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.
1.) Go to Position Management Module

2.) Change role to DRL/PPL
1- Select Position Descriptions Tab

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
When you find the working title you want to work with, click on the title.
1.) Review the position description to ensure you have the correct position

2.) If this is the correct position, click on Modify Position
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.
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.
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.
Please be sure that percentage of time for all duties equal 100%.

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

To add additional duties, click Add Duties Entry.
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

Note: Required field for Classified Position
Required for Classified & University Staff, Optional for All Others

I. Physical Demands

Please refer to definitions to the below selections 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.

Select all functions that apply to the position.

Note: If you select “Other” please include text.

Example:
- Light
- 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
Note: If you enter this now, it will carry over to posting so you won’t have to enter it there.
Multi-Select Field. Select all that apply
To use search function here, click on Filter these results.

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>User Group</th>
<th>Default Group</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Sample</td>
<td>patest</td>
<td>Applicant, Employee</td>
<td>Employee</td>
<td>Approved</td>
<td>Actions</td>
</tr>
<tr>
<td>Test</td>
<td>Qa</td>
<td>qatest</td>
<td>Applicant, Employee</td>
<td>Employee</td>
<td>Approved</td>
<td>Actions</td>
</tr>
</tbody>
</table>
If you need to search for a supervisor, click on “Filter these results”.

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.
Click on the correct supervisor and click on 'Next'.

Position Descriptions

<table>
<thead>
<tr>
<th>Department</th>
<th>HRMS Position Number</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Employee ID</th>
<th>Supervisor Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services</td>
<td>00708475</td>
<td>Angelica</td>
<td>Garcia Throockmorton</td>
<td>250180</td>
<td>Active</td>
</tr>
<tr>
<td>Mgr</td>
<td>Payroll &amp; Benefit Services (51000)</td>
<td></td>
<td></td>
<td></td>
<td>Actions▼</td>
</tr>
</tbody>
</table>
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.
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 19:11

Description

File to upload

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

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

Provide fiscal/budget considerations and impacts:

Why request this action and why now?
Once you click on the Summary tab you will be able to review all the position information.
Status will be Draft since this is the initial draft and had not been approved

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

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

Current Status: Draft
Position Type: Classified and University Staff
Owner: train30 train30
Status: Draft
Created by: train30 train30
Department: Business School
Proposed Title/Job Code
Edit

Title Details
Career Family/Title
BUSINESS SERVICES PROGRAM MANAGER
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.
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.

Once it’s been submitted status has changed and owner has now changed.
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.
Send for Appointing Authority Review (move to Appointing Authority Review)

Enter Comments for next approver (Optional)

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

Comments (optional)

Test

Add this action to your watch list?

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

Take action on Action and send to HR Approval.
Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item
Once HR has reviewed, they can finalize the position.

Take action on action and send to All Approvals Obtained.
Enter Comments for next user (Optional)

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

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
1- Go to Position Management

2- Click on Position Descriptions
   Select position type (Classified/University Staff, Faculty, Research Faculty)

3- Click on Create New Position Description
Choose the action you would you like to start.

New Position

Select New Position
Enter values for Working Title. Campus, Division and Department will auto default based on your location.

If you are going to clone an existing position, select from the values under Position Descriptions.
On Proposed Title/Job Code Tab: Data fields will auto populate the classification you selected to clone
Review
Click Next
Enter Required Information
Fill in boxes that carry over to posting
Click Next

Note: Funding is a multi-select option so click all that apply
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 >>
Enter at least one duty to equal 100%
Note: Can add more than one but must equal 100%

Duties

Add specific Job Responsibilities/Duties here, with Percentages.

Answer phones

Brief Description

Percentage of time

100

Required for Classified positions

Required for Classified positions

Remove Entry?

Add Duties Entry
Select from drop down the option that best applies to this position.

Fill in all required fields – Required for Classified positions.
Select all that describe essential functions of the position.
<table>
<thead>
<tr>
<th>Qualifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Minimum Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Competencies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td></td>
</tr>
</tbody>
</table>

Any data fields entered here will carry 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.

Category 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
Update all fields needed for this position as it applies

Drug Free Workplace

For purposes related to the Drug Free Workplace Act of 1990 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:

Colorado Driver’s License

Yes

Driver’s License Type

Please select

Driver’s license

[Image of the webpage with highlighted sections]
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
If you need to search for a supervisor, click on “Filter these results”.

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.
Click on the correct supervisor and click on 'Next'
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**
HR Only

Is this position an Officer of the Administration?

No

BOTH

Explain any modifications HR made to posting
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

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

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

Created by: Training 13
Owner: Training 13

Summary
History | Settings

Proposed Title/Job Code

Title Details

<table>
<thead>
<tr>
<th>Career Family/Title</th>
<th>Admin Assistant I</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Job Code</td>
<td>G3A2TX</td>
</tr>
<tr>
<td>State Job Code</td>
<td>G3A2TX</td>
</tr>
<tr>
<td>Statutory Exemption Reason</td>
<td></td>
</tr>
<tr>
<td>Career Family Definition</td>
<td>Classified Staff</td>
</tr>
</tbody>
</table>
Enter Comments for next approver (Optional)

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

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

Comments (optional)

Add this action to your watch list?

Submit  Cancel
The position has successfully transitioned to Dept. Approver for review and approval.
Send for Appointing Authority Review (move to Appointing Authority Review)

Comments (optional)

Test

Add this action to your watch list?

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

Take action on Action and send to HR Approval.
Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item
Welcome to your Online Recruitment System

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

Displaying items for group "Staff Campus Hr".

<table>
<thead>
<tr>
<th>Postings (10+)</th>
<th>Users (10+)</th>
<th>Hiring Proposals (2)</th>
<th>Actions (10+)</th>
<th>Special Handling Lists (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst Substance Abuse Counselor</td>
<td>New Position</td>
<td>HR Informal Review</td>
<td>Staff Campus HR</td>
<td></td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td>New Position</td>
<td>HR Approval</td>
<td>Staff Campus HR</td>
<td></td>
</tr>
<tr>
<td>Test IT Tech III</td>
<td>New Position</td>
<td>HR Approval</td>
<td>Staff Campus HR</td>
<td></td>
</tr>
<tr>
<td>Admin Assistant III</td>
<td>Modify Position</td>
<td>HR Approval</td>
<td>Staff Campus HR</td>
<td></td>
</tr>
<tr>
<td>Academic Services Professional</td>
<td>New Position</td>
<td>HR Approval</td>
<td>Staff Campus HR</td>
<td></td>
</tr>
</tbody>
</table>

See more...

The position will be waiting in the Inbox under "Actions" for approval
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 and send to all approvals obtained.
Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item
Once all approvals have been obtained, the position will be assigned to DRL/PPL to initiate the Posting Process.
This concludes the Modify & Create position processes

Thank You!

Any Questions? Please send to jobsatcuhelp@cu.edu