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# Job Code Definitions [1]

Whether you're hiring for a new position or realigning an existing one, get the most accurate job description details through HCM.

Establishing position descriptions for CU's faculty and staff is important for posting clear hiring requirements and for maintaining clear benchmarks for performance reviews and promotion opportunities.

There are two main tools to keep at-hand when constructing a job description:

## 1. Job Code HCM query

The HCM Query **CUES_HCM_JOB_CODE_CRSWLK** is available to provide more information than is available on the Job Description page and includes active job codes with job family, and pay group and employee class crosswalk data.

To access this query, users should:

1. Log into the **employee portal** [2].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab and from the list of top queries, select the link **"Click here for all"** and choose the **CUES_HCM_JOB_CODE_CRSWLK** query form the complete list.

## 2. Benefit Eligibility Matrix

For a complete job description, it's important to know what employee benefits apply to a given job code. This is especially important as a requirement of Colorado's Equal Pay for Equal Work Act [3]. Use the Benefits Eligibility Matrix to align your chosen job code with the available position benefits.

**Benefits Eligibility Matrix** [4]

## Classified Staff

The state of Colorado has its own job classifications which will be applicable to Classified Staff. See a full list of state classified job class descriptions [5] on the Department of Personnel and Administration's website.

See each Fiscal Year's (FY) Annual Compensation Plan on the Department of Personnel and Administration’s page, Annual Compensation Plans & Reports [6].

**Groups audience:**
HCM Community

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**Source URL:**https://www.cu.edu/employee-services/job-definitions

**Links**
[1] https://www.cu.edu/employee-services/job-definitions [2] https://my.cu.edu/ [3] https://www.cu.edu/hcm-community/recruit-hire/colorado-equal-pay-equal-work-act [4] https://www.cu.edu/docs/benefit-eligibility-matrix [5] https://www.colorado.gov/pacific/dhr/classdescriptions
[6] https://www.colorado.gov/pacific/dhr/compensationplans