Creating a New Position Description

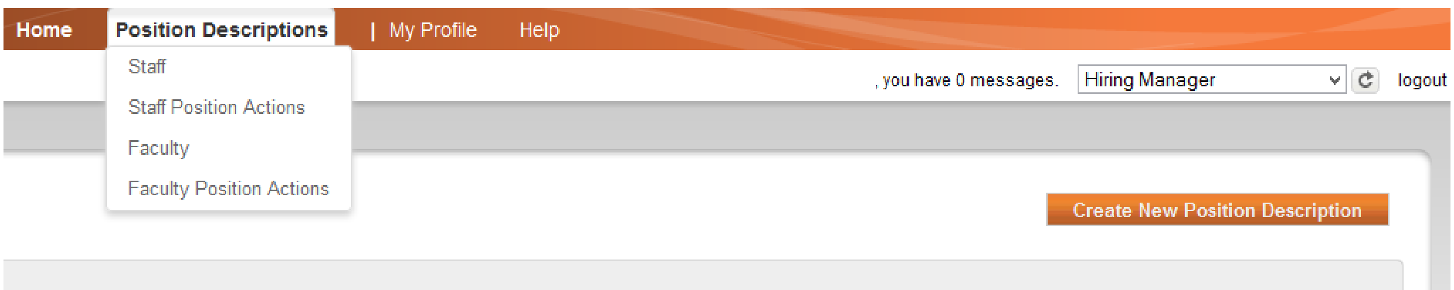
Staff

The Create New Position Description action is used to create new position descriptions that are not currently held in OPDRS.

1. Verify you are in the Position Management module as a Hiring Manager, Personnel Admin, or Appointing Authority.

2. Hover over Position Descriptions and click on **Staff**. Staff is used for Classified Staff and Administrative Professional positions.

3. Click the Create New Position Description button at the top right corner.



4. You will receive a pop-up window to choose the action you would like to start. Click on **New Position Description.**

5. Enter **Working Title**.

6. The **Area** and **Department** sections will default unless you have responsibility for more than one. If you have responsibility for more than one Area and/or Department, you will then select the Area and Department the position will report under from the drop down list.

7. If you have an existing position description within your department(s) you wish to copy or 'clone', choose that position description from the list at the bottom of the page. This will pull in pertinent information from the 'cloned' position description into this action and allow for edits.

8. Click the **Start Position Action** button.

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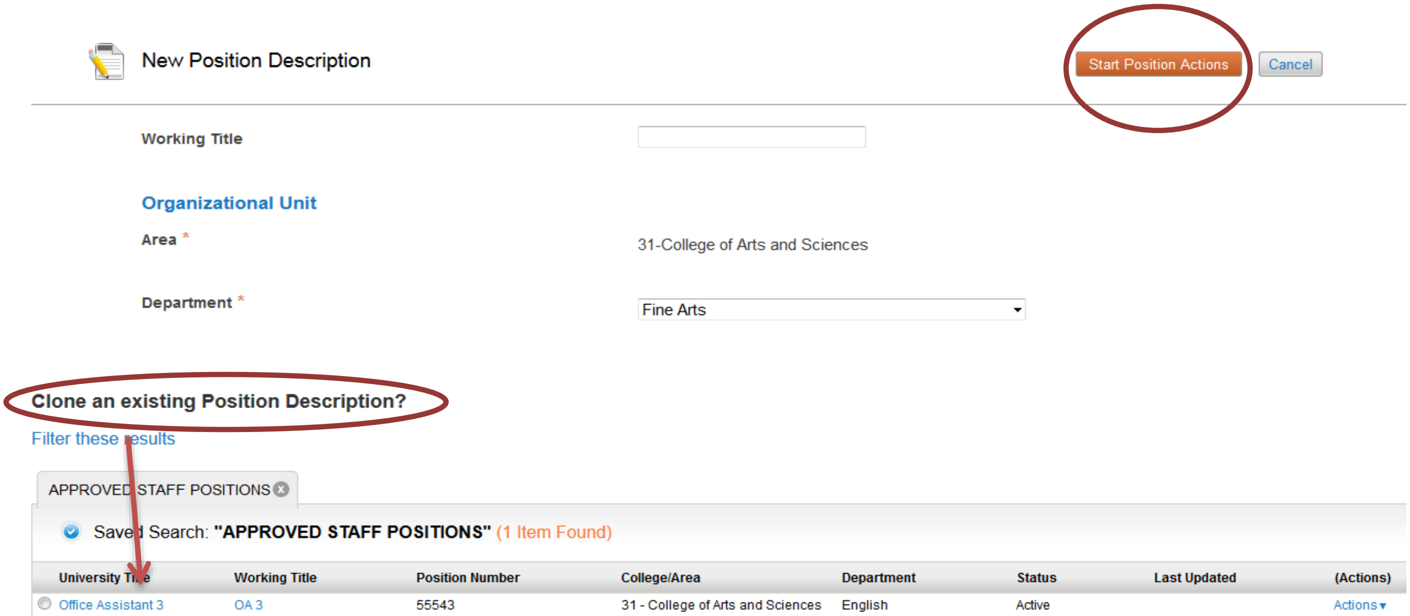
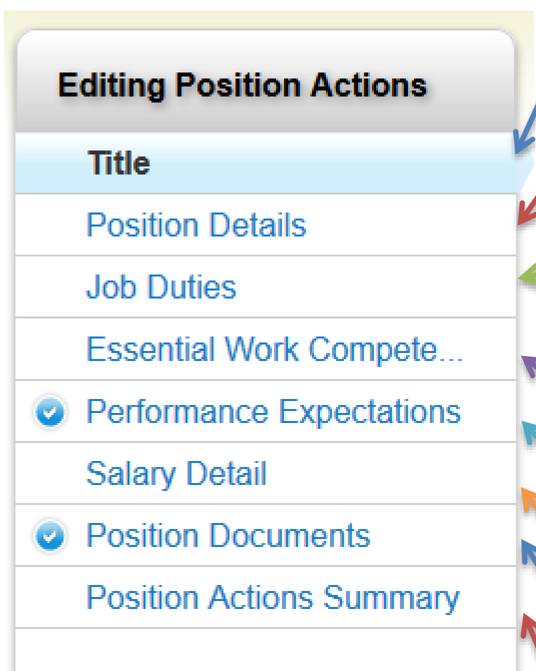


9. Title - Is the official University title. Scroll through the titles at the bottom or search for the title by selecting the “Filter these results” button.

10. Continue through the tabs, completing all required information. Please note that if you ‘cloned’ from an existing position description, many of the fields will be prepopulated and ready for you to edit if applicable. Also note that by clicking the **Next** button, your changes will automatically save. Required fields are noted with red asterisks (*).

11. The following is a list of the sections within new **Staff** positions that will need to be completed.



Select the official university title

Enter position details such as position number, effective date, work location, summary of duties, FTE, and term

Duties section now uses a builder to easily identify and edit each section. Enter duties by functional area and include percentages

Essential work competencies are the knowledge, skills, abilities, mental and physical requirements, and working conditions related to the position

Performance Expectations are required for Classified Staff

Requested monthly salary or beginning step for Classified Staff

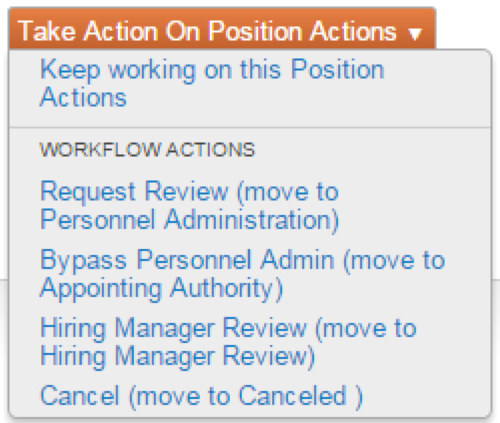
Attach the organizational chart (no org chart is too large). Positions Actions only go to Position Control and is not attached in OPDRS

Summary of all fields in long format

12. After completing all sections, review changes on the *Position Actions Summary* tab. Check all information entered for accuracy and make additional edits if necessary. Completed sections are noted with a blue checkmark, while incomplete sections are noted with an orange exclamation mark.

13. Once all sections are completed, move the action through the workflow by hovering over the Take Action on Position Actions button on the top right hand corner of the page and select the workflow option you wish to take. The actions you can take are determined by your user type.

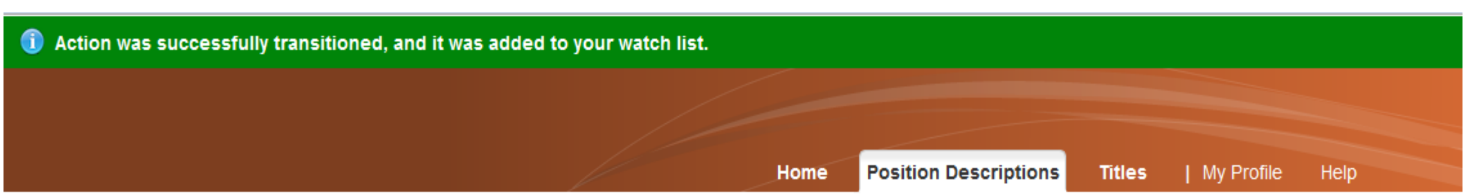
Hiring Manager view



Appointing Authority view

14. A pop-up 'Take Action' window will open in which you can make comments, if needed, which would be sent to the next approver. Please note, comments will be tied to the historical record of the action. Check the box to include the action on your watch list, if needed, and click **Submit**. An email will be sent to the next approver, notifying them of the pending action.

15. You will receive a green bar on the top of your page that will state the action was successfully transitioned.



Faculty

Contact your HR Service Team with the official Title and Position Number. HRS will create the new Faculty position for you and notify you once the position is ready to submit for job posting.

Please note, a PA/PRR must be submitted to Position Control to obtain a new position number and create the position.

An Open Rank title may also be used when the final title may be dependent upon a new hire's experience. The titles under consideration will then be noted under Working Title. Contact your HR Service Team if you would like to use this title or discuss options.