Modify Position Description

The steps outlined below walk users through the modification of an existing 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. Search for the position by position, department, or position title utilizing the search engine options. Once you have identified the position you would like to modify, click On the Position Title shown below in step 5 below.

5. Cloning a position? 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.
6. Click on **Modify Position Description** found in the upper right corner of the screen.

Include comments about Employee Details. The department can fill them in if the position is not vacant. This is not required.

**Position Information**

7. You will then be directed to the Position Information page as shown below. All required fields are noted with a red asterisk {*} and be filled in by the department. All other areas that have modifications such as the FTE, supervisory/manager, job summary, etc. should be revised within the position information section outlined below.
8. Modify position funding information, if applicable. 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.

9. Confirm the correct **Hiring Supervisor/Manager** is accurate and reflects the true supervisor or manager of the position being modified.

10. Next modify the **job summary** text box as appropriate.
11. The next step will be to input the modified 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 if specific criteria is needed for the role.

![Job Summary](image1)

12. The justification section is strongly recommended for department utilization as this aids Human Resources in their evaluation of the modification. **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.

![Preferred Qualifications](image2)
13. 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**

14. The following screen shows 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.
Working Conditions

15. By clicking **Save & Continue**, you are then routing to the Working Conditions portion of the position description. Please make modifications as necessary for this position.

16. Click **Save & Continue** at the bottom right of your screen to move forward.

Additional Responsibilities

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

18. When complete, click **Save & Continue** at the bottom right of your screen to move forward.
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 12 above. This section should be utilized for any comments your Human Resources Consultant should be cognizant of when reviewing this position.

   ![Notes screen](image)

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.

   ![Pencil tool](image)

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.

   ![Take Action on Action](image)

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**.

![Dropdown showing users](image)

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

![Banner showing successful transition](image)

**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 that **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 15 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 Supervisory competency if needed for the position, as well as any additional responsibilities per your departmental or college/division guidelines.

- **Teamwork**
  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 or approving actions; please contact your college or division administrative officer with departmental-specific procedures.

For all other questions about positions descriptions – Contact your [HR Consultant](#).