on job requirements)
- Additional Information (Includes Essential Functions, HIPAA, Hazardous Chemicals, Shift, etc.)
- HR Only

# University Staff – Accountant Position Template

- Position Summary and Duty Statements

**Details**

Content Item ID	NOT FILLED	Position is Not Filled
Department	<input type="text" value="UCOLO"/>	University of Colorado
Type of Review	<input type="text" value="NEW"/>	New Position
Job Code	<input type="text" value="2387"/>	Finance/Acctg Senior Prof
Exemption Statute	<input type="text" value="PROFESSIONAL"/>	Professional Positions
HR Consultant	<input type="text" value="162370"/>	Corwin, Cynthia Yvonne
Job Summary	<input type="text" value="New Accountant Position"/>	
Workflow Approval Status	Approved	

**Details**

*Effective Date	<input type="text" value="09/26/2014"/>	
Duties	<input type="text" value="FA04"/>	Review and Analyze Financial Reports
Rating Model	<input type="text" value="5OEP"/>	5-Tier Officers/Exmpt Prof
Proficiency Level	<input type="text" value="Level 3"/>	
Percent of Time	<input type="text"/>	
Sample of Work	<input type="text" value="Run monthly Cognos Reports to analyze financial status."/>	

# University Staff – Accountant Position Profile Template

- Competencies and Qualifications

▼ Competencies							Personalize	Find	View All		
ID	Competency	Status	Rating Model	Description	Proficiency Level	Required?	Preferred?				
CUFUNCT1	Ethics and Integrity	Active	5OEP	5-Tier Officers/Exmpt Prof	Level 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CUFUNCT2	Diversity and Inclusion	Active	5OEP	5-Tier Officers/Exmpt Prof	Level 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CUFUNCT3	Relationship Building	Active	5OEP	5-Tier Officers/Exmpt Prof	Level 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CUFUNCT4	Collaboration	Active	5OEP	5-Tier Officers/Exmpt Prof	Level 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CUFUNCT5	Accountability	Active	5OEP	5-Tier Officers/Exmpt Prof	Level 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Position Summary   Duties   Competencies   <b>Qualifications</b>   Essential Functions   Required Training													
▼ Degrees						Personalize	Find	View All			First	1-2 of 2	Last
ID	Degree	Required?	Preferred?										
3MBA	Master of Business Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
4BBA	Bachelor Bus Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>										

[+ Add New Degrees](#)

▼ Work Experience						Personalize	Find	View All			First	1-2 of 2	Last
ID	Years of Experience	Required?	Preferred?	Experience Description									
EXPER_001	Zero to one year of relevant work experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Higher Education Accounting Experience									
EXPER_002	One to three years of relevant work experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knowledge of and experience working under GAAP requirements									

[+ Add New Work Experience](#)

▼ Language Skills
There are currently no Language Skills for this profile. Please add one if required.

[+ Add New Language Skills](#)

▼ Licenses and Certifications

# University Staff – Accountant Position Profile Template

- Essential Functions and Required Training

Position Summary | Duties | Competencies | Qualifications | **Essential Functions** | Required Training |

▼ **General Physical Demands**

There are currently no General Physical Demands for this profile. Please add one if required.

+ Add New General Physical Demands

▼ **Physical Demands - Specific**

There are currently no Physical Demands - Specific for this profile. Please add one if required.

+ Add New Physical Demands - Specific

▼ **Environmental Conditions**

There are currently no Environmental Conditions for this profile. Please add one if required.

+ Add New Environmental Conditions

▼ **Hazardous Material**

There are currently no Hazardous Material for this profile. Please add one if required.

+ Add New Hazardous Material

▼ **Mental Functions**

There are currently no Mental Functions for this profile. Please add one if required.

+ Add New Mental Functions

Position Summary | Duties | Competencies | Qualifications | Essential Functions | **Required Training** |

▼ **Required Training** Personalize | Find | View All |  |  First

ID	Training Title	Source Profile
U00063	IT Privacy and Security - User Responsibility	Univ. Staff Template
U00067	Discrimination and Harassment	Univ. Staff Template

+ Add New Required Training

# University Staff – Accountant Position Profile Template

- Additional Information and HR Only

[Competencies](#) | 
 [Qualifications](#) | 
 [Essential Functions](#) | 
 [Required Training](#) | 
 **[Additional Information](#)** | 
 [HR Only](#)

▼ **Add'l Position Information**  
 There are currently no Add'l Position Information for this profile. Please add one if required.

[+](#) Add New Add'l Position Information

▼ **Background Check Types**

[Personalize](#) | 
 [Find](#) | 
 [View All](#) | 
 | 
 

 First 1 of 1 Last

ID	Background Check Type	Source Profile	
CRIM	Criminal Background Check	Univ. Staff Template	

**Details** [Find](#) | [Vi](#)

\*Effective Date

\*Content Item ID  HR Only 1

Class EE Electing Exemption?

Pos #, Title, EE Name

HR Approved Salary Ranges

Notes

▼ **Kenexa Job Matches**

ID	Kenexa Job Matches
FA06000001	Accountant I

[+](#) Add New Kenexa Job Matches

# Classified Staff – Admin Asst III Position Profile Template

- Position Summary and Duty Statements

Details Find

\*Effective Date

Content Item ID NOT FILLED Position is Not Filled

Department  University of Colorado

Type of Review  New Position

Job Code  Admin Assistant III

HR Consultant  Corwin, Cynthia Yvonne

Job Summary

Staffing or Org Changes?

Workflow Approval Status New

Details Find | View All First

\*Effective Date

Content Item ID AA01 Design and implement general office and administrative operations

Rating Model  Performance Management Prog

Proficiency Level

Percent of Time

Examples of Decisions

Examples of Problems/Challenge

Brief Description



# Classified Staff – Admin Asst III Position Profile Template

- Competencies and Qualifications

▼ Competencies <span style="float: right;">Personalize   F</span>						
ID	Competency	Status	Rating Model	Description	Proficiency	Required?
CU_CS01	Communication	Active	PPP	Performance Management Prog	Level 2	<input checked="" type="checkbox"/>
CU_CS02	Interpersonal Skills	Active	PPP	Performance Management Prog	Level 2	<input checked="" type="checkbox"/>
CU_CS03	Accountability	Active	PPP	Performance Management Prog	Level 2	<input checked="" type="checkbox"/>
CU_CS04	Job Knowledge	Active	PPP	Performance Management Prog	Level 2	<input checked="" type="checkbox"/>
CU_CS05	Customer Service	Active	PPP	Performance Management Prog	Level 2	<input checked="" type="checkbox"/>

Position Summary   Duties   Competencies   <b>Qualifications</b>   Essential Functions   Required Training <span style="float: right;">▶</span>		
▼ Minimum Qualifications <span style="float: right;">Personalize   Find   View All       First ◀ 1 of 1 ▶ Last</span>		
ID	Content Item ID	Minimum Qualifications
001	Minimum Qualifications 1	Three years of general clerical experience.

[+ Add New Minimum Qualifications](#)

▼ Preferred Qualifications
There are currently no Preferred Qualifications for this profile. Please add one if required.

# Classified Staff – Administrative Assistant III Position Profile

- Essential Functions and Required Training

▼ **General Physical Demands**  
There are currently no General Physical Demands for this profile. Please add one if required.

+ Add New General Physical Demands

▼ **Physical Demands - Specific**  
There are currently no Physical Demands - Specific for this profile. Please add one if required.



▼ **Environmental Conditions**  
There are currently no Environmental Conditions for this profile. Please add one if required.

+ Add New Environmental Conditions

▼ **Hazardous Material**  
There are currently no Hazardous Material for this profile. Please add one if required.

+ Add New Hazardous Material

▼ **Mental Functions**  
There are currently no Mental Functions for this profile. Please add one if required.

Position Summary	Duties	Competencies	Qualifications	Essential Functions	Required Training
▼ <b>Required Training</b>					Personalize   Find   View All      
ID	Training Title	Source Profile			
U00063	IT Privacy and Security - User Responsibility	Class Staff Templ			
U00067	Discrimination and Harassment	Class Staff Templ			

# Classified Staff – Admin Asst III Position Profile Template

- Additional Information and HR Only

Competencies | Qualifications | Essential Functions | Required Training | **Additional Information** | HR Only

▼ Add'l Position Information

There are currently no Add'l Position Information for this profile. Please add one if required.

+ Add New Add'l Position Information

▼ Background Check Types Personalize | Find | View All | [?] | [Calendar] First 1 of 1 Last

ID	Background Check Type	Source Profile	
CRIM	Criminal Background Check	Class Staff Templ e	

## Update HR Only

Profile ID G3A4 TEMPL      Admin Asst III Template  
Profile Type CLASS STAFF      Classified Staff Job Profile

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details

\*Effective Date  [?] HR Only 1


Content Item ID 001


Notes


# Faculty Profile Template - Optional


- Position Summary and Faculty Effort


**Details**

\*Effective Date  

\*Content Item ID   Position is Not Filled

Department   Faculty Paygroup

Type of Review   New Position

Job Code   Asst Professor

Job Summary

Workflow Approval Status New

Position Summary   <b>Faculty Effort</b>   Education   Required Training					
Faculty Effort					Personalize   Find   View
ID	Faculty Effort	Rating Model	Description	Proficiency Level	Description of Work
CREATIVE	Creative Work	FAC	Faculty	Meeting Expectations	
RESEARCH	Research	FAC	Faculty	Meeting Expectations	
TEACHING	Teaching	FAC	Faculty	Meeting Expectations	

# Faculty Profile Template

- Education and Required Training

Position Summary	Faculty Effort	<b>Education</b>	Required Training
▼ Degrees			Personalize   Fi
ID	Degree		
1DE	Doctor of Engineering		

Position Summary	Faculty Effort	Education	<b>Required Training</b>
▼ Required Training			Personalize   Find   View
ID	Training Title	Source Profile	
U00063	IT Privacy and Security - User Responsibility	Faculty Profile Template	
U00067	Discrimination and Harassment	Faculty Profile Template	
+ Add New Required Training			

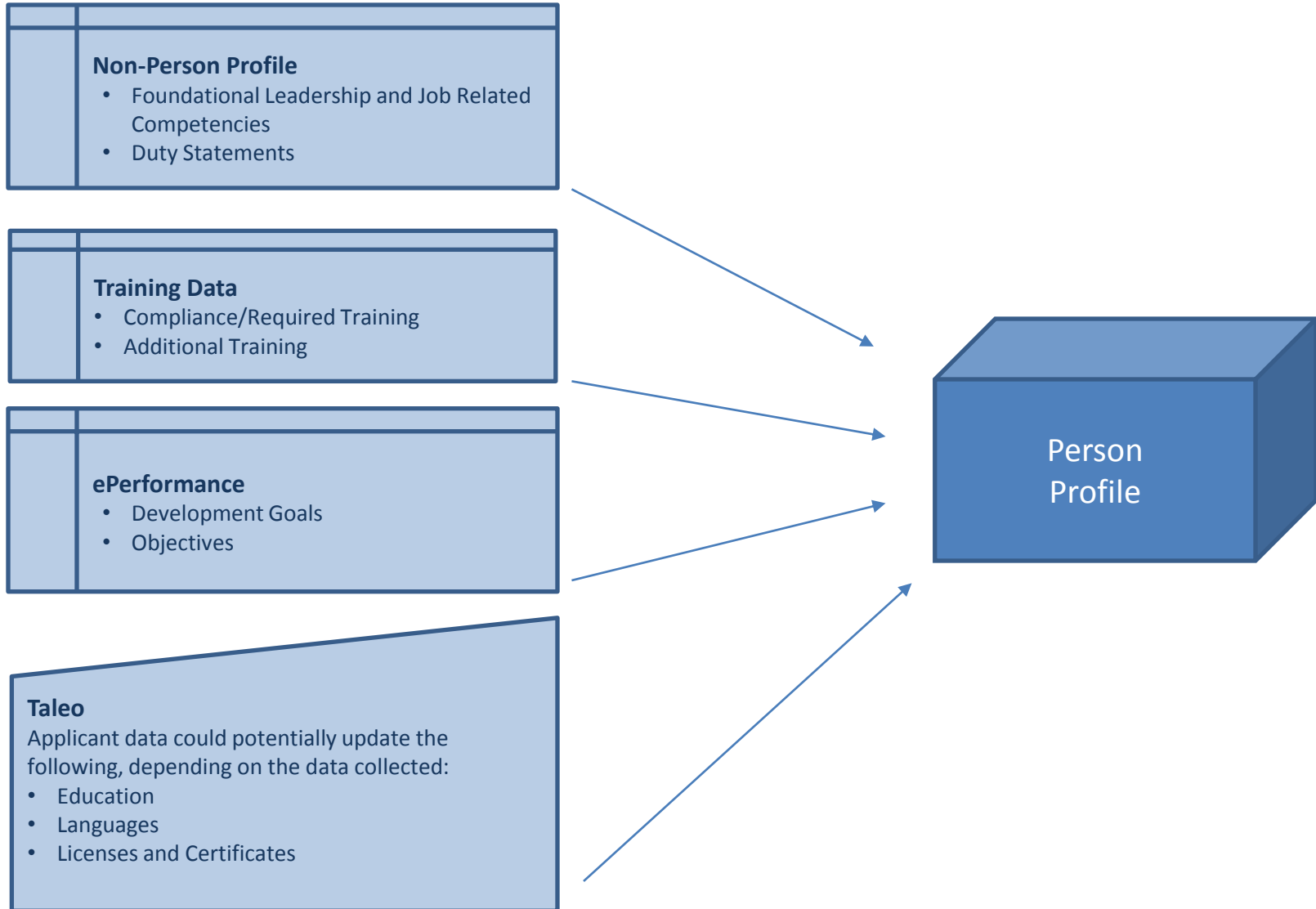
# Person Profile Discussion Objectives

- Understand priorities for data collection and updating
- Approval requirements

# Person Profile Data Elements

- Competencies (Job Related and Foundational Leadership/Kenexa)
- Education: Degree, Major, School, Date Acquired
- Qualifications:
  - Language Skills
  - Licenses and Certifications
- Duty Statements/Responsibilities
- Training
  - Required Training
  - Additional Training
- Development Goals and Objectives

# Person Profile Mapping Integrations





# Competencies – Job Related and Foundational Leadership

## Person Profile

Empl ID KU0013

Daisy Lopez

Profile Type CU\_PERSON

CU Person Profile

\*Profile Status Active

\*Description Daisy Lopez

Print Comments

Profile Actions [Select Action]

✓ You have successfully saved those profile changes that do not require approval.

Look Up Competency

Competencies Education Qualifications Duty Statements Training De

Content Type: COMPETENCY

Competencies Personalize | Fin

Content Item ID: begins with

ID	Competency	Evaluation Type
0204	Interpersonal understanding	Mentor
0209	Team leadership	Approved/Official
0211	Motivate & lead people	Approved/Official
0403	Innovative	Approved/Official
1107	Medical Research	Learning

Content Group Type: begins with COMP TYPE

Content Group: begins with LDRSHP

Description: begins with

Look Up Clear Cancel Basic Lookup

+ Add New Competencies

## Search Results

View 100 First 1-6 of 6 Last

Content Item ID	Content Group Type	Content Group	Description
0209	COMP TYPE	LDRSHP	Team leadership
0211	COMP TYPE	LDRSHP	Motivate & lead people
0403	COMP TYPE	LDRSHP	Innovative
0504	COMP TYPE	LDRSHP	Decision Making Abilities
0509	COMP TYPE	LDRSHP	Judgement
0510	COMP TYPE	LDRSHP	Leadership

# Education: Date Acquired, Degree, School, Major

Person Profile x

Help

## Add New Degrees

Empl ID KU0013      Daisy Lopez  
Profile Type CU\_PERSON      CU Person Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All    First ◀ 1 of 1 ▶ Last

*Effective Date	<input type="text" value="09/24/2014"/>		
*Degree	<input type="text" value="BA"/>		Bachelor of Arts
Major Code	<input type="text" value="F00015"/>		Art History
Country	<input type="text" value="USA"/>		United States
School Code	<input type="text" value="CU"/>		Colorado, University of

OK    Cancel    Apply and Add Another

# Qualifications: Languages, Licenses and Certifications

## Person Profile

Empl ID KU0013

Daisy Lopez

Profile Type CU\_PERSON

CU Person Profile

\*Profile Status

\*Description

Print Comments

Profile Actions

Competencies

Education

**Qualifications**

Duty Statements

Training

Development Goals

Licenses and Certifications		Personalize	Find	View All			First	1-2 of 2	Last
ID	License								
CPM	Procurement Management								
HMC	Hazardous Materials Certificate								

Add New Licenses and Certifications

Language Skills		Personalize	Find	View All			First	1-2 of 2	Last
ID	Language								
GE	German								
SP	Spanish								

Add New Language Skills

# Duty Statements/Responsibilities

## Person Profile

Empl ID KU0013

Daisy Lopez

Profile Type CU\_PERSON

CU Person Profile

\*Profile Status Active

\*Description Daisy Lopez

Print Comments

Profile Actions [Select Action]

Competencies | Education | Qualifications | **Duty Statements** | Training | Development Goals

Responsibilities		Personalize	Find	View All			First	1-3 of 3	Last
ID	Responsibility								
K0000005	Research reporting issues in assigned regions								
K0000016	Follow Safety Precautions								
K0000017	Keep patient records								

Add New Responsibilities

Duty Statements		Personalize	Find	View All			First	1-2 of 2	Last
ID	Duties								
HR002	Screens applications against minimum and preferred qualifications								
HR003	Creates valid and reliable recruitment strategies								

Add New Duty Statements

# Training: Required and Additional

## Person Profile

Empl ID KU0013

Daisy Lopez

Profile Type CU\_PERSON

CU Person Profile

\*Profile Status

\*Description

 Print  Comments

Profile Actions  

Competencies

Education

Qualifications

Duty Statements

**Training**

Development Goals

Required Training		Personalize   Find   View All   	First  1-3 of 3  Last
ID	Required Training Completed		
F00001	Fiscal Code of Ethics		
U00063	IT Privacy and Security - User Responsibility		
U00067	Discrimination and Harassment		

 Add New Required Training

# Development Goals and Objectives

## Person Profile

Empl ID KU0013      Daisy Lopez  
Profile Type CU\_PERSON      CU Person Profile  
\*Profile Status  ▾  
\*Description

Print    Comments

Profile Actions  ▾

[Competencies](#) | [Education](#) | [Qualifications](#) | [Duty Statements](#) | [Training](#) | **[Development Goals](#)**

Goals and Objectives		Personalize	Find	View All			First	1-2 of 2	Last
ID	Goal								
K000008	Obtain additional education.								
K000013	Provide high quality health care advice								

Add New Goals and Objectives

Business Objectives		Personalize	Find	View All			First	1-2 of 2	Last
ID	Catalog Item								
K0012	Provide Safe Work Environment								
K0020	Answer Customer Questions in Timely and Professional Manner								

Add New Business Objectives