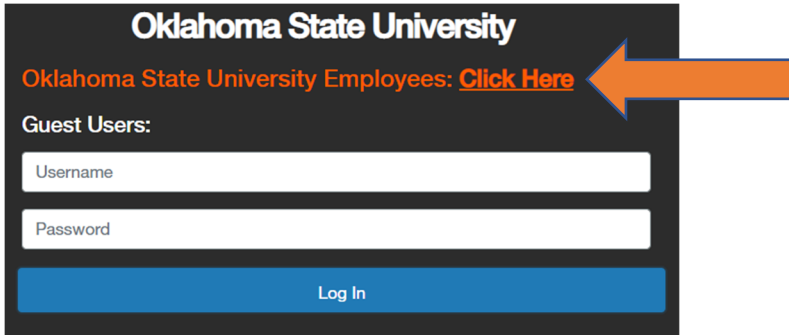


Modify Position Description

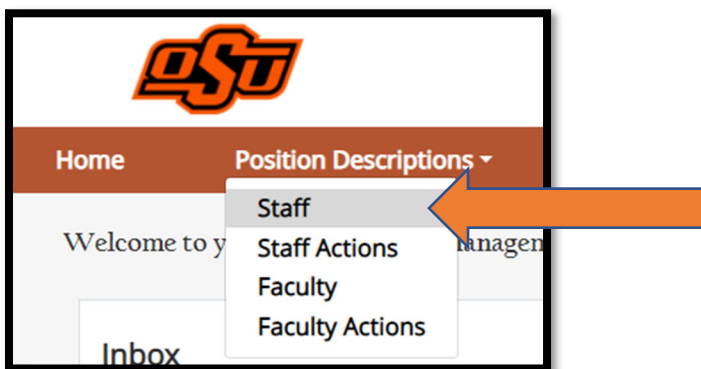
The steps outlined below walk users through the modification of an existing position description using PeopleAdmin's position management module.

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.

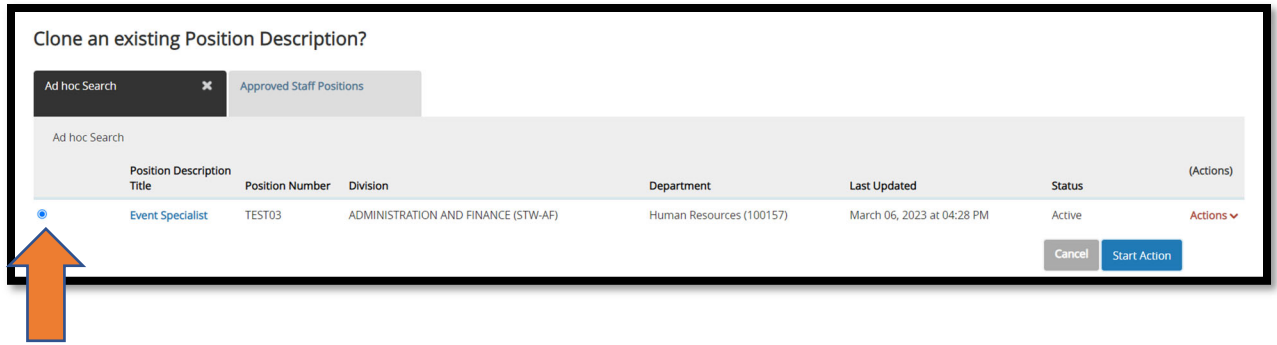


3. Navigate to the middle ribbon on your screen > click the **Position Description** tab and select **Staff** or **Faculty** as necessary.

*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.



- 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

- 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.

Position Title	<input type="text" value="Program Specialist"/>
Position Classification	<input type="text" value="Please select"/>
* Position Type	<input type="text" value="Staff"/> <ul style="list-style-type: none"> Please select No Response Staff Student Temporary/Periodic Faculty Adjunct/Temporary Faculty
Exempt/Non-Exempt	
Payroll Type:	
Hiring Range	<input type="text" value="Adjunct/Temporary Faculty"/>
Appointment Length (months/years)	<input type="text" value="Regular Continuous/Until Further Notice"/>

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.

	<div style="border: 1px solid gray; padding: 5px;"> <div style="border-bottom: 1px solid gray; margin-bottom: 5px;"> B I U Link Text Quote Code Bulleted Numbered Indent Outdent Undo Redo </div> <div> <p>Provide account number(s), orgn code(s), and percentages for funding setup</p> <p>* <input type="text" value="50%: 176070
25%: 100221
25%: 602200"/></p> <p style="color: red;">This field is required.</p> </div> </div>
--	---

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

* Supervisor/Manager Name & Title	<input type="text" value="Eddie Sutton; Program Director"/>
* Supervisor/Manager Position Number	<input type="text" value="AS00003"/>

10. Next modify the **job summary** text box as appropriate.


B I U Link Text Quote Code Bulleted List Numbered List Table Table Undo Redo

Responsible for providing quality customer service, information, and assistance to individuals via mail, email, phone, fax, and in person behalf of the ABLE Tech Short-Term Loan program.
 Assist with program marketing efforts.
 Assist with inventory maintenance.
 Communicate/Coordinate program needs within budgetary guidelines.
 Analyze program applicants' needs and current inventory to identify appropriate AT being requested.
 Assist with data entry and implementing strategies to ensure program goals are being met.
 Assist with purchasing needed inventory for AT Program, using a Pcard and OK Corral.
 Assist with Training, Public Awareness, and/or other organizing events to promote program support through community and campus events.
 Ability to lift or maneuver 30 pounds.
 Maintaining 10 hours of continuing education units per year.
 All other duties as assigned.

* Job Summary

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.

REQUIRED:

* Required Degree:


Required Field of Study:

B I U Link Text Quote Code Bulleted List Numbered List Table Table Undo Redo

* Required Experience (Number of Years & Type):

Preferred Qualifications

Preferred Degree:

Preferred Field of Study:

B I U Link Text Quote Code Bulleted List Numbered List Table Table Undo Redo

Preferred Experience (Number of Years & Type):

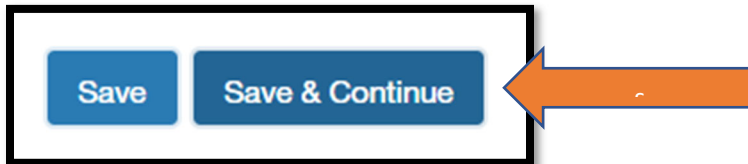
12. The justification section is strongly recommended for department utilization as this aids Human Resources in their evaluation of the modification. **Please see Addendum A for examples of what information should be included in this field.** You will also make note of the background check criteria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

Department Use

Justification

Modifying Job summary and preferred qualifications because it has been over 3 years since the job was reviewed and we need this for recruitment purposes.

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.

Percent of total time: 80

Description of job responsibility:

This position will assist the Demo/Loan Coordinator. Responsible for quality customer service via mail, email, phone, and in person. Maintain and correspond with consumers, family members, health professionals, community organizations, and others who request information about ABLE Tech Demonstration and Short-Term Loan programs. Assists with managing assistive technology (AT) inventory, including promotional items, and ordering supplies including cleaning materials. Assist with the maintenance of AT database inventory. Assist in the research, quoting, and purchasing of AT inventory for ABLE Tech and its MOA partners using a Pcard, prepare and submit OK Corral carts.

Assist in fulfilling loan requests as submitted by fax, mail, and online database. Ensure policy and procedures are being followed to include ? receive loan requests, prep, fulfill, track, receive back into inventory, clean/sanitize, and re-shelving. Assist in maintaining appropriate supplies for shipping and receiving AT for short-term loans. Assist in tracking all activity appropriately in AT database, including loan due dates, reminders, and reporting of late loan returns with Demo/Loan Coordinator. Assist with AT consultations and demonstrations with individuals, family members, professionals, educators, etc. requesting those services. Assist with Training and Public Awareness and/or other organizing events to promote program support through community and campus events.

Remove Entry?

Percent of total time: 10

Description of job responsibility:

OSU Collaborations: Assist in the development and maintenance of OSU collaborations, including (but not limited to) Egaming/Esports arena, Department of Wellness Intramural Sports, University Counseling Services Reboot Center, OSU Library, as already established, and expand as opportunities are created. Assist in regular partnership communications and memorandum of agreement (MOA) obligations from year to year including annual inventory checks.

This field is required.

Remove Entry?

Percent of total time: 10

Description of job responsibility:

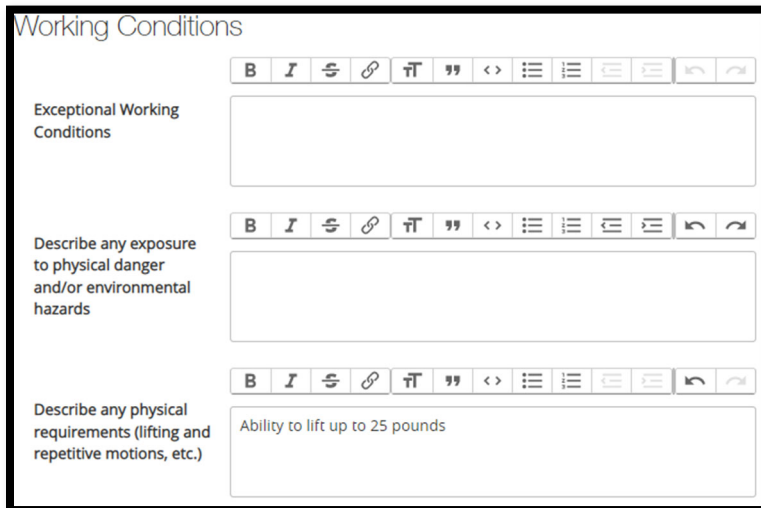
Provide input and support to program strategic plans and goals (Ex. Seeking new initiatives with OSU, employment areas, and community living areas. Enter data for the preparation of numerous reports associated with each program. Engage in ongoing personal education to keep abreast of new developments in Smart Home technologies, AT on campus, Shift Training, and policy and procedures related to AT devices, funding, and access including participating in national calls and webinars. Maintaining 10 hours of continuing education units per year. Assist with promoting the program and partner relationships via in person and electronic means ? i.e. social media. All other duties as assigned.

Remove Entry?

Add Major Responsibilities Entry

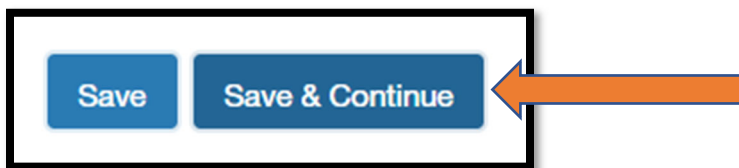
Working Conditions

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.



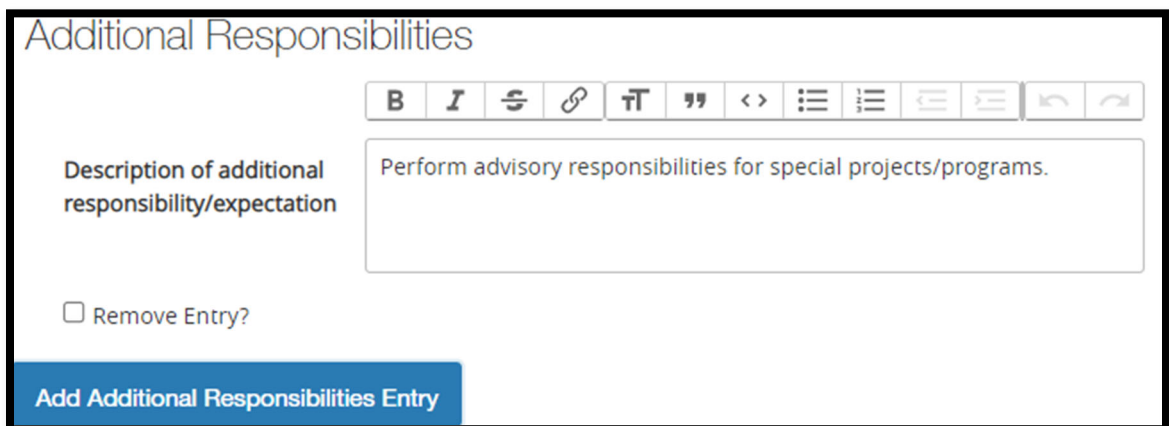
The screenshot shows a form titled "Working Conditions" with three text input areas, each with a rich text editor toolbar above it. The first area is labeled "Exceptional Working Conditions" and is empty. The second area is labeled "Describe any exposure to physical danger and/or environmental hazards" and is empty. The third area is labeled "Describe any physical requirements (lifting and repetitive motions, etc.)" and contains the text "Ability to lift up to 25 pounds".

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



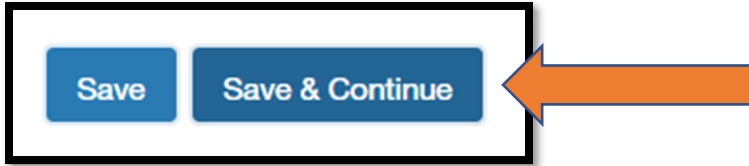
Additional Responsibilities

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.



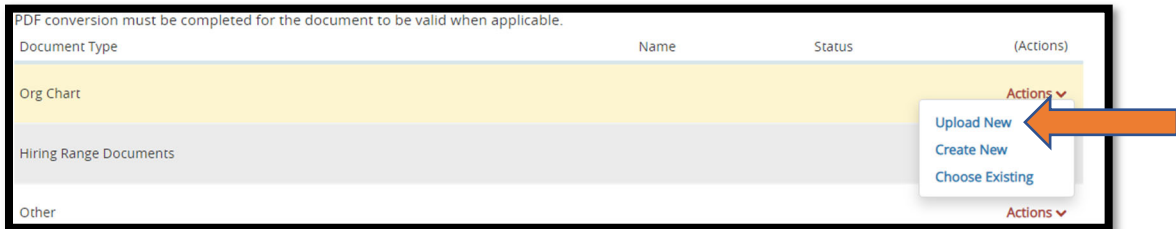
The screenshot shows a form titled "Additional Responsibilities" with a text input area and a button. The text input area is labeled "Description of additional responsibility/expectation" and contains the text "Perform advisory responsibilities for special projects/programs." Below the input area is a checkbox labeled "Remove Entry?". At the bottom of the form is a blue button labeled "Add Additional Responsibilities Entry".

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**.

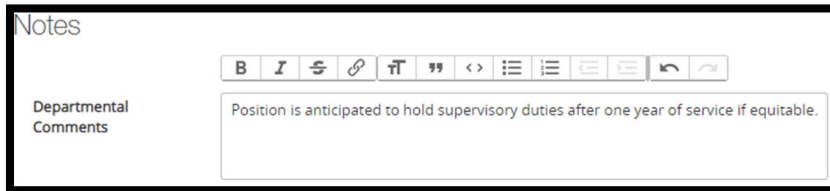
A screenshot of a form titled "Upload an Org Chart". The form contains the following fields and buttons:

- A heading: "Upload an Org Chart"
- Instructions: "To upload your document, provide a name and description submit your document, click the Submit button."
- A "Name" field with the value "Org Chart 02-28-23 13:4".
- A "Description" field with the value "org chart".
- A "File to upload" field with a "Choose File" button. An orange arrow points to this button.
- A "Write Org Chart" link.
- A "Submit" button. An orange arrow points to this button.

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.



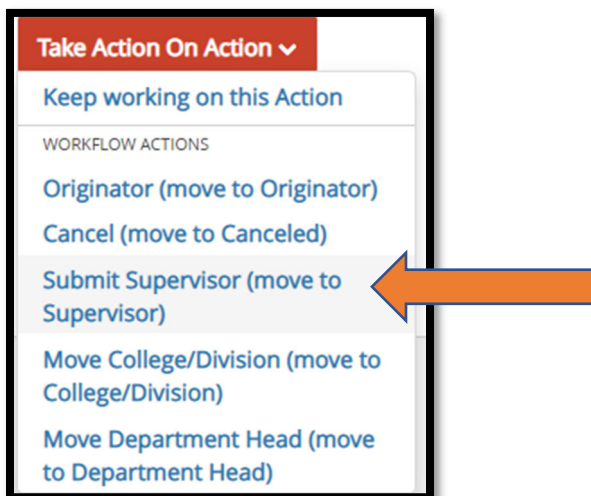
The screenshot shows a 'Notes' interface. At the top left is the word 'Notes'. Below it is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Text Color, Paragraph, Quote, Undo, and Redo. Below the toolbar is a text area labeled 'Departmental Comments' containing the text: 'Position is anticipated to hold supervisory duties after one year of service if equitable.'

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.

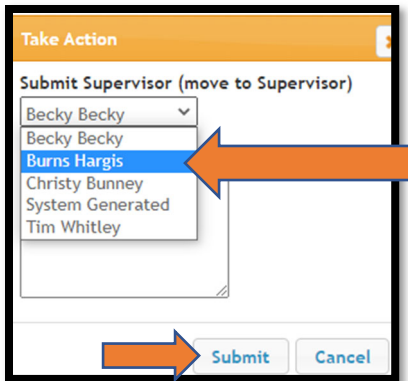


23. Once you are satisfied with the position description, you are ready to move the action forward in the approval workflow. *For a resource of the PeopleAdmin user workflow, please see **Addendum A**.* To execute routing to the next user level, hover over **Take Action on Action** button in the top right of your screen, shown below.

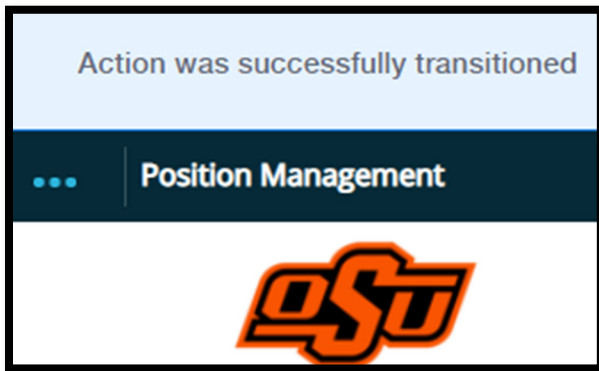


24. Click on the user level needed to approve this action and a screen similar to the one below will populate.*Please note: Users will need to be aware of the required approval workflow for their respective college/division. If you have questions on routing, please ask your administrative officer or 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 that **Actions** tab and all position descriptions needing your review and approval will be listed as shown below.

Welcome to your OSU Position Management System

Inbox Users Actions 1

SEARCH Filters

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Academic Advisor I Honors College	Create Position Description Staff	Supervisor	0

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.

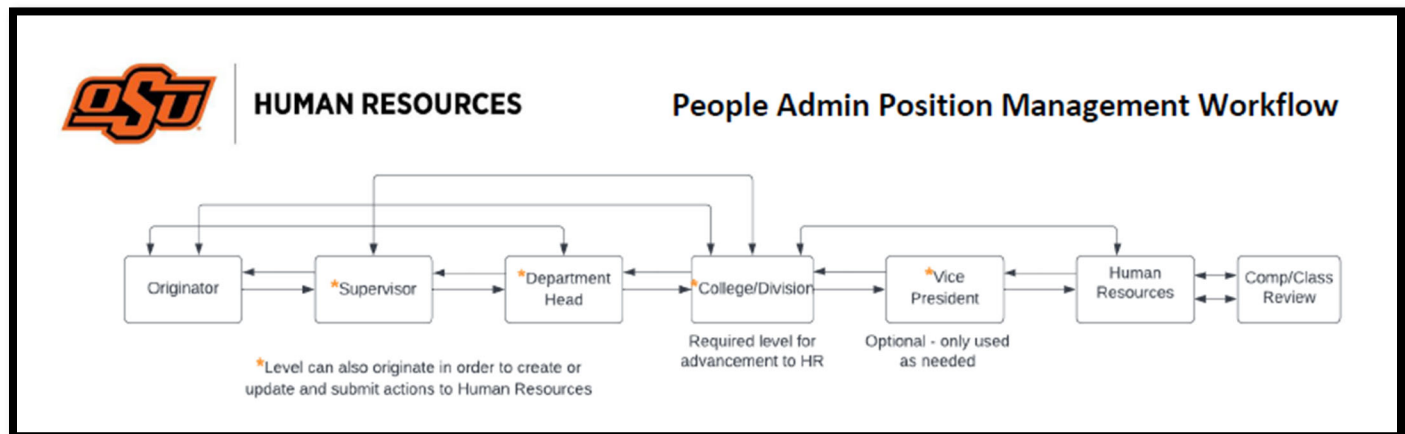


29. Once you are ready to move this action forward onto the next user in the workflow (see **Addendum A**), follow steps 22 through 25 outlined above.

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](#).