

# Creating a New Position Description

For Staff and Faculty Positions

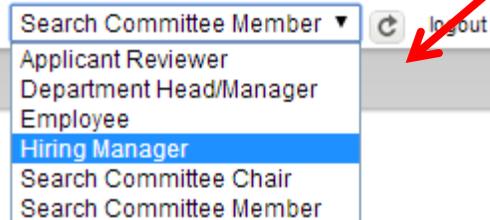
Valdosta State University  
Human Resources: (229) 333-5709

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## 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**)

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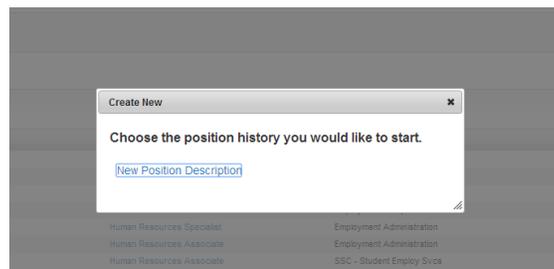
## Creating a New Position

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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.

The screenshot shows the 'Create New Position Staff/PPF' form. At the top right, there are two buttons: 'Start Position History' (highlighted in orange) and 'Cancel'. The form contains several input fields: 'Position Title', 'Division \*' (with 'Default Division' as a value), and 'Department \*'. Below these fields is a section titled 'Clone an existing Position Description?' with a 'Filter these results' link. A search filter 'Approved Position Description' is applied, showing '4 Items Found'. A table lists the search results:

Role Title	Position Title	Department	Position Number	Employment Category	Agency	(Actions)
<input type="radio"/> Admin & Office Specialist III	Training Assistant	Human Resources Office - 931000	00120W	Operational FT	W&M (204)	Actions▼
<input type="radio"/> Admin & Office Specialist III	Training Assistant MLD	Human Resources Office - 931000	00120M	Operational FT	W&M (204)	Actions▼

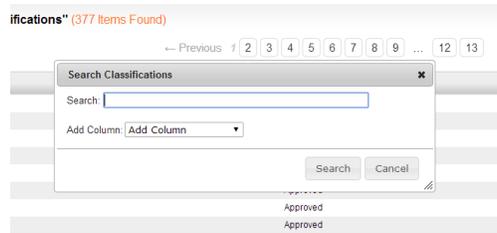
## To create a new position from scratch:

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.

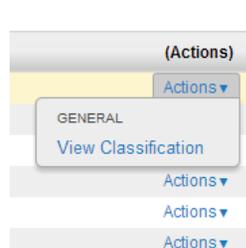
This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Start Position History' and 'Cancel' buttons in the top right corner of the form.

## 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.



Select a classification from the appropriate classification from the list below. If you are unsure which classification will best suit your position, contact Human Resources at 333-5709.

**Classifications - Filter these results**

A screenshot of a table titled "Default Staff Classifications". The table has a search bar at the top with a "Saved Search: 'Default Staff Classifications' (377 Items Found)" and a "Next" button. The table has three columns: "Classification Job Title", "Classification Status", and "(Actions)". The table contains several rows of data, including "Academic Advisor" and "Academic Advisor, International".

Classification Job Title	Classification Status	(Actions)
<input checked="" type="radio"/> Academic Advisor	Approved	Actions ▾
<input type="radio"/> Academic Advisor	Approved	Actions ▾
<input type="radio"/> Academic Advisor, International	Approved	Actions ▾
<input type="radio"/> Academic Services Professional	Approved	Actions ▾

## 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.

### Position Information

If any of the fields below aren't applicable to the position, type "N/A"

\* **Position Title**  This field is required.

\* **Job Search Identifier**

**Position Title:** In most cases, this will be the same as the Classification Title.

**Job Search Identifier:** Select whether this is for a staff, faculty, temp, student, or work-study position.

**Position Number**

*(HR/Budget Use Only)*

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.

\* **Proposed Salary**

This field is required.

*Must be salary grade minimum or up to 10% above salary grade minimum*

## Essential Duties of the Position

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

Essential Duties of the Position

Add Essential Duties of the Position Entry

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

\* **Job Duty**

\* **Percentage Of Time**

Remove Entry?

Add Essential Duties of the Position Entry

Click [Add Essential Duties of the Position Entry](#) 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.

Position Budget Information

\* Is this a funding change only?  This field is required.

\* Position Effective Date  This field is required.  
*The effective date for a change or for creation of a position number*

\* Is the position funded in the original budget?  This field is required.

Estimated Fringes   
*To estimate fringes use the [fringe calculator spreadsheet](#)*

Budget Allocation

For Budget Allocation information, please see your departmental G-1 unless this is a funding change. If you need assistance, please contact Budget Services at 229-333-5708.

[Add Budget Allocation Entry](#)

[Save](#) [<< Prev](#) [Next >>](#)

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.

\* Department ID  Please select

\* Fund  Please select

\* Program  Please select

\* Class  Please select

Project  Please select

\* Percentage Funded   
*If the position is split, add another Budget Allocation. Please check that Percentage Funded adds to 100 across all Allocation entries.*

Remove Entry?

[Add Budget Allocation Entry](#)

## 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.

**Supervisor** Save << Prev Next >>

Position Descriptions - [Filter these results](#)

Position Description by Name ✕

Saved Search: "Position Description by Name" (13 Items Found)

Employee Last Name	Employee First Name	Position Title	Department	Last Updated	Status	(Actions)
<input type="radio"/> Adams	Sherri	<a href="#">Student Employment Manager</a>	Dir - Human Rescs & Empl Devl		Active	<a href="#">Actions</a> ▼
<input type="radio"/> Bogart	Denise	<a href="#">Chief Human Resource Officer</a>	Dir - Human Rescs & Empl Devl		Active	<a href="#">Actions</a> ▼
<input type="radio"/> Lee	Regina	<a href="#">Human Resources Associate</a>	Employee Development		Active	<a href="#">Actions</a> ▼
<input type="radio"/> Murphy	Rebecca	<a href="#">Assc Dir Human Resources</a>	Employee Development		Active	<a href="#">Actions</a> ▼

## Position Documents

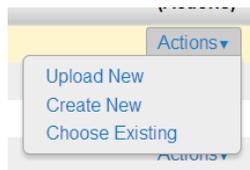
Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select **NEXT** to review the position description.

**Position Documents** Save << Prev Next >>

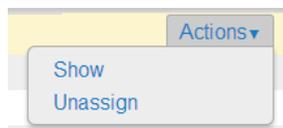
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Old Organizational Chart			<a href="#">Actions</a> ▼
Budget Amendment			<a href="#">Actions</a> ▼
Additional Budget Documentation			<a href="#">Actions</a> ▼
Position Funding Request			<a href="#">Actions</a> ▼
Position Description			<a href="#">Actions</a> ▼
New Organizational Chart			<a href="#">Actions</a> ▼

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.

**New Position Description: Sr Secretary (Staff/Temp)**  
[Edit](#)  
Current Status: Draft  
Position Type: **Staff/Temp** | Created by: **Michael Smith**  
Department: **SSC - Student Employ Svcs (1390300)** | Owner: **Michael Smith**

Summary | History | Settings

Position Justification [Edit](#)

To edit the information on a certain page, select the [Edit](#) hyperlink beside the page title.

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

For example:  Position Budget Information [Edit](#)

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## Position Approval Process

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

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

