University of Colorado
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Jobs at CU

POSITION MANAGEMENT STEP-BY-STEP GUIDE

Modify Existing Position

Create New Position

INTRODUCTION

Welcome to Jobs at CU, the University of Colorado's online position description, employment application and onboarding new employees system. Please use this guide in conjunction with the DL Glossary.

You will use this system to:
- Create, modify and approve positions
- Advertise recruitments online
- Review applicants to your postings
- Allow search committee members to review and rank applications
- Communicate applicant statuses to Hiring Authorities and Campus HR Users
- Hire new employees from applicants
- Provide new employees information to begin their employment

Modify Existing Position

Please use these instructions to assist with modifying an existing position.

Inbox

Watch List

PeopleAdmin

1.) Go to Position Management Module

POSITION MANAGEMENT

Home   **Position Descriptions**   **Classifications** | My Profile   Help

Training **13**, you have 0 messages.   DRL/PPL

2.) Change role to DRL/PPL

Welcome to your Online Recruitment System

Inbox (50 items need your attention)

Displaying items for group "Drl/Ppl".

Postings (10+)   Hiring Proposals (2)   Actions (10+)

Job Title	Type	Current State	Owner
Test AGT	Faculty	DRL/PPL	DRL/PPL
AA Biology Faculty	Faculty	DRL/PPL	DRL/PPL

See more...

Watch List (1 items)

Postings (1)   Hiring Proposals (0)   Actions (0)

Job Title	Type	Current State	State Owner
AA Biology FacultyJBComm	Faculty	Posted	Faculty Campus HR

Shortcuts

Create New Classified and University Staff Posting
Create New Faculty Posting
Create New Research Faculty Posting
Create New Temporary Posting

My Links

Useful Links

TESTING DOCUMENTS

Training Videos
(Go here for helpful videos for staff training on the use of PA7.)

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

PeopleAdmin MOPAC - Customer Portal Login
 (best practice library, customer support portal, customer community)

University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS

1- Select Position Descriptions Tab

...me **Position Descriptions** **Classifications** | My Profile Help

train30 train30, you have 0 messages. DRL/PPL

Position Descriptions / Classified and University Staff

Classified and University Staff Position Descriptions

Create New Position Description

2- In Search Field, enter Working Title or HRMS position number that you want to modify.
*Note: If you search by position number you must include the leading zeros

Open Saved Search ▾   Search: [_____] Search More search options

Ad hoc Search	⊗	Position Descriptions

Ad hoc Search (41 Items Found) Save this search?

Actions

← Previous 1 2 Next →

	Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
☐	Assoc Dirctr-Exmpt Prof -Haven	SOM-PSYCH-ARTS SP/G	00218079	Karen Rose	Chappelow		Academic Services Manager (Jennifer M. Payne)	Active	Actions▾
☐	Business Services Associate Di	LIB-Library	00300435	Marical Michelle	Farner			Active	Actions▾
☐	Associate Director - Fdc	SSVC-Family Development Center	00415303	Susan Diane	Mahoney			Active	Actions▾
☐	FIS Business/Data Analyst	VC Academic Affairs	00696064	Kristina Maria	Cizmar			Active	Actions▾
☐	Deputy Director Of HDS	Housing-Administration	00644590	Deborah S	Cook			Active	Actions▾
☐	Dir Parking & Transp Services	Public Safety	00660445	David J	Lieb			Active	Actions▾
☐	Director Of Faculty Affairs	SOM - Dean-School of Medicine	00652563	Cheryl A	Welch			Active	Actions▾
☐	Business Services Director	SOM - Dean-School of Medicine	00678955	Amy K.	Collins Davis			Active	Actions▾
☐	Director-Financeadministration	SOM - Dean-School of Medicine	00701301	Kim N.	Benson			Active	Actions▾
☐	Director-Financeadministration	SOM-BioChem&Molecular Genetics	00700565	Susan Joy	Brozowski			Active	Actions▾
☐	Business Services Director	SOM-Anesthesiology	00695729	Carlos Didier	Fernandez			Active	Actions▾
☐	Director-Financeadministration	SOM-Dermatology	00678221	Kathleen	Ryan-Morgan			Active	Actions▾
☐	Business Services Director	SOM-MED-Endocrinology	00678032	John	Schliep			Active	Actions▾
☐	Business Services Director	SOM-MED-Endocrinology	00678032	Becky Lynn	McGowan			Active	Actions▾
☐	Director,Finance & Admin	SOM-Otolaryngology	00693069	Henry Steven	Osswald			Active	Actions▾
☐	Director-Financeadministration	SOM-Radiation Oncology	00636230	Melissa	Feig			Active	Actions▾
☐	Director-Financeadministration	SOM-SRG-CH General Operations	00682523	Stephanie	Farmer			Active	Actions▾
☐	Business Services Director	SOM-Neurosurgery	00643058	Frank L	Merrill II			Active	Actions▾
☐	Business Services Director	SOM-Emergency Medicine	00693604	Becky Lynn	McGowan			Active	Actions▾
☐	Business Services Director	GS-Administration	00658526	Brian	Meara			Active	Actions▾

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Position Descriptions / Classified and University Staff

Classified and University Staff Position Descriptions

Create New Position Description

Open Saved Search ▾   Search: Business Services   Search   More search options

Ad hoc Search ⊗   Position Descriptions

Ad hoc Search (41 Items Found) Save this search?   **Search results will be displayed here**   Actions

← Previous 1 2 Next →

	Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
☐	Director Of System Operations	Technology Transfer	00669028	Katherine R	Zaslow			Active	Actions▾
☐	Business Services Director	ADM-AVCSFS Bursar Admin	00670030	Evan	Icolari			Active	Actions▾
☐	Business Services Director	ADM-AVCBF Budget Office	00669791	Lori L	Mettler			Active	Actions▾
☐	Director-Elect Bldg Security	ADM-VCAF University Police	00665033	Robin C.	Brown			Active	Actions▾
☐	Business Services Director	Provost/VC Institutional Rsrch	00668251	David M	Deffenbacher			Active	Actions▾
☐	Business Services Director	ADM-Executive Vice Chancellor	00699441	Neil David	Krauss			Active	Actions▾
☐	Business Services Pro	ADM-AVCFO Other FS Bookstore	new					Active	Actions▾
☐	Business Services Professional	ADM-AVCFO Other FS Bookstore	New					Active	Actions▾
☐	business services professional	ADM-AVCFO Other FS Bookstore	new					Active	Actions▾
☐	business services professional	ADM-AVCFO Other FS Bookstore					Academic Services Senior Profe (Charmaine K Brown)	Active	Actions▾
☐	BUSINESS SERVICES PROGRAM MANAGER TEST	Business School						Active	Actions▾

← Previous 1 2 Next →

When you find the working title you want to work with, click on the title

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Position Description: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff)

Current Status: Active

Position Type: Classified and University Staff

Department: Business School

Print Preview (Employee View)

Print Preview

Modify Position

1.) Review the position description to ensure you have the correct position

2.) If this is the correct position, click on Modify Position

Summary   History

Proposed Title/Job Code

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER
CU Job Code	2265
State Job Code	
Statutory Exemption Reason	
Career Family Definition	Business Services
Title Definition	Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions may or may not supervise others.

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train30 train30, you have 0 messages.   DRL/PPL   logout

Position Descriptions / Classified and University Staff / Modify Position

Start Modify Position Action on BUSINESS SERVICES PROGRAM MANAGER TEST ?

Once it has been started, this action will lock the position description from other updates until the action has completed.

Start

Click on Start button when you are ready to work on this modify process.
Note: Once this action has been selected you must complete the approval action otherwise this position will be locked

Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit

Editing Action

Proposed Title/Job Code

Save | Next >>

Proposed Title/Job Code

- Proposed Title/Job Code
- ⊘ Position Description
- ⊘ Duties
- ⊘ Line/Staff Authority
- ⊘ Essential Functions
- ⊘ Qualifications
- ⊘ Additional Information
- ⊘ Employee
- ⊘ Supervisor
- ⊘ Documents
- ⊘ HR Only
- Action Summary

Selected Classification

Title

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER
CU Job Code	2265
State Job Code	
Statutory Exemption Reason	
Career Family Definition	Business Services
Title Definition	Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions may or may not supervise others.
Market Salary for Title	
Survey Data	
Comp Frequency	Monthly Salary
Standard Hours	40
Reg Temp Status	Regular
FLSA	
Worker's Comp Code	8868
Position Type	University Staff

Note: Use the save button if you need to exit PeopleAdmin and return at a later time or if you want to jump to another page. If you continue and click next, it will auto save and move to the next page.

Editing Action

- ✓ Proposed Title/Job Code
- **Position Description**
- ✓ Duties
- ✓ Line/Staff Authority
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Information
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Position Description

✓ Check spelling ▼

* Required Information

General Information

*	**Working Title**	BUSINESS SERVICES PROGRAM MANAGER *Carries over to posting*
*	**Funding**	☐ Fund 10 ☑ Fund 20 ☐ Fund 30 ☑ Other _____
	HRMS Position Number	*Carries over to posting*
	Campus	Denver ▼ *Carries over to posting*
	Division	Please select ▼ *Carries over to posting*
	Work Unit	_____
	Job Summary	Intro Nature of Work Job duties *Briefly describe the purpose of this position. Carries over to posting.*
	Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #'s)	New supervisor – Associate Dean of Budget

On Modify Position, most of the data fields for this position will be auto populated. Please edit as needed and make sure the required fields have been updated

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Editing Action

- ✓ Proposed Title/Job Code
- ✓ Position Description
- **Duties**
- ✓ Line/Staff Authority
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Information
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Duties

✓ Check spelling ▼

Add specific Job Responsibilities/Duties here, with Percentages.

Duties

Brief Description

> Lead projects and system integrations

Please be sure that percentage of time for all duties equal 100%

Percentage of time 50%

Provide specific examples of regular, on-going decisions made by this position related to this duty.

> Test

Required for Classified positions

Since Classified and University Staff are now combined into one template, required for classified positions are denoted

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Required for Classified positions

☐ Remove Entry?

Add Duties Entry

To add additional duties, click Add Duties Entry

Editing Action

- ✓ Proposed Title/Job Code
- ✓ Position Description
- ✓ Duties
- **Line/Staff Authority**
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Information
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Line/Staff Authority

✓ Check spelling ▼

Line/Staff Authority

Check the category that best describes the position's formal, direct supervisory and/or staff authority status.

Authority Category   Supervisor ▼

Supervision received and exercised: list position numbers of direct reports

For Staff and Senior Authority, please describe why this position qualifies for the respective category

Required for Classified positions

Note: Required field for Classified Position

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Editing Position Description

- ✓ Proposed Title/Job Code
- ✓ Position Description
- ✓ Duties
- ✓ Line/Staff Authority
- **Essential Functions**
- ✓ Qualifications
- ✓ Additional Information
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ Budget
- ✓ HR Only
- Summary

Essential Functions

Save

✍ Check spelling ▼

Required for Classified & University Staff, Optional for All Others

I. Physical Demands

Please refer to definitions to the below selections [~~~~~~~~~~~~~~~~~~~~~~]ml

General Physical Demands Definition

[Light ▼]

Select all that apply.

https://www.cu.edu/jobs/documentation.html

Select drop down to find the level of demand that BEST describes each of the selections. If you are unsure of what range the duty falls under, click on the link to view the State details

Physical Demands Specific

- ☐ Accommodation
- ☐ Balancing
- ☐ Climbing
- ☑ Color Vision
- ☑ Control of Others
- ☐ Crawling
- ☐ Crouching
- ☑ Depth Perception
- ☐ Far Acuity
- ☑ Feeling
- ☑ Field of Vision
- ☑ Fingering
- ☑ Handling
- ☑ Hearing
- ☐ Kneeling
- ☐ Near Acuity
- ☑ Reaching
- ☑ Stooping
- ☑ Talking
- ☐ Tasting/Smelling
- ☐ Other [   ]

Select all that apply.

Select all functions that apply to the position

Note: If you select "Other" please include text

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Editing Action

- ✓ **Proposed Title/Job Code**
- ✓ Position Description
- ✓ Duties
- ✓ Line/Staff Authority
- ✓ Essential Functions
- **Qualifications**
- ✓ Additional Information
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Qualifications

✓ **Check spelling** ▼

Title Minimum Qualifications

Qualifications

Minimum Qualifications

> **Note: If you enter this now, it will carry over to posting so you won't have to enter it there**

Carries over to posting

Required Competencies: Knowledge, Skills & Abilities

Carries over to posting

Preferred Qualifications

Carries over to posting

Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?

Yes ▼

If yes, please describe the special qualification.

> Ability to communicate with all levels within the organization

Categories for qualifications include: Job Related Formal Courses, Legal Requirements, Experience or Skills, or Unusual Travel Demands.

Why can the special qualification not be obtained through training during the

> requires experience and communication skills developed through education

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Editing Action

- ✓ Proposed Title/Job Code
- ✓ Position Description
- ✓ Duties
- ✓ Line/Staff Authority
- ✓ Essential Functions
- ✓ Qualifications
- **Additional Information**
- ✓ Employee
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
-   Action Summary

Additional Information

✔ Check spelling ▼

Drug Free Workplace

For purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related?

Yes ▼

Safety related positions are defined as those involving a high degree of trust and confidence. Such positions may be subject to drug testing.

Background Check

In addition to a criminal background check

- ☐ Criminal
- ☐ Financial/Credit
- ☐ Motor Vehicle
- ☐ Other

Multi-Select Field. Select all that apply

Additional Requirements

Pre-placement Physical   No ▼

Please describe any special physical requirements

Colorado Driver's License   No ▼

Driver's License Type   Please select ▼

Driver's license required endorsements

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Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- **Employee**
- Supervisor

Employee

Save << Prev Next >>

Users - **Filter these results**

To use search function here, click on Filter these results

All Users

Saved Search: **"All Users"** (50 Items Found)

← Previous 1 2 Next →

Last Name	First Name	Username	User Group	Default Group	Status	(Actions)
Applicant	Sample	patest	Applicant, Employee	Employee	Approved	Actions▾
Test	Qa	qatest	Applicant, Employee	Employee	Approved	Actions▾

Editing Action

- ✓ Proposed Title/Job Code
- ✓ Position Description
- ✓ Duties
- ✓ Line/Staff Authority
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Informatio
- ✓ Employee
- **Supervisor**
- ✓ Documents
- ✓ HR Only
- Action Summary

Supervisor

Save | << Prev | Next >>

Select this positions direct supervisor

Position Descriptions - Filter these results

If you need to search for a supervisor, click on "Filter these results"

Position Descriptions ✕

✓ Saved Search: **"Position Descriptions"** (645 Items Found)

Enter last name, or search by HRMS Position Number (be sure to include leading zeros)

Click on the drop down for Position Type and designate the position type of the supervisor's position

Search Position Descriptions ✕

Search: [   ]

Position Type: | Classified and University Staff ▼ |

Classified and University Staff
Faculty
Research Faculty
Temporary

Status: Active
Locked
Inactive

Last Name: [   ]

First Name: [   ]

Search | Cancel

	HRMS Position Number				Status	(Actions)
	1035				Active	Actions▾
nter	0070456				Active	Actions▾
in	0070241				Active	Actions▾
	0068608				Active	Actions▾
es	0035604				Active	Actions▾
	0067641				Active	Actions▾
Academic Services Manager	OAA-Educational Support Srvcs	0070222			Active	Actions▾
Academic Services Principal Pr	SOM-PEDS CHAP-GenOps	0069780			Active	Actions▾
Academic Services Principal Pr	LIB-Library	0035023			Active	Actions▾
Academic Services Principal Pr	College of Nursing	0021830			Active	Actions▾
Academic Services Principal Pr	College of Nursing	0060691			Active	Actions▾
Academic Services Principal Pr	College of Nursing	0067878			Active	Actions▾
Academic Services Principal Pr	EDUC-Dean's Office	0035099			Active	Actions▾
Academic Services Principal Pr	SOM - Dean DO	0068119			Active	Actions▾
Academic Services Principal Pr	Business School	00651207	Staff	HR	Active	Actions▾
Academic Services Principal Pr	College of Nursing	00218351	Julie Ann	Aguilar	Active	Actions▾
Academic Services Principal Pr	SOM - Dean-School of Medicine	00685918	Randal G	Ross	Active	Actions▾
Academic Services Professional	College of Nursing	1001			Active	Actions▾
Academic Services Professional	College of Nursing	1014			Academic Media Production Mgr (Nikolas Hunnicutt)	Active	Actions▾

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Position Descriptions - Filter these results

Position Descriptions   Ad hoc Search ⊗

Ad hoc Search

Click on the correct supervisor and click on 'Next'

...ng	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
⊙ Business Services Program Mgr	Payroll & Benefit Services (51000)	00708475	Angelica	Garcia Throckmorton	250180	Hrms And Payroll Director (Lisa Affleck)	Active	Actions▾

[Save] [<< Prev] [Next >>]

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Home   **Position Descriptions**   Classifications

Annette Sargent, you have 0 messages.   DRL/PPL

Position Descriptions / **Classified and University Staff / Disability Services Specialist** / Edit

Editing Position Description

- ✔ Proposed Title/Job Code
- ✔ Position Description
- ✔ Duties
- ✔ Line/Staff Authority
- ✔ Essential Functions
- ✔ Qualifications
- ✔ Additional Information
- ✔ Employee
- ✔ Supervisor
- **Documents**
- Summary

Documents

Save   << Prev

PDF conversion must be completed for the document to be valid when app

Document Type	Name	Status	(Actions)
Org Chart			Actions▾
Checklist			Actions▾
Other			Actions▾
Other 1			Actions▾
Denver Campus – HR approval of job description			Actions▾
Denver campus - Second Level Justification			Actions▾
Denver - Signed Job Description			Actions▾
UCCS - PDF JD - Pre 2/4/13			Actions▾
UCCS - Leadership Approval			Actions▾
UCCS - Signed JD			Actions▾
UCB: Request to Proceed			Actions▾
UCB: Position Signature Page			Actions▾

Save   << Prev

**To upload, remove o
enter documents, cli
on Actions button
*Note: Documents wil
be converted to PDF.
**PowerPoint
documents must be
converted to PDF
before it can be
uploaded**

Upload a Org Chart

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name Org Chart 01-31-13 19:1(

Description [   ]

File to upload [   ] Browse...

Submit

Here is an example of what you will see when you select Upload New
Click browse to find your document, then click Browse

Budget

Save << Prev Next >>

✓ Check spelling ▾

Budget

Funding speedtype(s):

Percent of general fund:

> If you are authorized to fill out the position budget information, enter the correct data in the appropriate fields.

Proposed Title/Job Code

✓ Proposed Title/Job Code
✓ Position Description
✓ Duties
✓ Line/Staff Authority
✓ Essential Functions
✓ Qualifications
✓ Additional Information
✓ Employee
✓ Supervisor
✓ Documents
  Budget
✓ HR Only
  Summary

Provide fiscal/budget considerations and impacts:

Why request this action and why now?

Editing Position Description

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- Documents
- Summary

Documents

Save   << Prev   Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Org Chart			Actions ▾
Checklist			Actions ▾
Other			Actions ▾
Other 1			Actions ▾
Denver Campus – HR approval of job description			Actions ▾
Denver campus - Second Level Justification			Actions ▾
Denver - Signed Job Description			Actions ▾
UCCS - PDF JD - Pre 2/4/13			Actions ▾
			Actions ▾
			Actions ▾
UCB: Request to Proceed			Actions ▾
UCB: Position Signature Page			Actions ▾

Once you click on the Summary tab you will be able to review all the position information

Save   << Prev   Next >>

Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff)   Edit

Current Status: Draft

Position Type: **Classified and University Staff**

Department: **Business School**

Created by: **train30 train30**

Owner: **train30 train30**

Status will be Draft since this is the initial draft and had not been approved

Take Action On Action ▾

Created by will be the initiator (you). Once you send for approval, the owner will change to the Role (DRL/PPL)

Summary   History   Settings

✔ Proposed Title/Job Code   **Edit**

Edit will allow you to make changes before submitting to next level approver

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER

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Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff)   Edit

Current Status: Draft

Position Type: **Classified and University Staff**
Department: **Business School**

Created by: **train30 train30**
Owner: **train30 train30**

Take Action On Action ▾

Review Data
Look for Blue circles with a check box on the titles. If you have an Orange circle you will need to open that section and complete the necessary information
After reviewing the summary and ready to move on with approvals, click Take Action on Action
Select your campus workflow next level approval

Summary   History   Settings

☑ Proposed Title/Job Code   Edit

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER

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Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item

Take Action ✖

Send for Final Department Review (move to Final Department Review)

Comments (optional)

test

☑ Add this action to your watch list?

Submit   Cancel

This bar indicates the position has been successfully transitioned to next approver

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Watch List   POSITION MANAGEMENT ▾

Home   **Position Descriptions**   Classifications | My Profile   Help

train30 train30, you have 6 messages.   DRL/PPL ▾ ↻ logout

📄 **Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST** (Classified and University Staff)

Current Status: Final Department Review ←

Once it's been submitted status has changed and owner has now changed

Position Type: **Classified and University Staff**
Department: **Business School**

Created by: **train30 train30**
Owner: **Department Approver**

Summary   History   Settings

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Actions / ... / **Modify Position** / **BUSINESS SERVICES PROGRAM MANAGER TEST** / Summary

Modify Position: **BUSINESS SERVICES PROGRAM MANAGER TEST** (Classified and University Staff) Edit

Current Status: Final Department Review

Position Type: **Classified and University Staff**
Department: **Business School**

Created by: **train30 train30**
Owner: **Department Approver**

Take Action On Action ▾

Department Approver will then receive email notification that there is an action for them to approve
They will go to PeopleAdmin and review the position and edit if they need to. They will then approve by clicking Take Action on Action and sending to next level for approval

Summary   History   Settings

✔ Proposed Title/Job Code Edit

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER

Take Action ✖

Send for Appointing Authority Review (move to Appointing Authority Review)

Comments (optional)

Test

☑ Add this action to your watch list?

Submit   Cancel

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Actions / ... / **Modify Position** / **BUSINESS SERVICES PROGRAM MANAGER TEST** / Summary   Search Results: **Previou**

Modify Position: **BUSINESS SERVICES PROGRAM MANAGER TEST** (Classified and University Staff)   Edit

Current Status: Appointing Authority Review

Position Type: **Classified and University Staff**
Department: **Business School**

Created by: **train30 train30**
Owner: **Appointing Authority**

Take Action On Action ▼

Once the Appt Authority reviews or edits, they can send to HR

Take action on Action and send to HR Approval

Summary	History	Settings

● Proposed Title/Job Code   **Edit**

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER

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Take Action ✖

Send for HR Approval (move to HR Approval)

Comments (optional)

☑ Add this action to your watch list?

Submit   Cancel

Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff)   Edit

Current Status: HR Approval

Take Action On Action ▾

Position Type: **Classified and University Staff**
Department: **Business School**

Created by: **train30 train30**
Owner: **Staff Campus HR**

Once HR has reviewed, they can finalize the position

Take action on action and send to All Approvals Obtained

| Summary | History | Settings |

🔵 Proposed Title/Job Code   **Edit**

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER
CU Job Code	2265
State Job Code	

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Take Action ✖

All Approvals Obtained (move to All Approvals Obtained)

Comments (optional)

☑ Add this action to your watch list?

Submit   Cancel

Create Position

Please use these instructions to assist with creating a new position

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Home   Position Descriptions   Classifications | My Profile   Help

Training 13, you have 0 messages.   DRL/PPL   ▾ C   logou

Position Descriptions / Classified and University Staff

Classified and University Staff Position Descriptions

Create New Position Description

Open Saved Search ▾   Search: [   ]   Search   More search options

Position Descriptions   ⊗

Create New   ✖

Choose the action you would you like to start.

New Position   Select New Position

✓ Saved Search: "Position Descrip   Actions

	Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
☐	*Test Classified position	Office of the Chancellor		Sample	Applicant			Active	Actions ▾
☐	A&S Grad Cert & Rcds Officer	Academic Advising Center	00704564	Alana Cathleen	Davis-DeLaria			Active	Actions ▾
☐	Academic Media Production Mgr	Cont. Ed - Dean's Admin	00702416	Nikolas	Hunnicutt			Active	Actions ▾
☐	Academic Services Manager	SOP-Administration	00676415	Gregory G.	Lee			Active	Actions ▾

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New Position

Start Action Cancel

Working Title

Organizational Unit

Campus * Select a Campus ▾

Division *

Department *

Clone an existing Position Description?

Filter these results

Position Descriptions ⊗

✓ Saved Search: **"Position Descriptions"** (457 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 15 16 Next →

Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
*Test Classified position	Office of the Chancellor		Sample	Applicant			Active	Actions▾
A&S Grad Cert & Rcds Officer	Academic Advising Center	00704564	Alana Cathleen	Davis-DeLaria			Active	Actions▾
Academic Media Production Mgr			Nikolas	Hunnicutt			Active	Actions▾

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University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS

Inbox
Watch List

PeopleAdmin
POSITION MANAGEMENT ▾

Home   **Position Descriptions**   Classifications | My Profile   Help

Training 13, you have 0 messages.   DRL/PPL   ▾ ⟳   logout

Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

Proposed Title/Job Code
Position Description
✓ Duties
✓ Line/Staff Authority
✓ Essential Functions
✓ Qualifications
✓ Additional Information
✓ Supervisor
✓ Documents
✓ HR Only
Action Summary

Proposed Title/Job Code

On Proposed Title/Job Code Tab: Data fields will auto populate the classification you selected to clone
Review
Click Next

Save   Next >>

Selected Classification

Title

Title Details

Career Family/Title	Admin Assistant I
CU Job Code	G3A2TX
State Job Code	G3A2TX
Statutory Exemption Reason	
Career Family Definition	Classified Staff
Title Definition	
Market Salary for Title	
Survey Data	
Comp Frequency	Monthly Salary
Standard Hours	40

Editing Action

- ✅ Proposed Title/Job Code
- **Position Description**
- ✅ Duties
- ✅ Line/Staff Authority
- ✅ Essential Functions
- ✅ Qualifications
- ✅ Additional Information
- ✅ Supervisor
- ✅ Documents
- ✅ HR Only
- Action Summary

Position Description

Save   << Prev   Next >>

ABC ✔ **Check spelling** ▼

* Required Information

General Information

*	**Working Title**	Academic Services Professional
		Carries over to posting

* **Funding**
- ☐ Fund 10
- ☐ Fund 20
- ☐ Fund 30
- ☐ Other [_____]

This field is required.

HRMS Position Number   *Carries over to posting*

Campus   Please select ▼
Carries over to posting

Division   Please select ▼
Carries over to posting

Work Unit   [_____]

Job Summary
```
Do your job
```
Briefly describe the purpose of this position. Carries over to posting.

Describe any staffing or
```
Increase of work load
```

Position Review Information

HR Position Management Consultant   Select an Option ▼

Type of Review   Please select ▼

Is a classified employee electing exemption?   ▼

Will this position replace an existing classified position?   No ▼

If this position is replacing and occupied classified staff position, an employee waiver must be completed.

Classified position # and title   [   ]

*   **Full/Part Time**   Full-time ▼

Carries over to posting

If part-time, include % of time   [   ]

Save   << Prev   Next >>

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Editing Action

- ✓ Proposed Title/Job Code
- Position Description
- **Duties**
- ✓ Line/Staff Authority
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Information
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Duties

Save   << Prev   Next >>

ᴬᴮᶜ✔ **Check spelling** ▼

Add specific Job Responsibilities/Duties here, with Percentages.

Duties

Brief Description

```
Answer pones
```

Percentage of time   `100`

Provide specific examples of regular, on-going decisions made by this position related to this duty.

Required for Classified positions

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Required for Classified positions

☐ Remove Entry?

Add Duties Entry

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Save   << Prev   Next >>

Home   **Position Descriptions**   **Classifications** | My Profile   Help

Training 13, you have 0 messages.   DRL/PPL ▼ ⟳ logo

Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

- ✓ Proposed Title/Job Code
- Position Description
- ✓ Duties
- **Line/Staff Authority**
- ✓ Essential Functions
- ✓ Qualifications
- ✓ Additional Information
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Line/Staff Authority

Save   << Prev   Next >>

✓ Check spelling ▼

Line/Staff Authority

Check the category that best describes the position's formal, direct supervisory and/or staff authority status.

Authority Category   Supervisor ▼

Select from drop down the option that best applies to this position
Fill in all required fields – Required for Classified positions

Supervision received and exercised: list position numbers of direct reports

For Staff and Senior Authority, please describe why this position qualifies for the respective category

Required for Classified positions

Save   << Prev   Next >>

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Home | **Position Descriptions** | **Classifications** | | My Profile | Help

Training 13, you have 0 messages. | DRL/PPL | ▼ | ↻ | logou

Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

- ✓ Proposed Title/Job Code
- Position Description
- ✓ Duties
- ✓ Line/Staff Authority
- **Essential Functions**
- ✓ Qualifications
- ✓ Additional Information
- ✓ Supervisor
- ✓ Documents
- ✓ HR Only
- Action Summary

Essential Functions

Save | << Prev | Next >>

✓ Check spelling ▼

Required for Classified & University Staff, Optional for All Others

I. Physical Demands

Please refer to definitions to the below selections here: {Link}

General Physical Demands Definition | Please select ▼

Select all that describe essential functions of the position

Physical Demands Specific

- ☐ Accomodation
- ☐ Balancing
- ☐ Climbing
- ☐ Color Vision
- ☐ Control of Others
- ☐ Crawling
- ☐ Crouching
- ☐ Depth Perception
- ☐ Far Acuity
- ☐ Feeling
- ☐ Field of Vision
- ☐ Fingering
- ☐ Handling
- ☐ Hearing
- ☐ Kneeling
- ☐ Near Acuity
- ☐ Reaching
- ☐ Stooping

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Editing Action

- ✅ Proposed Title/Job Code
- ✅ Position Description
- ✅ Duties
- ✅ Line/Staff Authority
- ✅ Essential Functions
- **Qualifications**
- ✅ Additional Information
- ✅ Supervisor
- ✅ Documents
- ✅ HR Only
- Action Summary

Qualifications

Save << Prev Next >>

✔ Check spelling ▼

Title Minimum Qualifications

Qualifications

Minimum Qualifications

```
Min Quals Test
```

Carries over to posting

Required Competencies: Knowledge, Skills & Abilities

```
Required Competencies
```

Carries over to posting

Preferred Qualifications

```
Preferred Quals TEST
```

Please describe any highly desirable qualities for this position. If approved, highlight desirable qualities may be added to the job announcement. Carries over to posting.

Any data fields entered here will carry over to posting

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Please describe any highly desirable qualities for this position. If approved, highlight desirable qualities may be added to the job announcement. Carries over to posting.

Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?

Yes ▼

If yes, please describe the special qualification.

test

Categories for qualifications include: Job Related Formal Courses, Legal Requirements, Experience or Skills, or Unusual Travel Demands.

Why can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?

test

Save | << Prev | Next >>

Editing Action

- ✅ Proposed Title/Job Code
- ✅ Position Description
- ✅ Duties
- ✅ Line/Staff Authority
- ✅ Essential Functions
- ✅ Qualifications
- **Additional Information**
- ✅ Supervisor
- ✅ Documents
- ✅ HR Only
- Action Summary

Additional Information

✅ Check spelling ▾

Drug Free Workplace

For purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related?   Yes ▾

Safety related positions are defined as those involving a high degree of trust and confidence. Such positions may be subject to drug testing.

Background Check

In addition to a criminal background check
- ☑ Criminal
- ☐ Financial/Credit
- ☐ Motor Vehicle
- ☑ Other   Test

Background check is multi-select field

Additional Requirements

Pre-placement Physical   Yes ▾

Please describe any special physical requirements

```
TEST
```

Colorado Driver's License   Yes ▾

Driver's License Type   Please select ▾

Driver's license

45

Driver's license required endorsements

Essential Services

No ▼

Carries over to posting

Shift Work ☐

On Call Hours ☐

Call Back ☐

Please describe additional requirements for shift work, on call or call back

NO

ions / ... / New Position / Academic Services Professional / Edit

Editing Action

- ✔ Proposed Title/Job Code
- ✔ Position Description
- ✔ Duties
- ✔ Line/Staff Authority
- ✔ Essential Functions
- ✔ Qualifications
- ✔ Additional Information
- **Supervisor**
- ✔ Documents
- ✔ HR Only
- Action Summary

Supervisor

Save   << Prev   Next >>

If you need to search for a supervisor, click on "Filter these results"

Select this positions direct supervisor

Position Descriptions - Filter these results

Position Descriptions

✔ Saved Search: **"Position Descriptions"** (457 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 15 16   Next →

Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
○ *Test Classified position	Office of the Chancellor							
○ A&S Grad Cert & Rcds Officer	Academic Advising Center	00704564						

Search Position Descriptions ✕

Search: [_____]

Position Type:

Classified and University Staff ▾

Classified and University Staff
Faculty
Research Faculty
Temporary

Add Column:

Status:

Locked
Inactive

Last Name: [_____]

First Name: [_____]

Enter last name, or search by HRMS Position Number (be sure to include leading zeros)

Click on the drop down for Position Type and designate the position type of the supervisor's position

Search   Cancel

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Position Descriptions - Filter these results

Position Descriptions   Ad hoc Search   ⊗

Ad hoc Search

	...ng	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
⊙	Business Services Program Mgr	Payroll & Benefit Services (51000)	00708475	Angelica	Garcia Throckmorton	250180	Hrms And Payroll Director (Lisa Affleck)	Active	Actions▾

Save   << Prev   Next >>

Editing Action

Proposed Title/Job Code

Position Description

Duties

Line/Staff Authority

Essential Functions

Qualifications

Additional Information

Supervisor

Documents

HR Only

Action Summary

Documents

Save   << Prev   Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Org Chart			Actions▾
Checklist			Actions▾
Other			Actions▾
Other 1			Actions▾

To upload, remove or enter documents, click on Actions button *Note: Documents will be converted to PDF. **PowerPoint documents must be converted to PDF before it can be uploaded*

Save   << Prev   Next >>

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Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

- ✅ Proposed Title/Job Code
- ✅ Position Description
- ✅ Duties
- ✅ Line/Staff Authority
- ✅ Essential Functions
- ✅ Qualifications
- ✅ Additional Information
- ✅ Supervisor
- ✅ Documents
- HR Only
- Action Summary

HR Only

✅ Check spelling ▼

HR Only

Is this position an Officer of the Administration?   No ▼

Explain any modifications HR made to posting

BOTH

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New Position: Academic Services Professional
(Classified and University Staff) Edit
Current Status: Draft

Take Action On Action ▾

Position Type: **Classified and University Staff**
Department: **College of Nursing**

Created by: **Training 13**
Owner: **Training 13**

Review Data
Look for Blue circles with a check box on the titles. If you have an Orange circle you will need to open that section and complete the necessary information
Ready to send to next level for approval
Take Action on Action
Select Final Dept Review

Summary	History	Settings

✔ Proposed Title/Job Code   Edit

Title Details

Career Family/Title	Admin Assistant I
CU Job Code	G3A2TX
State Job Code	G3A2TX
Statutory Exemption Reason	
Career Family Definition	Classified Staff

Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item

Take Action ✖

Send for Final Department Review (move to Final Department Review)

Comments (optional)

test

☑ Add this action to your watch list?

Submit   Cancel

University of Colorado
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Watch List | POSITION MANAGEMENT ▼

Home **Position Descriptions** **Classifications** | My Profile Help

Training 13, you have 0 messages.   Department Approver ▼ ↻ logout

ctions / ... / **New Position** / New Position definition / Summary

New Position: Academic Services Professional
(Classified and University Staff)   Edit
Current Status: Final Department Review

Position Type: **Classified and University Staff**
Department: **College of Nursing**

Created by: **Training 13**
Owner: **Department Approver**

Take Action On Action ▼

The position has successfully transitioned to Dept. Approver for review and approval

Summary   History   Settings

✓ Proposed Title/Job Code   Edit

Title Details

Career Family/Title	Admin Assistant I

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Take Action ✖

Send for Appointing Authority Review (move to Appointing Authority Review)

Comments (optional)

Test

☑ Add this action to your watch list?

Submit   Cancel

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Watch List   POSITION MANAGEMENT ▼

Home   **Position Descriptions**   **Classifications** | My Profile   Help

Training 13, you have 0 messages.   Appointing Authority ▼ ⟳   logout

Actions / ... / **New Position** / New Position definition / Summary

New Position: Academic Services Professional
(Classified and University Staff)   Edit

Current Status: Appointing Authority Review

Take Action On Action ▼

Position Type: **Classified and University Staff**
Department: **College of Nursing**

Created by: **Training 13**
Owner: **Appointing Authority**

Once the Appt Authority reviews or edits, they can send to HR

Take action on Action and send to HR Approval

Summary   History   Settings

🔵 Proposed Title/Job Code **Edit**

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Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item

Take Action ✖

Send for HR Approval (move to HR Approval)

Comments (optional)

☑ Add this action to your watch list?

Submit   Cancel

Welcome to your Online Recruitment System

📥 **Inbox** (94 items need your attention)

Displaying items for group "Staff Campus Hr".

Postings (10+)　　Users (10+)　　Hiring Proposals (2)　　**Actions (10+)**　　Special Handling Lists (0)

Asst Substance Abuse Counselor	New Position	HR Informal Review	Staff Campus HR
Academic Services Manager	New Position	HR Approval	Staff Campus HR
Test IT Tech III	New Position	HR Approval	Staff Campus HR
Admin Assistant III	Modify Position	HR Approval	Staff Campus HR
Academic Services Professional	New Position	HR Approval	Staff Campus HR

See more...

Shortcuts

Create New Classified and University Staff Posting
Create New Temporary Posting
View Scheduled Report Output

My Links

Useful Links

TESTING DOCUMENTS

Training Videos
(Go here for helpful videos for staff training

The position will be waiting in the Inbox under "Actions" for approval

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tions / ... / **New Position** / New Position definition / Summary

New Position: Academic Services Professional
(Classified and University Staff)   Edit
Current Status: HR Approval

Take Action On Action ▾

Position Type: **Classified and University Staff**
Department: **College of Nursing**

Created by: **Training 13**
Owner: **Staff Campus HR**

Review the Summary Page to ensure all data is correct
If all data is correct, the HR approver will then approve
Take action on action
Send to All Approvals Obtained

Summary	History	Settings

✔ Proposed Title/Job Code   **Edit**

Title Details

Career Family/Title	Admin Assistant I

Take Action ✖

All Approvals Obtained (move to All Approvals Obtained)

Comments (optional)

☑ Add this action to your watch list?

Submit   Cancel

Actions / ... / **New Position** / **Academic Services Professional** / Summary

New Position: Academic Services Professional (Classified and University Staff)

Current Status: All Approvals Obtained

Position Type: Classified and University Staff
Department: College of Nursing

Created by: **Training 13**
Owner: **DRL/PPL**

> Once All Approvals have been obtained, the position will be assigned to DRL/PPL to initiate the Posting Process

Summary | History

🔵 Proposed Title/Job Code

Title Details

Career Family/Title	Admin Assistant I

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This concludes the Modify & Create position processes

Thank You!

Any Questions? Please send to
jobsatcuhelp@cu.edu