Creating a New Position Description

For Staff and Faculty Positions

Valdosta State University
Human Resources: (229) 333-5709

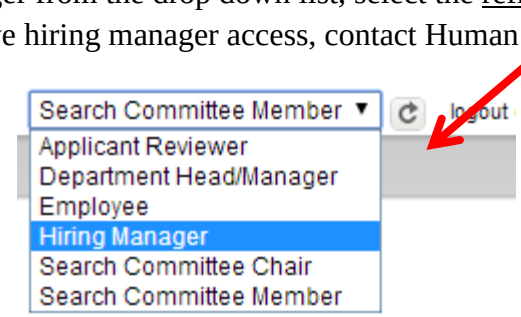
Draft One: 3/10/14

Table of Contents

Topic	Page
Create A New Position Description	3
Classification Details	5
Position Details	6
Position Budget Information	8
Supervisory Position	9
Position Documents	9
Position History Summary	10
Position Approval Process	10
New Position Approval Workflow (Staff)	11
New Position Approval Workflow (Faculty)	12

Position Management Module

Login to PeopleAdmin (https://valdosta.peopleadmin.com/hr) using your active directory username and password. First, ensure that you are logged in as a **Hiring Manager**. Once you have selected Hiring Manager from the drop down list, select the refresh button beside the logout hyperlink. If you do not have hiring manager access, contact Human Resources at 333-5709.

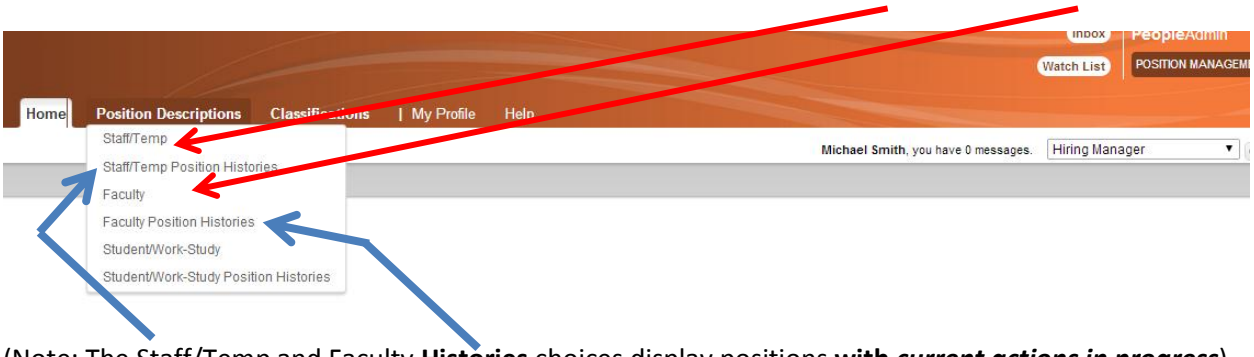


Requests for new positions, position changes, modifications, and updates/reclassifications are completed in the **orange Position Management** side; Requests for postings and hiring proposals are completed in the **blue Applicant Tracking** side.

Before a posting can be created you must have an approved position description. To begin, select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen and select **Position Management**.

The heading of page will turn orange. If the heading is already orange, you are already in the *Position Management* module and will not need to change anything.

To start the process and create a new position, hover over Position Description on the Navigation Bar and select the type of position to be created →Staff/Temp or →Faculty.

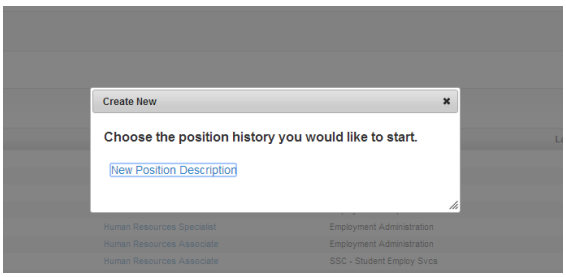


(Note: The Staff/Temp and Faculty **Histories** choices display positions **with *current actions in progress***)

Creating a New Position

Click **Create New Position Description**

Click on **New Position Description** in the pop up window

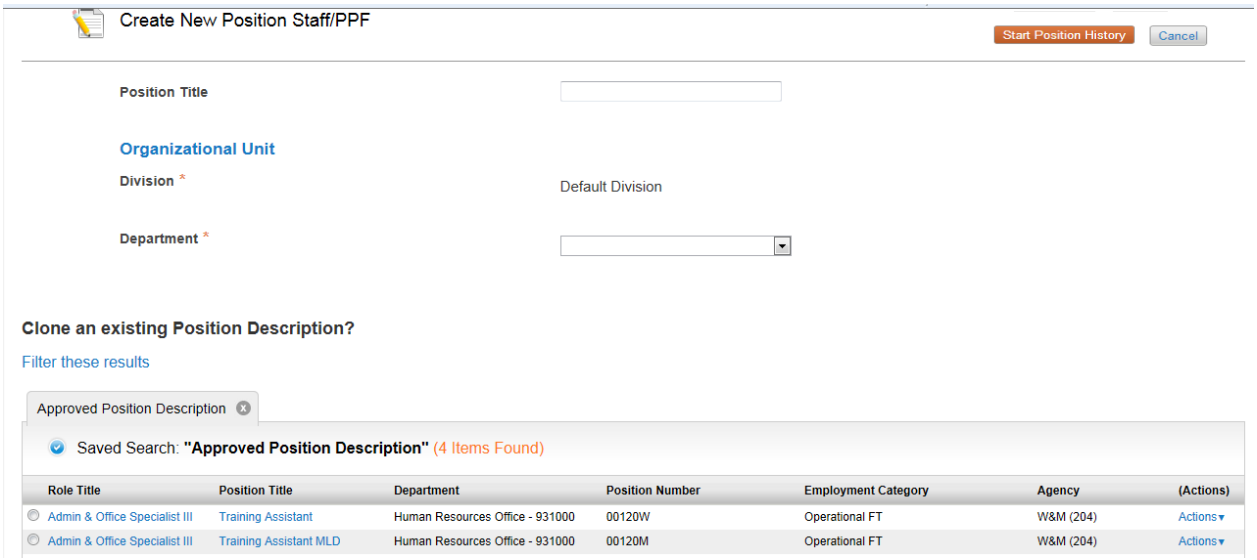


New positions can either be cloned (copied) from an existing position description or created from scratch.

To create a new position by cloning an existing position:

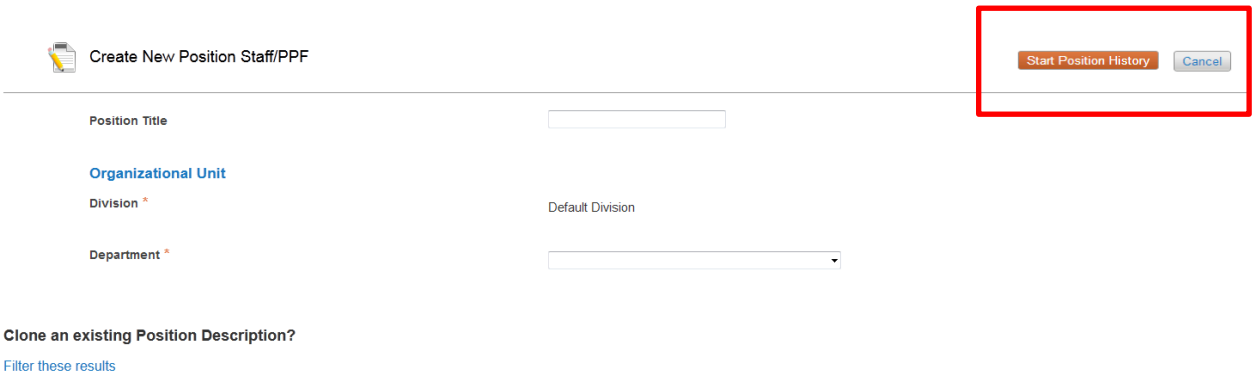
Identify the position to be cloned from the list of your department's approved position descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the Actions button and choose View. Use the back button on your browser to return to the previous screen.

To clone the position, click the radio button next to the selected position description and click on the **Start Position History** button in the top right section. **NOTE:** The fields on the new position will pre-populate with all the information from the existing position (except the position number) and can be edited as needed.



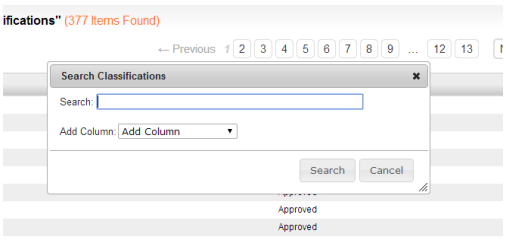
To create a new position from scratch:

Enter the working title in the **Position Title** field. Click on the button in the top right section. Once you select the position description will be locked for editing.

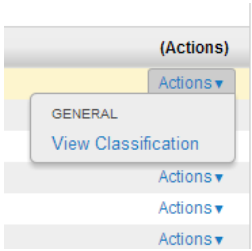


Classification Details

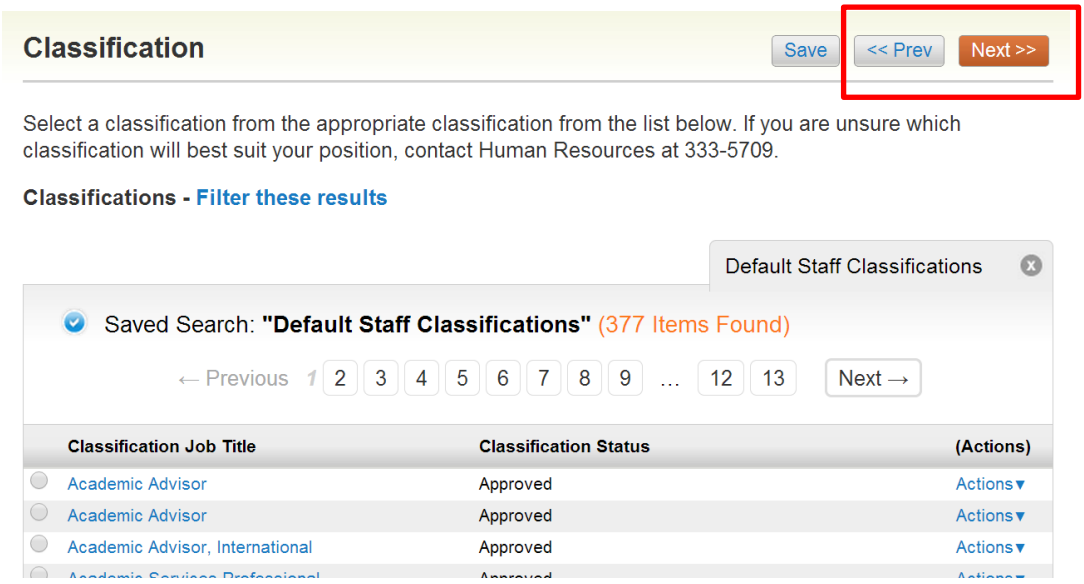
You may skip this step if you do not know the classification title, or, you may propose and select a classification title either by scrolling through the list of titles or creating a filtered search. To search through current classifications, click on **"Filter these results"** and a box will pop-up to enter criteria. The classification title will default for cloned positions. **Note:** The final determination of Classification Titles is based on a **Human Resources Admin Review**.



To view details about the classification title, hover over the Actions and choose *View Classification*.

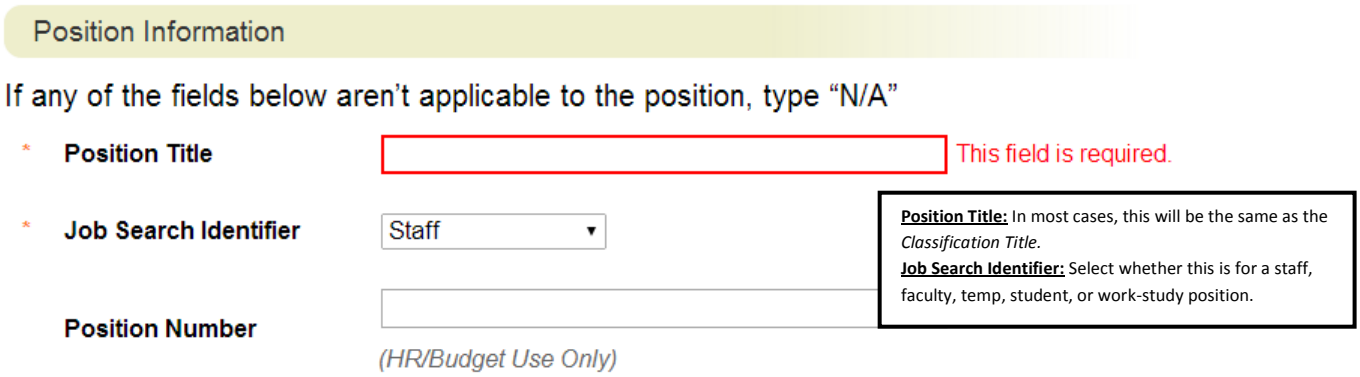


Click the radio button next to the selected Classification Title and click the button in the top right corner to go to the **Position Details** tab. PeopleAdmin will auto save your work each time you click the next button.



Position Details

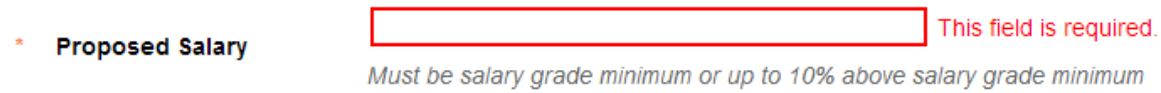
Complete all required information that did not default from Classification Details. **NOTE:** The information associated with the classification title will pull over from the previous page. You may want to refer to that information as you complete the classification details.



The following fields correspond to Valdosta State University's position description, so hiring managers should copy the data from the specified position descriptions:

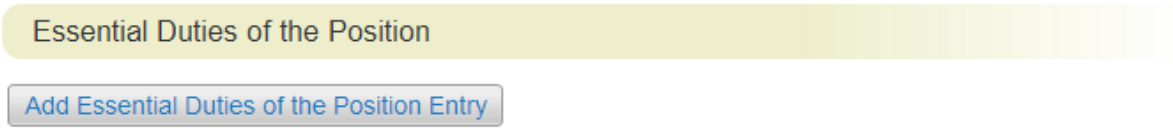
- General Summary of Responsibilities
- Required Qualifications
- Preferred Qualifications
- Data Involvement
- Knowledge, Skill, and Abilities
- Supervisory and Leadership Responsibilities
- Decision-Making
- Financial Authority
- Involvement with Tools and Equipment
- Education, Experience, and Certification/License Qualifications
- Physical Requirements
- Compliance Requirements
- Information Technology

If you are unsure of the Proposed Salary field, contact HR at 333-5709.



Essential Duties of the Position

Click on the **Add Essential Duties of the Position Entry** button to enter specific job duties.

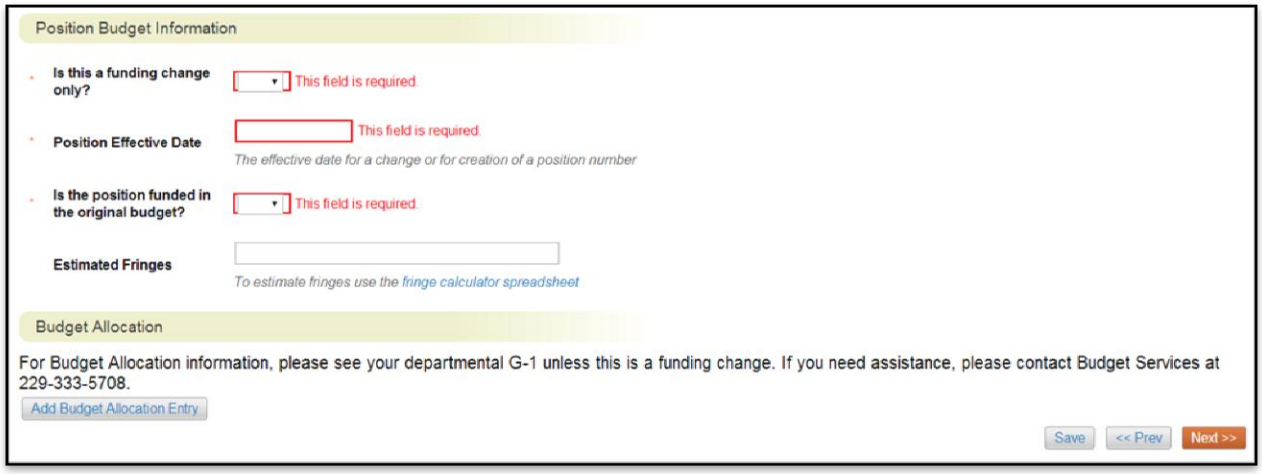


Enter the percentage of time for the job duty and provide a detailed description.

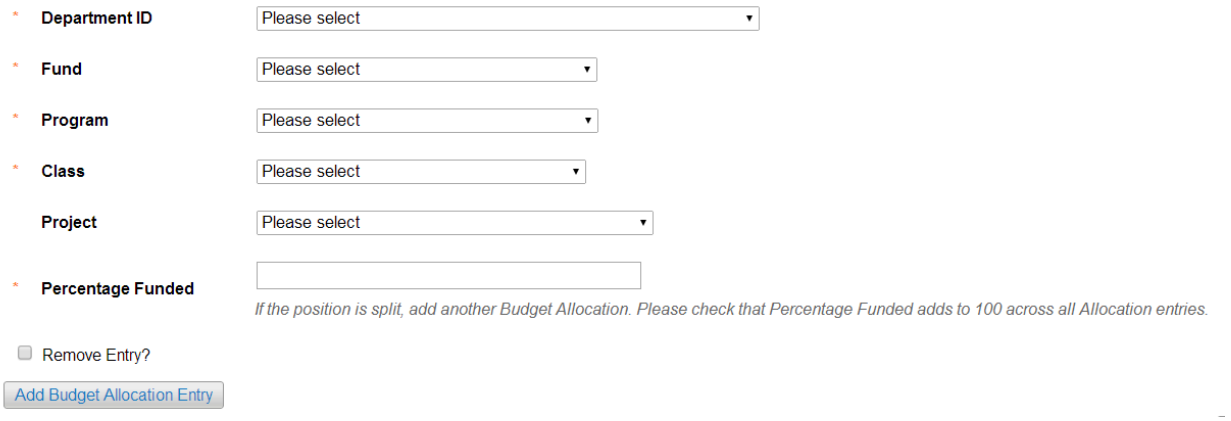
Click until all duties have been added. Note: To remove an entry, check the Remove Entry box and click on Save. After all duties have been added, enter the total percentage, the total must add to 100%. Select **NEXT** to continue.

Position Budget Information

If you are unsure about any fields on the **Position Budget Information** page, contact Budget at 333-5708.

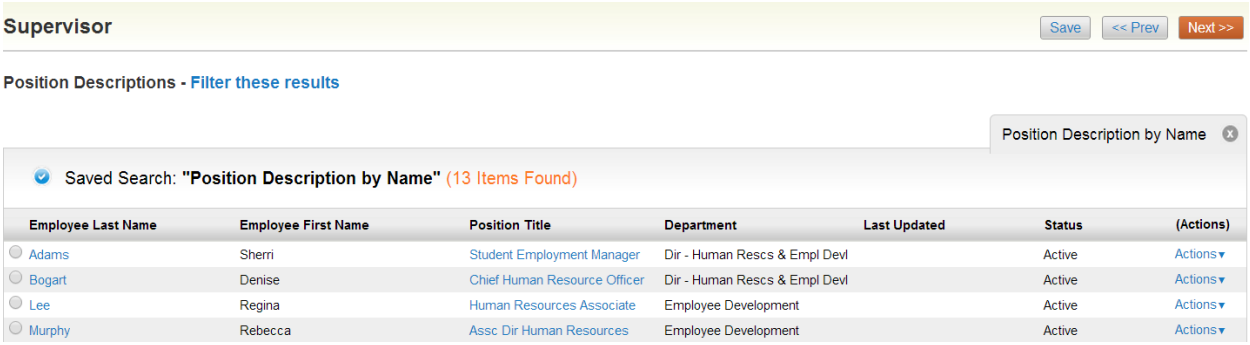


Select the Add Budget Allocation Entry button to add the account string and percentage funded. To remove an entry, check the Remove Entry box and click on Save. After all allocation entries have been added, enter the total percentage. The total must add to 100%. Select **NEXT** to continue.



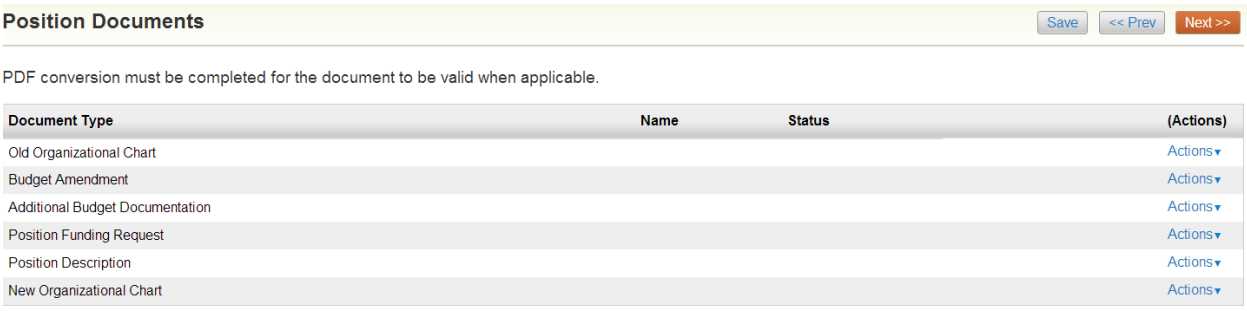
Supervisory Position

Select the Supervisory Position from the list of Approved Position Descriptions. If the supervising position does not appear in the list below, contact Human Resources at 333-5709.

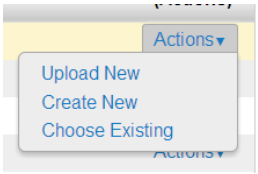


Position Documents

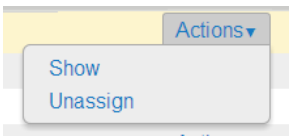
Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select **NEXT** to review the position description.



To attach a document, hover the cursor over the button next to the document type and select, **Upload New**.

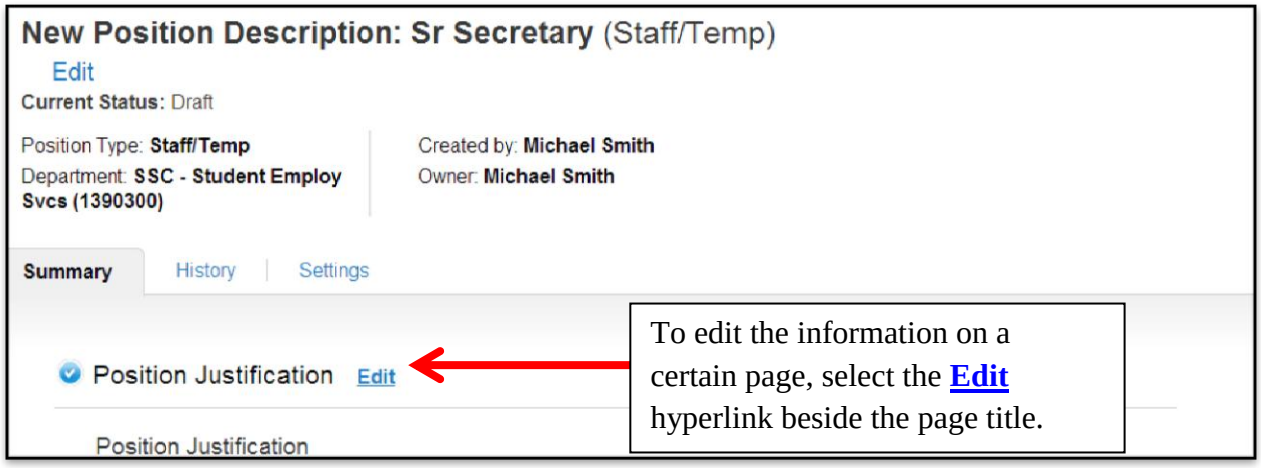


To remove an attached document select **Unassign**.



Position Description Summary

Review the information you entered and make changes as necessary.

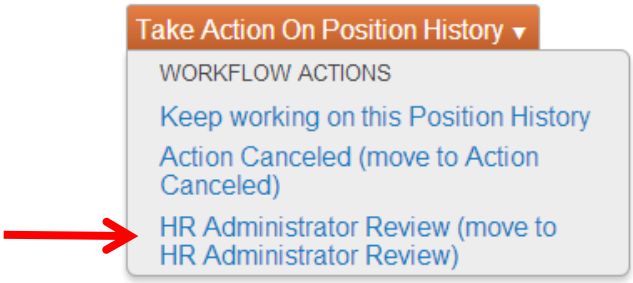
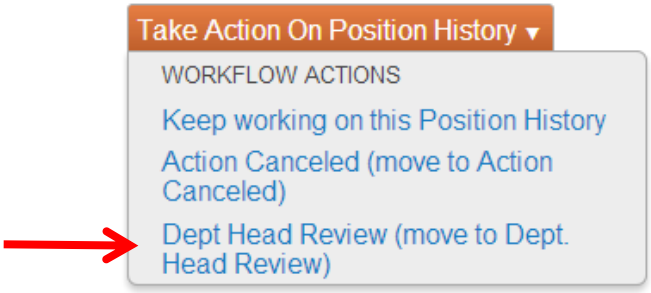


If you see the ❗ symbol then you have not completed the section.

For example: ❗ Position Budget Information Edit

Position Approval Process

Staff: Move position description to **HR Adminstrator Review.**



Faculty: Move position decription to **Dept. Head Review.**