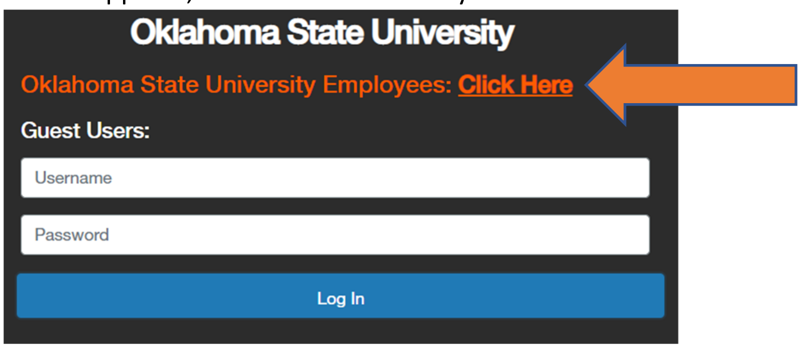
Creating a New Position Description

The steps outlined below walk users through the creation of a new position description using PeopleAdmin's position management module.

1. Begin by logging into the PeopleAdmin system by clicking here. Utilize your O-Key username (email) and password. Duo Authentication may also be required.

2. You may see the screen below upon initial entry into the system or when the system times out. If this screen appears, select **Click Here** and you will enter back into the system.

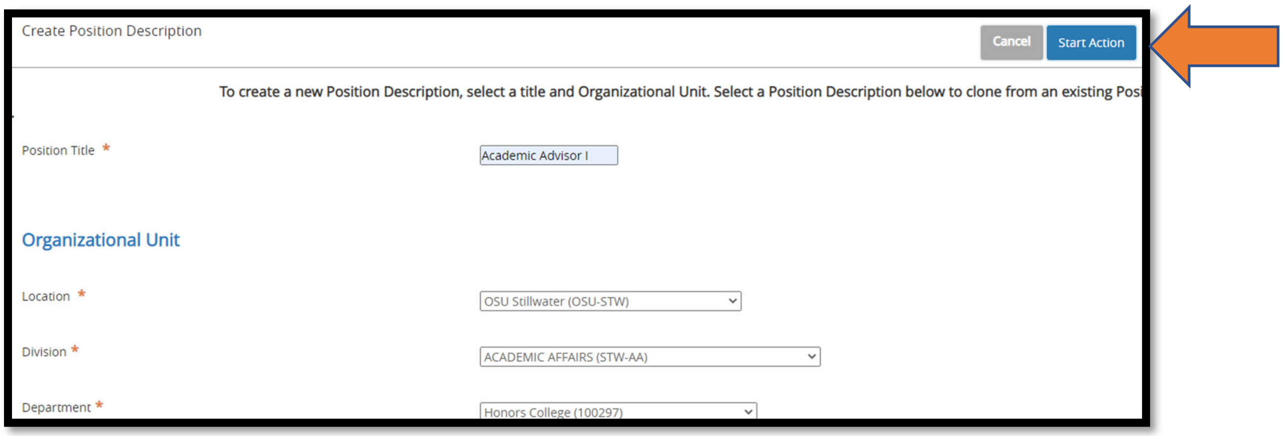


3. Navigate to the middle ribbon on your screen > click the **Position Description** tab and select **Staff** or **Faculty** as necessary.

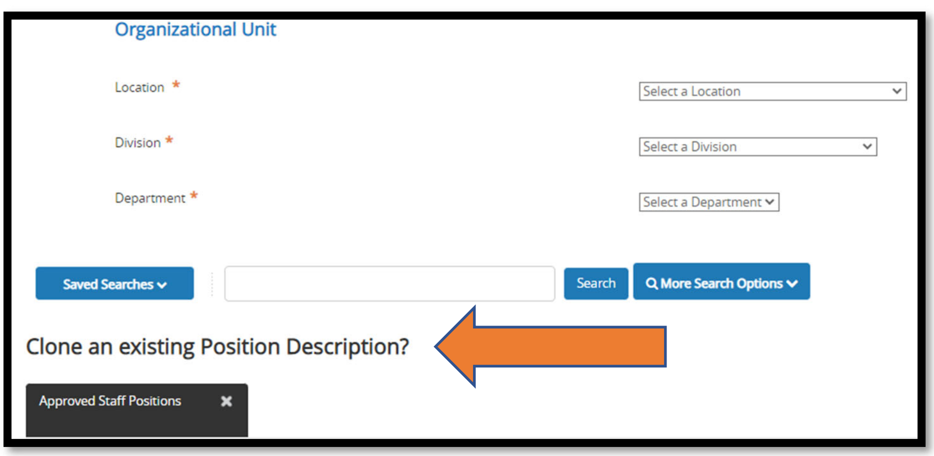
   *Note: Faculty position descriptions are not required within PeopleAdmin but are strongly encouraged for requisition purposes streamlined to Cornerstone. This guide will cover all necessary steps of the faculty position description process. Please be mindful faculty positions require less information compared to staff position descriptions and some steps below may not be necessary.

4. If creating a new position from scratch, navigate to the top right of the screen and click **Create New Position Description** as shown below.

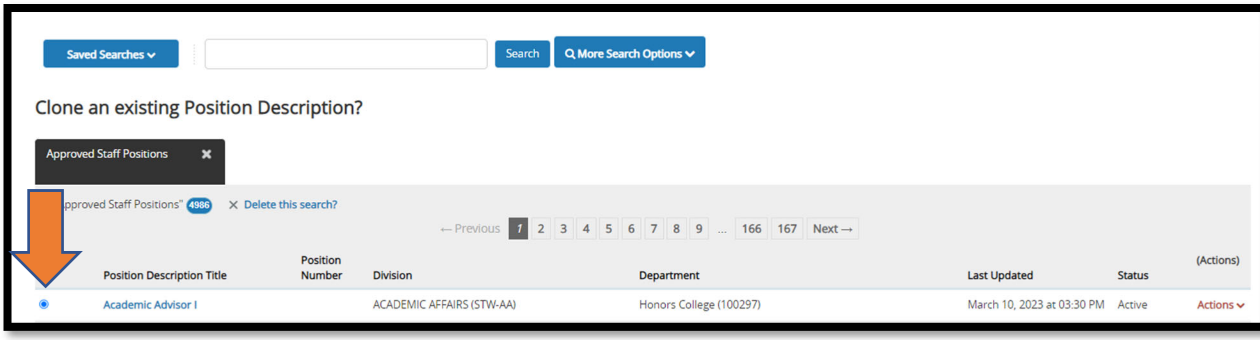
5. Enter in the position's **Location, Division**, and **Department** information on the following screen as appropriate. When complete, select **Start Action** in the top right corner of the screen.
   *Keep in mind, *all three* of these fields must be filled in before you can advance to the next step.



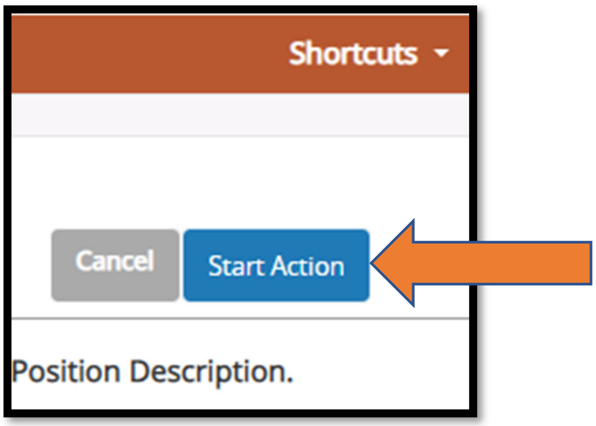
6. Needing to clone an existing position? Below the screen shown above you will see a **Clone an Existing Position Description** section as indicated with the orange arrow below.



7. Use the search engine to find an existing position to clone then select the position by **clicking on the bubble next to the position title** as indicated below by an orange arrow.



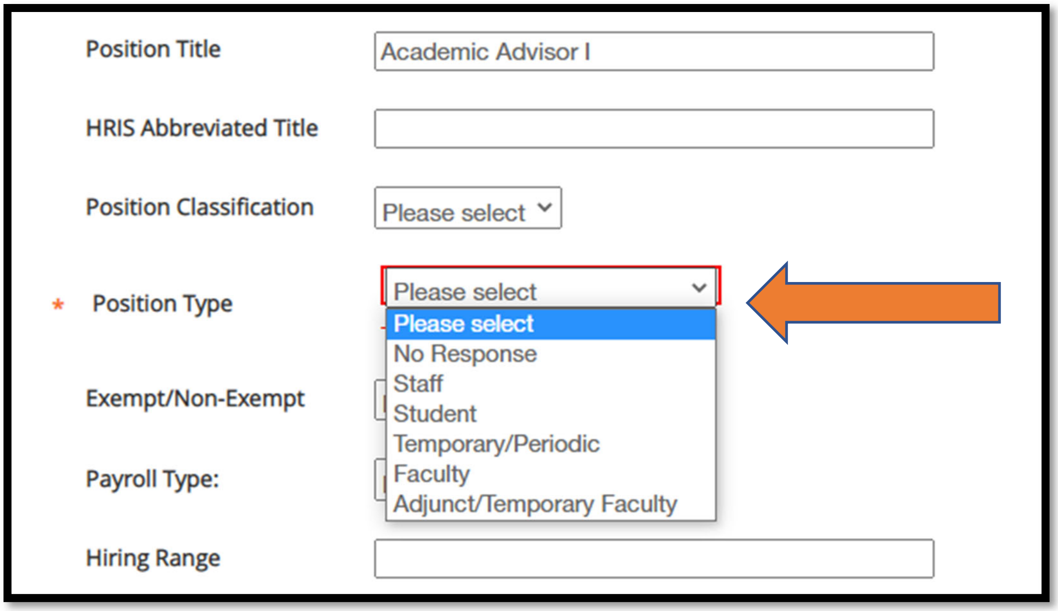
8. Then scroll to the top right of the screen and click **Start Action** as shown below.



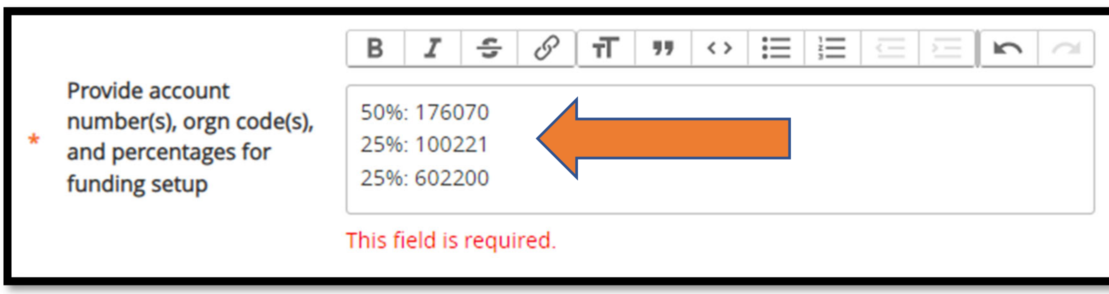
Position Information

9. You will then be directed to the Position Information page as shown below. Please be mindful that all required fields are noted with a red asterisk {*} and will have the department's responsibility to fill out. If there is concern regarding this required information, please contact your Human Resources Consultant for assistance.

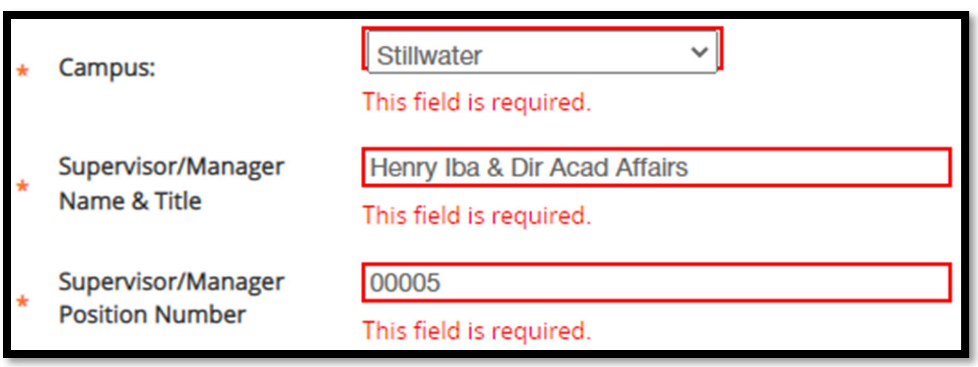
   For a list of fields that will be filled out by Human Resources, ***please see Addendum A.***



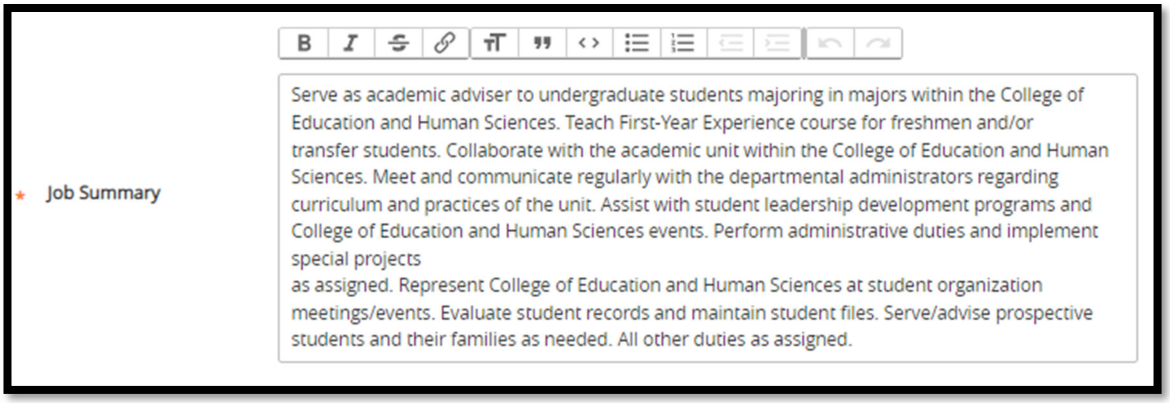
10. Please note the **account numbers**, org codes, and percentages for position funding is a manual entry text box. Please separate these values by percentages as shown in the example below.



11. The **Hiring Supervisor/Manager** should reflect the true supervisor or manager of the position being created.



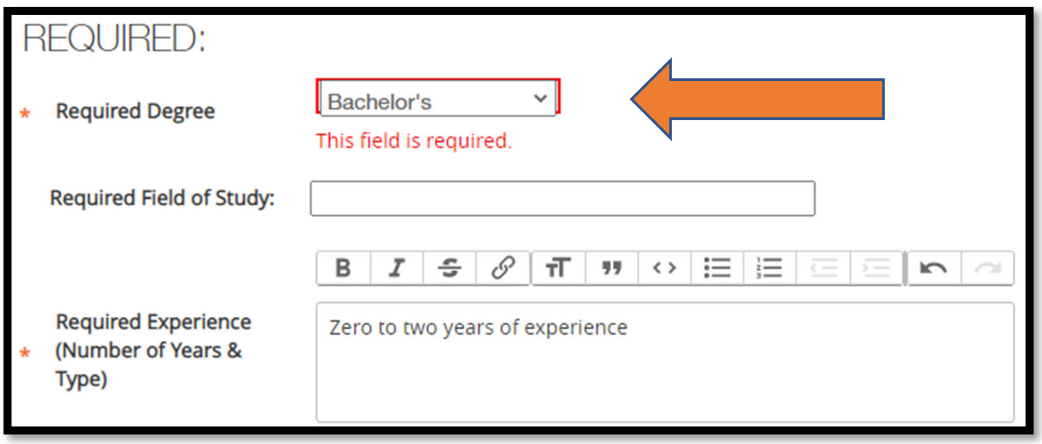
12. The **Job Summary** will need to be reviewed if this is a cloned position or entered in from scratch for new position description entries, similar to the example shown below.



* Job Summary

Serve as academic adviser to undergraduate students majoring in majors within the College of Education and Human Sciences. Teach First-Year Experience course for freshmen and/or transfer students. Collaborate with the academic unit within the College of Education and Human Sciences. Meet and communicate regularly with the departmental administrators regarding curriculum and practices of the unit. Assist with student leadership development programs and College of Education and Human Sciences events. Perform administrative duties and implement special projects
as assigned. Represent College of Education and Human Sciences at student organization meetings/events. Evaluate student records and maintain student files. Serve/advise prospective students and their families as needed. All other duties as assigned.

13. The next step will be to input the requirements for the role. This includes the **required** education and work experience as well as the **preferred** requirements for the role. Please note the field of study is not a required field but should be entered in if specific criteria is needed for the role.



REQUIRED:

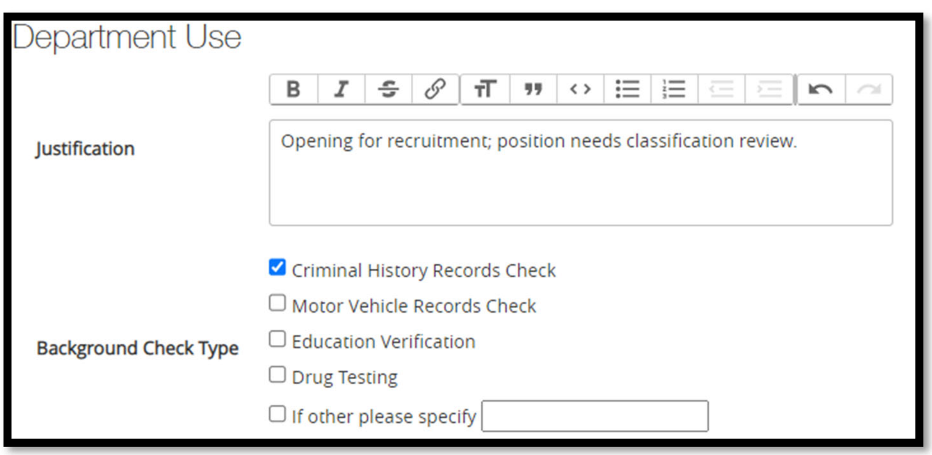
* Required Degree: Bachelor's

This field is required.

Required Field of Study:

* Required Experience (Number of Years & Type): Zero to two years of experience

14. The justification section is strongly recommended for department utilization as this aids Human Resources in their evaluation. ***Please see Addendum A*** *for examples of what information should be included in this field.* You will also make note of the background check criteria needed for this position. For assistance determining what is needed, please reach out to your Human Resources Consultant for assistance.



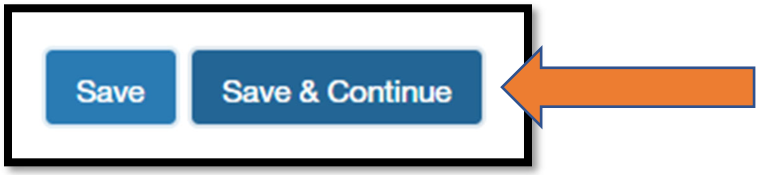
Department Use

Justification: Opening for recruitment; position needs classification review.

Background Check Type:

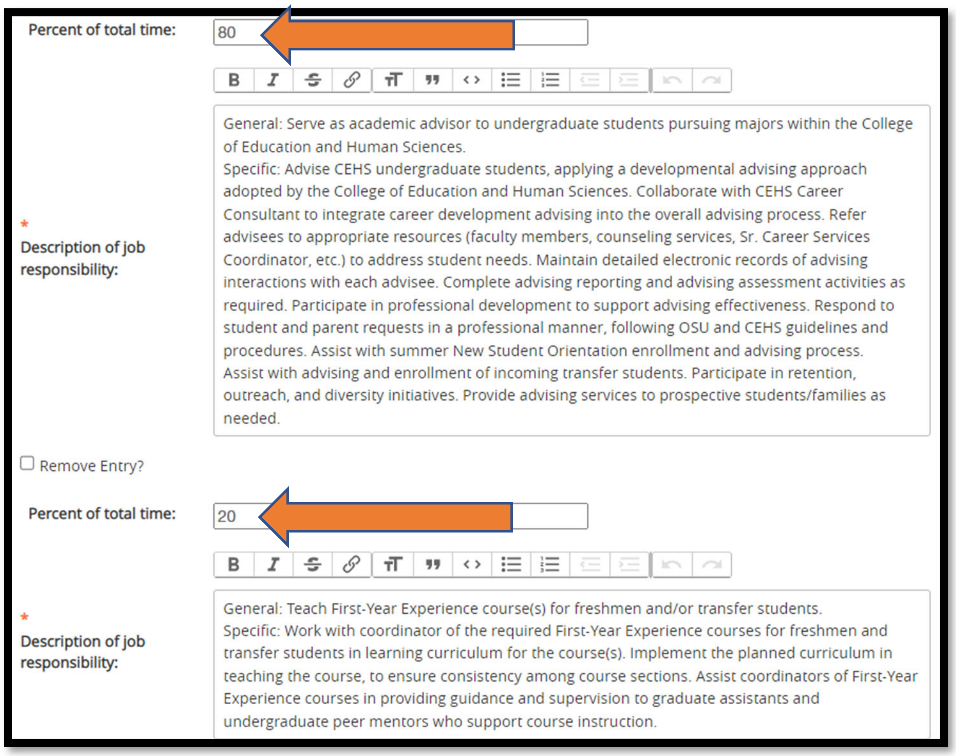
- [x] Criminal History Records Check
- [ ] Motor Vehicle Records Check
- [ ] Education Verification
- [ ] Drug Testing
- [ ] If other please specify

15. You have completed the Position Information section and can navigate to the bottom right of your screen and select **Save & Continue** to move forward.



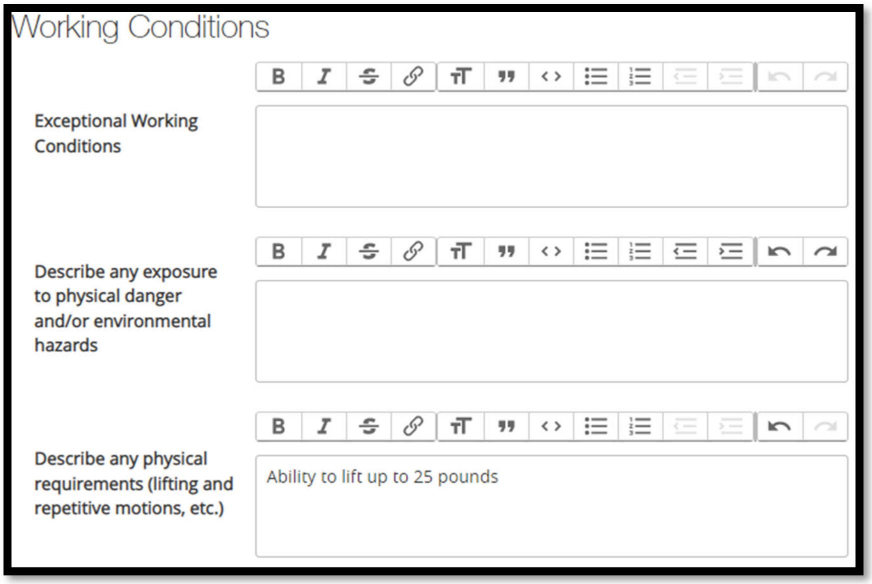
Major Responsibilities

16. Enter the Major Responsibilities portion of the position description. Please note the sum of entries should equal 100%. Revise the **Description of job responsibility** fields as needed. The example below references what that should resemble.



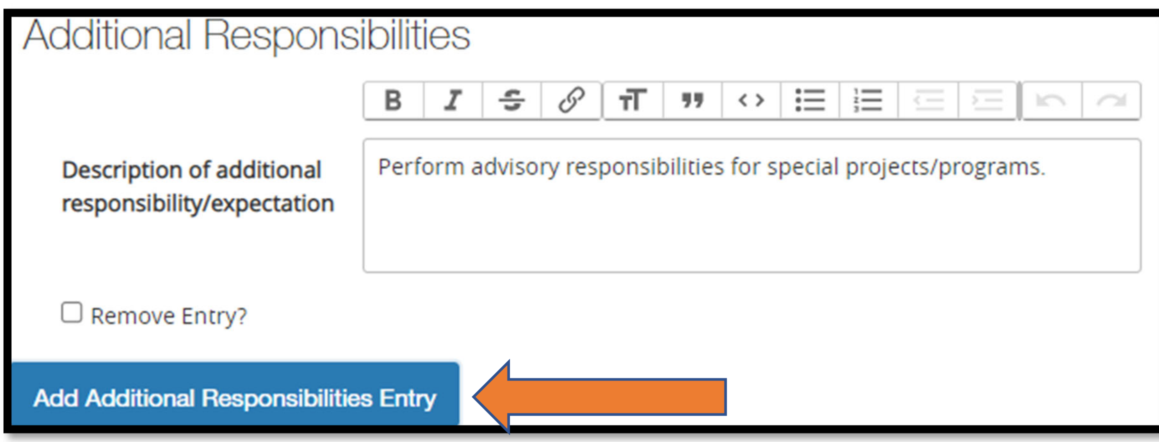
Working Conditions

17. By clicking **Save & Continue**, you are then routing to the Working Conditions portion of the position description. *For a list of examples of exceptional working conditions, please see **Addendum A** and reach out to your Human Resources Consultant for questions.* Please use the example below when filling out this piece of the position description.



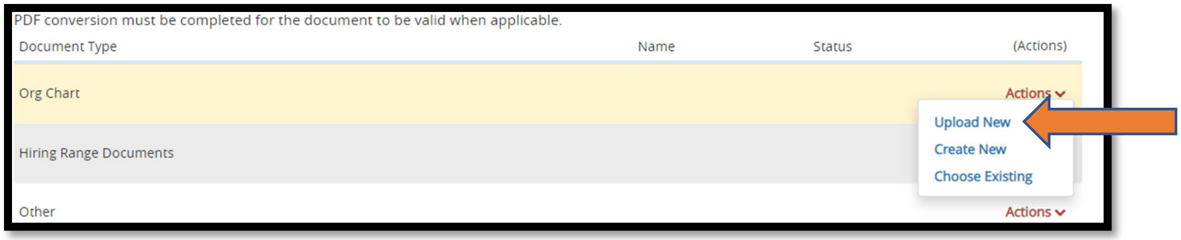
Additional Responsibilities

18. By clicking **Save & Continue**, you are directed to the Additional Responsibilities section of the position description. The 4 Core Competencies will automatically populate. (*Please see **Addendum A** below for a list of those*.) To add additional entries, please use the **Add Additional Responsibilities Entry** button show below.

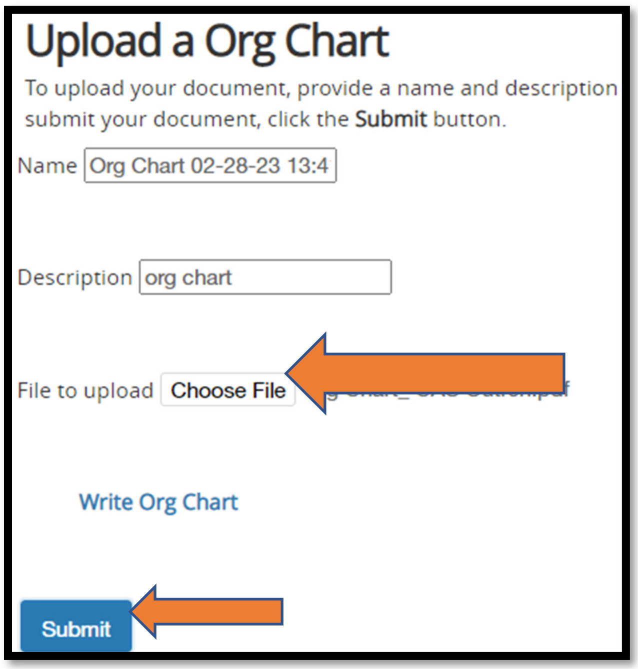


Position Internal Documents

19. By clicking **Save & Continue**, you are routed to the screen below to enter in the position's documentation. Examples of this include (org chart, Hiring Range sheets, memos, etc.). Please work with your Human Resources Consultant to get these pieces of documentation entered into the system. To add a new document in, please navigate to the documents type name (use "other" if not specified by the Document Type) and click on the **Action** button shown below. Then select **Upload New** to attach one from your computer.



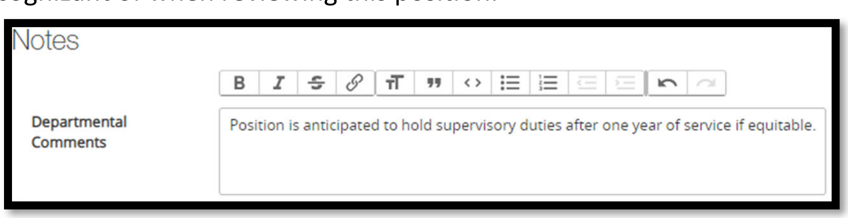
20. You will then be directed to the screen below. Using the **Choose File** button, select the file from your computer that matches the Document Type selected in the previous step. Type a description name for the file and click **Submit**.



Notes and HR Comments

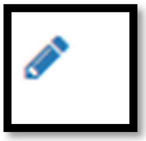
21. Once all documents are attached, click **Save & Continue** and you will then be directed to the below Notes screen to enter in Departmental Comments relevant to the position description.

    *Please keep in mind these notes vary from the justification notes added in step 13 above. This section should be utilized for any comments your Human Resources Consultant should be cognizant of when reviewing this position.



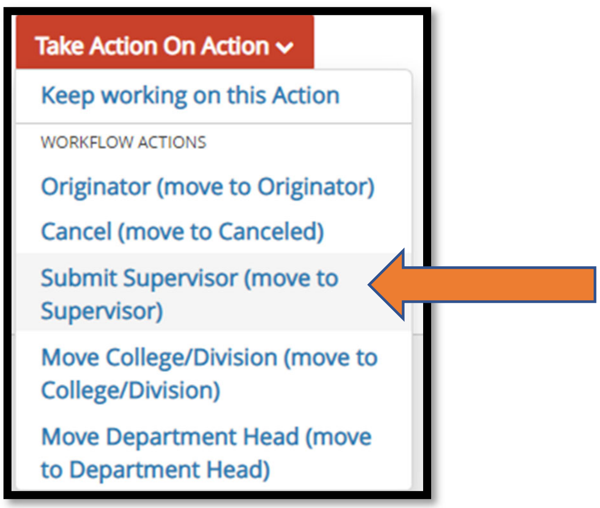
Action Summary

22. By clicking **Save & Continue**, you are routed to a final Action Summary page to review the position description you've established. Please scroll throughout the page shown and utilize the pencil tool shown below to make revisions as needed.

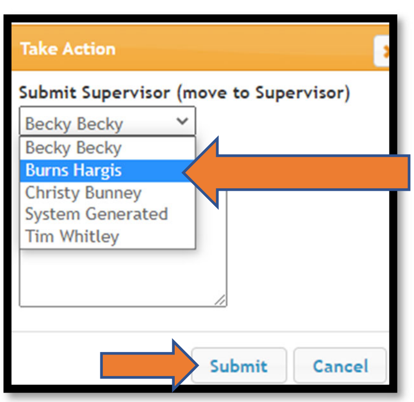


23. Once you are satisfied with the position description, you are ready to move the action forward in the approval workflow. *For a resource of the PeopleAdmin user workflow, please see **Addendum A**.*

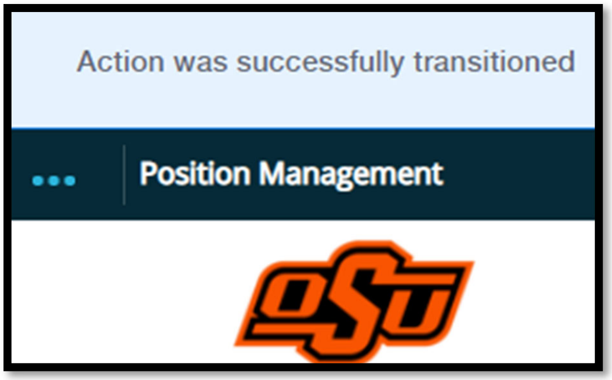
    To execute routing to the next user level, hover over **Take Action on Action** button in the top right of your screen, shown below.



24. Click on the user level needed to approve this action and a screen similar to the one below will populate.*Please note: Users will need to be aware of the required approval workflow for their respective college/division. If you have questions on routing, please ask your administrative officer or Human Resources Consultant for assistance.
25. The dropdown shown below will show the users within your org code carrying the user level you've selected in step 22. **Click on the name of the user** needing to review and approve your action and click **Submit**.



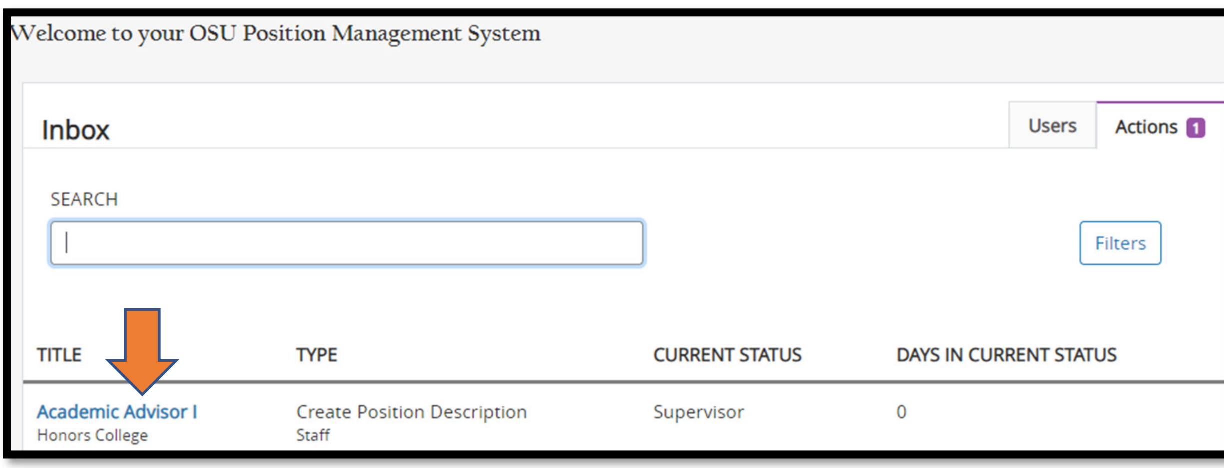
26. Once you click **Submit**, the system will verify you've successfully routed the action through for approval by showing an "Action was successfully transitioned" banner on your home screen like the one shown below.



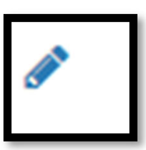
Users Needing to Approve

For users needing to approve actions created by steps 1 through 25 shown above, please follow the steps below.

27. Begin by logging into your PeopleAdmin account and navigate to your **Position Management Home Screen**. You will see in the middle of your screen an Inbox similar to the one shown below. You should have a number next to the Actions tab. Click on the **Actions** tab and all position descriptions needing your review and approval will be listed as shown below.



28. To open the position for review, click on the position title that also serves as a hyperlink to the position description (**orange arrow above**). Scroll throughout the page shown and utilize the pencil tool shown below to make revisions as needed.

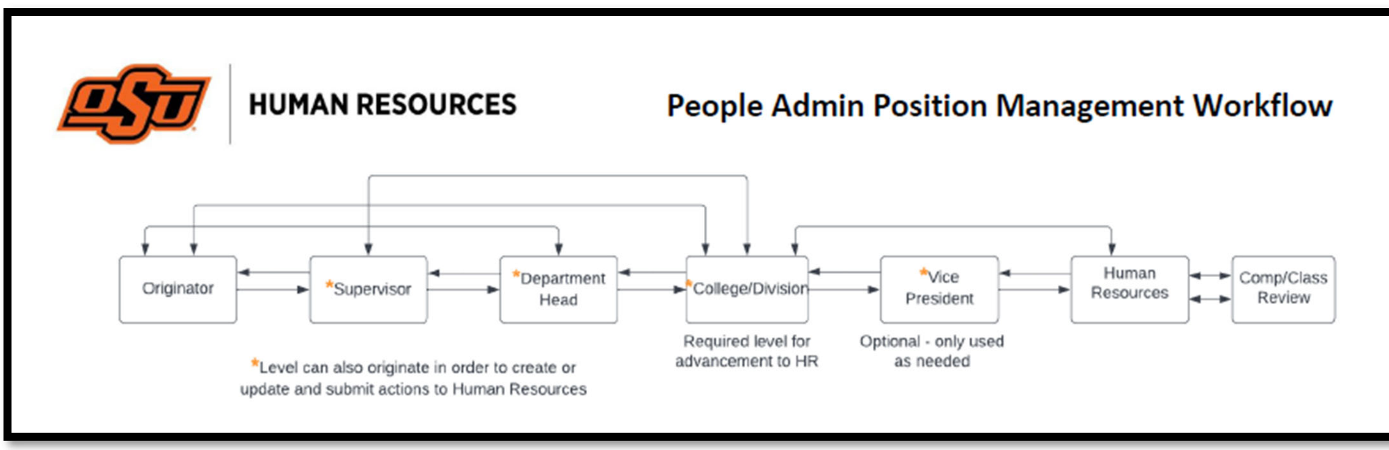


29. Once you are ready to move this action forward onto the next user in the workflow (see **Addendum A**), follow steps 22 through 25 outlined above.

Addendum A

Position Management User Workflow

Below is the workflow for our PeopleAdmin users. Human Resources users have final approval to position description actions and Compensation/Classification is used when appropriate titling, compensation, and classification review is needed. *Please note:* College/Division approver is the only required level of approval prior to submission to Human Resources for final review and approval. Each user should work directly with their college/division administrative officer for their respective required workflow.



Fields Filled Out by Human Resources Consultant

As noted in section 5 above, there are fields your Consultant will fill in on the behalf of the department. A list of those fields are below:

- Position Number
- HRIS Abbreviated Title
- Position Classification
- Exempt/Non-Exempt

- Hiring Range
- Eligibility for Benefits
- HR Comments

Justification

As noted in section 9 above, the justification section of the position description is an indicator of details pertinent to the role's creation. This includes some details below that may be important for Human Resources to know:

- Why the position is being created?
- Is the position backfilling for a vacancy?
- What is the history of this position as it pertains to this action being taken in the system?
- What position numbers does this position's creation impact?
- Other: Any context pertinent to this role that either carries weight in the position's establishment or evaluation for classification purposes.

Working Conditions

As noted in section 12 above, there are various examples of working conditions that should be noted depending on the level of exposure or exertion required of a role's routine duties. Examples of this include

- Exposure to hazardous materials
- Requirement to exert physical strength (lift, carry, maneuver, etc.) routinely
- Driving or operating machinery and/or equipment
- Exposure to hot services, spills, chemical cleaners
- Work on ladders, scaffolding, or high-lift equipment
- Required to work on rotating standby for emergencies after 5pm weekdays, weekends, and holidays // Routine overtime work

Additional Responsibilities: Core Competencies

As noted in section 14 above, there are 4-5 core competencies for all OSU positions. The first 4 core competencies listed below will be automatically populated. *You are only responsible for entering in the <u>Supervisory</u> competency if needed for the position, as well as any additional responsibilities per your departmental or college/division guidelines*:

- <u>Teamwork</u>
  Promotes a positive work environment by behaving and communicating in a manner that is respectful of others. Encourages cooperation, collaboration, and co-ownership of success. Communicates honestly and openly, listens attentively, and assumes responsibility for resolving difficulties appropriately. Supports diversity in establishing relationships in which all individuals are valued, appreciated and included.

- Professionalism
  Exhibits a courteous, conscientious and businesslike manner in the workplace. Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge. Seeks excellence in all endeavors and is committed to continuous improvement. Seeks knowledge that will provide skills that enable improved job performance.
- Service
  Contributes to the success of others by responding to others in a courteous, timely and accurate manner, seeking assistance when necessary to create a positive OSU experience that exceeds the expectations of students, and internal and external contacts. Understands performance directly affects the future of OSU and strives to perform to enhance the OSU experience. Remains positive when changes are made to procedures, environment or responsibilities.
- Stewardship
  Accepts responsibility for the public's trust and is accountable for individual actions. Demonstrates efficient and effective use of time, equipment and other resources. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.
- *Supervisory *(manually entered in when appropriate)*
  Provides leadership, guidance and direction to employees. Selects qualified workers and ensures proper training and guidance on policies and procedures. Gives positive reinforcement in a timely manner for job success and provides accountability for poor behaviors and performance. Communicates information regarding OSU's mission, vision and goals so that employees may increase their contribution to the organization's success.

Have a Question?

For assistance managing your PeopleAdmin actions queue, approving actions, or troubleshooting issues; please contact your college or division administrative officer with departmental-specific procedures.

For all other questions about positions descriptions – Contact your HR Consultant.