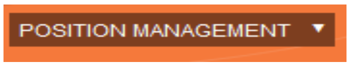
Staff Position Management Reference Guide

Revised July 2013

Only approved job descriptions from the 5.8 PeopleAdmin System have transferred to new PA 7 System. For assistance in obtaining a Word version of partially completed or previously classified position descriptions contact Human Resources at hrclasscomp@unl.edu .



Select to view, create, or revise a job description. To access staff job descriptions always select **Staff** (for approved job descriptions) or **Staff Actions** (for job descriptions at any status ranging from Draft to Approved).

A. Viewing an Approved Position Description

1. At the **Position Descriptions** tab select **Staff** from the drop-down box. This will provide a list of all approved descriptions that you have access to.

2. Search for the appropriate position description by position number, name, etc. *See Search Reference Guide* for additional instruction, if needed.

3. Check the desired job description or go directly to **Actions** (right side of screen) and select **View.**

4. Select **Print Preview** to print the Position Description.

B. Create New Position Description

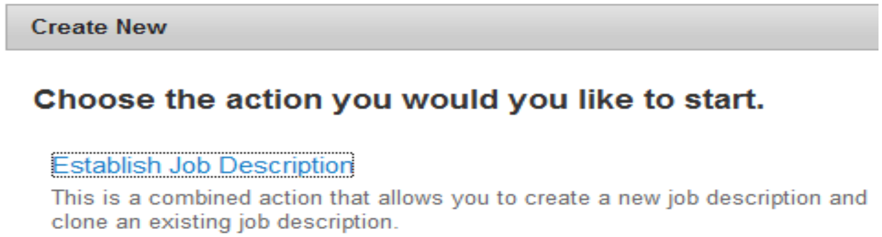
Use this action only if position description does not currently exist in the system.

1. At the **Position Descriptions** tab select **Staff** from the drop-down box.

2. Select 

(right side of screen).

3. System prompts **Choose the action you would like to start.** Select **Establish Job Description.**



4. Complete **Working Title and Department**. If position is funded by more than one department, select **Multiple Department Funded** for the department. This will allow correct approval routing. Human Resources will change to correct department before approving classification action.

5. Select Start Action and move forward to **Select the Approved System Title/Title Code.** Selection of this title/title code is optional for Hiring Manager use. Hiring Managers may indicate their desired system title/title code by selecting from this list of titles. To reduce the size of the search use **Filter these results** and search by title, partial title or title code. Select Next >> and move to next screen. The **Select the Approved System Title/Title Code** section will be finalized by Human Resources for staff positions.

6. Complete the various components of the position description:

   - There are no separate proposed fields. If a change needs to be made to the fields completed by Hiring Manager, HR will edit the fields, as needed, during the classification process.

   - ***New Feature*** **Short Cut to Selecting Hiring Manager.** Instead of scrolling thru the list of hiring manager choices available to you, type in the first letter of the last name. Only names starting in that letter will appear for you to choose from.

   - **Check Spelling** feature and **Back Button** feature available.

   - Select the Next >> button, or the Save button to save the work.

7. **Supervisor Position** tab is used to attach this job description to the supervisor's position description. The supervisor's position must also be a staff position and have an approved job description in the system. Completion of this tab is optional.

8. **Action Summary** When all the tabs have been completed and you are on the **Action Summary** page, the tabs that have exclamation points ! next to them indicate that there is

required information missing. Select **Edit** button next to the tab title to return to that page. Check mark indicates that all required fields have been successfully completed.

9. Select appropriate user to move the position description forward to. See available choices at Take Action On Action ▾ . Sending to Department Head, Dean/Director or Vice Chancellor requires selecting the correct name at **Group Member Prompt**. Comments may be added when forwarding an action.

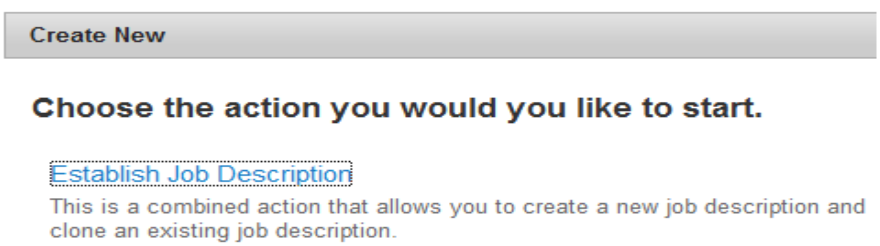
C. Clone (duplicate) a position description

1. **Clone** feature allows creating a similar or duplicate position description with the information from an approved job description.

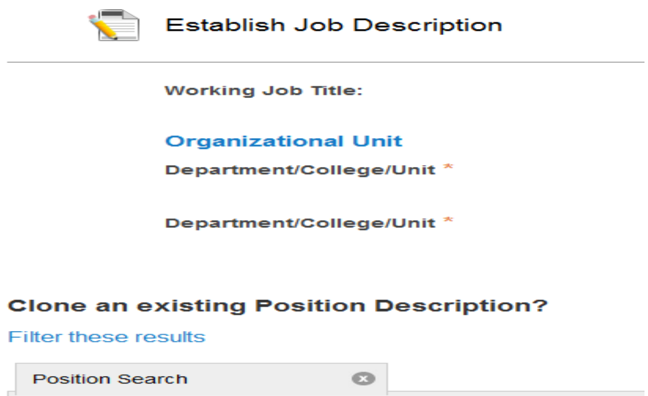
2. At the **Position Descriptions** tab select **Staff** from the drop-down box. This will provide a list of all approved descriptions that you have access to.

3. Select Create New Position Description (right side of screen).

4. System prompts **Choose the action you would like to start.** Select **Establish Job Description**.



5. At the next screen, select an approved job description to create a new description. Before clicking Start Action , select the description you wish to duplicate or copy. Go to **Clone an Existing Position Description?** located in lower left hand corner of **Establish Job Description - Working Job Title** screen.



6. Select the description from the **Position Search** list of positions that appears at the bottom of this same screen. To allow a more limited search of approved job descriptions you may **Filter these results.** Search by position number or title. *See Search Reference Guide* for additional instruction, if needed.

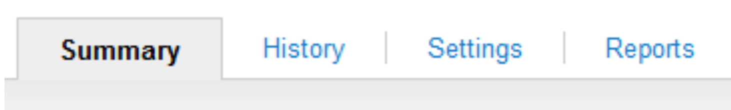
7. Click on the radio button on the left side of desired job description. Fill in Working Job Title (if different from cloned job description), and select Department/College/Unit. Then click on Start Action from the upper right hand corner of screen. You will then be able to make desired modifications to the job description.

8. If you wish to view the approved job description prior to using it to create another job description, you may select **Actions** (right side of screen) and select **View.**

9. Follow steps 5 – 9 from **Create New Position Description** to finish job description.

10. ***Important***
Move the cloned **Position Number** to **Duplicated Position's Number** field. And either leave **Position Number** field blank or use the position number you already have for this new position description.

11. Verify your **Settings, i.e., Working Title and Department/College/Unit** are correct for the new position description before finalizing the description. For **Settings** to appear, you may first need to select **Action Summary/Summary** from the left hand menu.



D. Revise an Existing Position Description

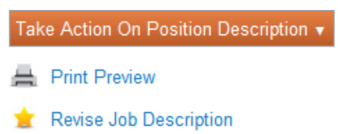
1. At the **Position Descriptions** tab select **Staff** from the drop-down box. This will provide a list of all approved descriptions that you have access to.

2. Search for the appropriate position description by position number, name, etc. *See Search Reference Guide* for additional search instructions, if needed.

3. Check the desired job description or go directly to **Actions** (right side of screen) and select **View.**

4. In **Actions** on right side of desired job description select **View.**

5. At the next screen select **Revise Job Description** from



6. System prompts **Start Revise Job Description Action on *name of position*?** Once this action is started the position description is locked from other updates until this action has been completed. All editable fields will open. Make revisions as needed.

7. Changes to **Department** are made at **Settings.** For **Settings** to appear, you may first need to select **Action Summary/Summary** from the left hand menu. Then select another department within those you are approved for.

8. ***New Feature*** System will **Track Changes** showing both revisions and previous version on the **Action Summary** page.

9. **Duties/Responsibilities:** If the section(s) you no longer want, put 0 for percent of total time. Then in the description of that job responsibility/duty type in Remove Entry. Do not check the remove entry box. That will create an error.

10. Follow steps 5 – 9 from **Create New Position Description** to finish job description.