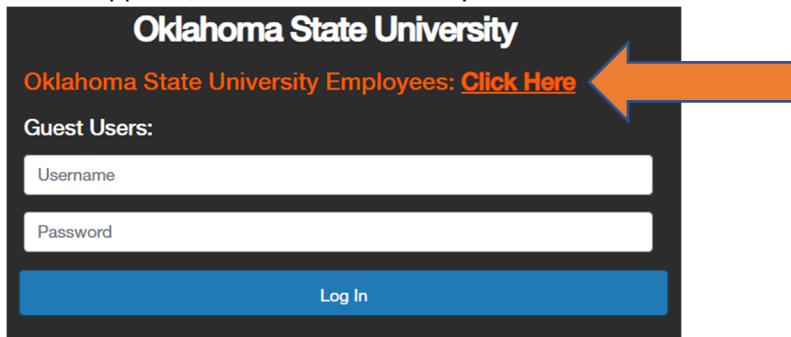


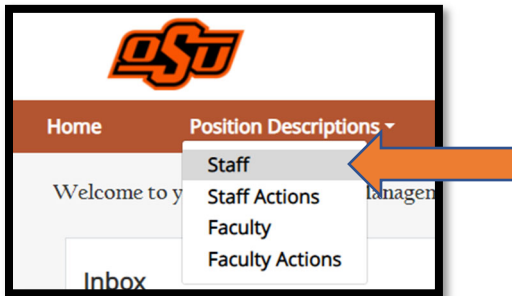
## Reclassifying a Position Description

**Reclassification is a significant modification to an existing position that requires a review of position duties, qualifications, and position restructuring within the department. Reclassifications may result in a change in position classification, title, and/or pay.**

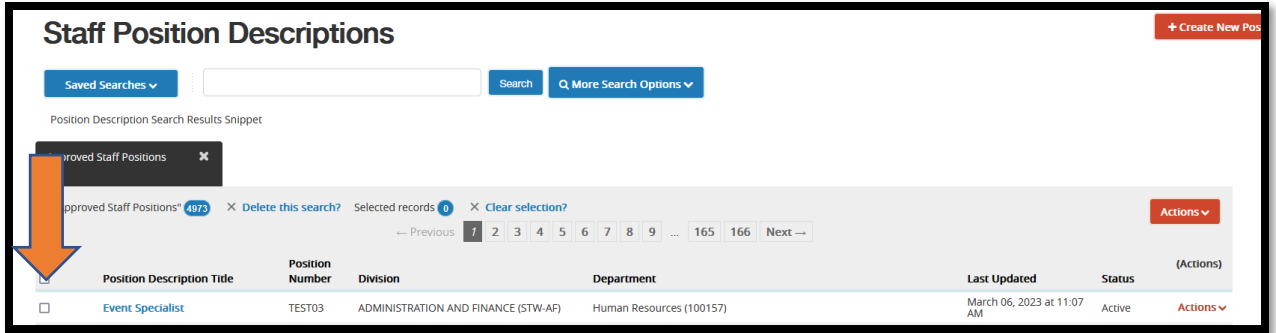
1. Begin by logging into the PeopleAdmin system by clicking [here](#). Utilize your O-Key username (email) and password. Duo Authentication may also be required.
2. You may see the screen below upon initial entry into the system or when the system times out. If this screen appears, select **Click Here** and you will enter back into the system.



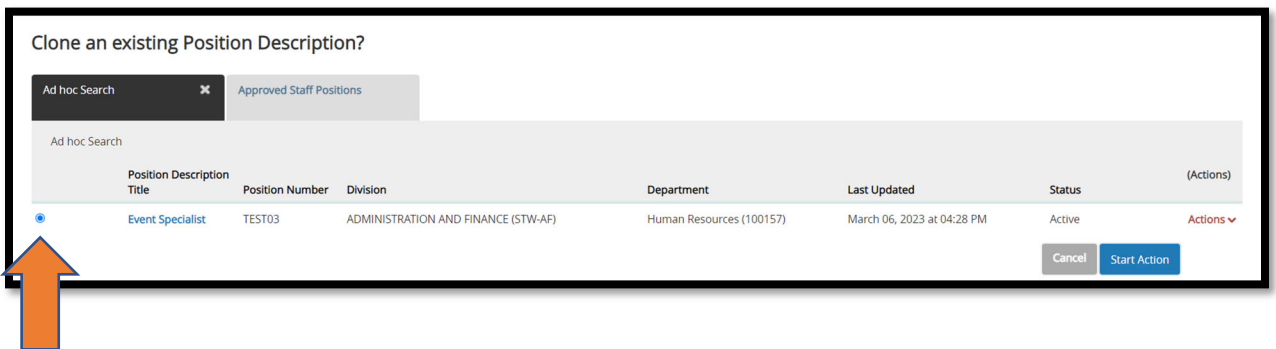
3. Navigate to the middle ribbon on your screen > click the **Position Description** tab and select **Staff** or **Faculty** as necessary.  
\*Note: Faculty position descriptions are not required within PeopleAdmin but are strongly encouraged for requisition purposes streamlined to Cornerstone. This 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 **Reclassify Position Description** found in the upper right corner of the screen.





## Position Information

7. The top of the following screen will reflect **Employee Details** as shown below. If applicable, enter in the current incumbent's name to maintain an accurate history for this position number.

The screenshot shows the 'Employee Details' form. It contains three input fields: 'Employee First Name' with the value 'Jonathan', 'Employee Last Name' with the value 'Doe', and 'Employee Preferred Name' with the value 'Jon'. An orange arrow points to the 'Employee Preferred Name' field.

8. All required fields are noted with a red asterisk {\*} and be filled in by the department. All other areas that have significant revisions such as the FTE, supervisory/manager, job summary, etc. should be revised within the position information section outlined below.

**Position Information (Default Section)**

<b>Position Number</b>	TEST03
<b>Action Number</b>	
<b>Position Title</b>	Event Coordinator 
<b>HRIS Abbreviated Title</b>	
<b>Position Classification</b>	0332
* <b>Position Type</b>	Staff
<b>Exempt/Non-Exempt</b>	Exempt
<b>Payroll Type:</b>	Monthly
<b>Hiring Range</b>	\$14.00 to \$21.00/hour
* <b>FTE</b>	1.0  <small>This field is required.</small>
<b>Appointment Length (months/years)</b>	Regular Continuous/Until Further Notice
* <b>Provide account number(s), orgn code(s), and percentages for funding setup</b>	<p>B I U Link T " &lt;&gt; ☰ ☷ ☰ ☷</p> 100%: 100050
<b>Eligibility for Benefits</b>	Full Benefits
<b>Division</b>	ADMINISTRATION AND FINANCE

**Organization (Department)** Human Resources

\* **Campus:** Stillwater

\* **Department Address**  
 100 Pistol Pete Center  
*Please enter physical mail stop address*

\* **Supervisor/Manager Name & Title** Eddie Sutton; Program Director

Please list job titles and number of employees supervised

\* **Supervisor/Manager Position Number** AS00003

\* **Job Summary**  
 The Events Coordinator will provide leadership and professional expertise in the planning and implementation of recruitment, admission and other ad hoc events and functions; will work with the admissions office staff and other members of the campus community to plan high quality events and functions; will help to identify and facilitate discussion and decisions about issues affecting events; and will ensure that high standards, EM division, and university-wide priorities are reflected in the planning and presentation of events. Examples include Open House events, specific recruitment events, dinners; high profile relationship cultivation and events; VIP campus tours; on campus, off campus and out of state events.  
 This individual will oversee all aspects of the Campus Tour Program, including management of the tour guides/student workers. This individual will interact with and serve, diverse and distinguished guests, including students and their families, faculty, staff, visiting dignitaries, community members, etc. May have occasional overnight stays off campus to fulfill events.

- The next step will be to update the requirements for the role in alignment with how this position has evolved since its last review.

**REQUIRED:**

\* **Required Degree**

**Required Field of Study:**

**Required Experience (Number of Years & Type)**

**Required Certifications, Registrations, or Licenses:**

*Please list any certifications, registrations, or licenses required as a prerequisite of employment.*

**Required Skills, Proficiencies and Knowledge:**

*Please list the skills, proficiencies and knowledge needed to perform the essential duties of the position.*

10. **Justification** is strongly recommended for department utilization as this aids Human Resources in their evaluation of the position.

**Department Use**

**Justification**

11. 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

12. 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 entries as needed. The example below references what that should resemble.

### Major Responsibilities

Enter each major responsibility and percentage of time required for each responsibility. Overall, the total must equal 100%.

Percent of total time:

**Description of job responsibility:**

**Event Planning and Analysis:**  
 Plan collaboratively with principal officers, EM unit heads and others to create an annual calendar of special events that maximizes potential impact and benefits in critical areas of recruitment in order to meet event and enrollment goals and objectives. Provide leadership and direction in the planning and execution of events for prospective student cultivation and recognition, and ensure that OSU continues to be viewed as a worthy focus of recruitment and other forms of support. Collaborate with colleagues in the Office of Admissions.  
 Identify and participate in discussion and decision-making about strategies, opportunities, potential conflicts, and other issues related to the successful production of events.  
 Develop and/or maintain high professional standards and procedures for production of events in keeping with the image and reputation of Oklahoma State University.  
 Prepare pre- and post-event analysis, and assess opportunities and make recommendations for improving service to internal and external constituencies, and implement those improvements as appropriate.  
 Prepare year-end events report, providing analysis and recommendations for future actions and improvements.

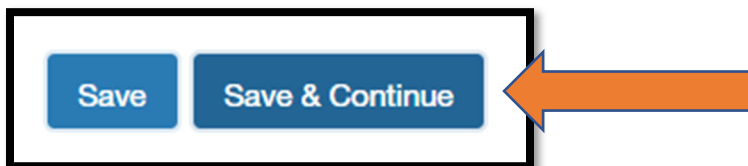
Remove Entry?

Percent of total time:

**Description of job responsibility:**

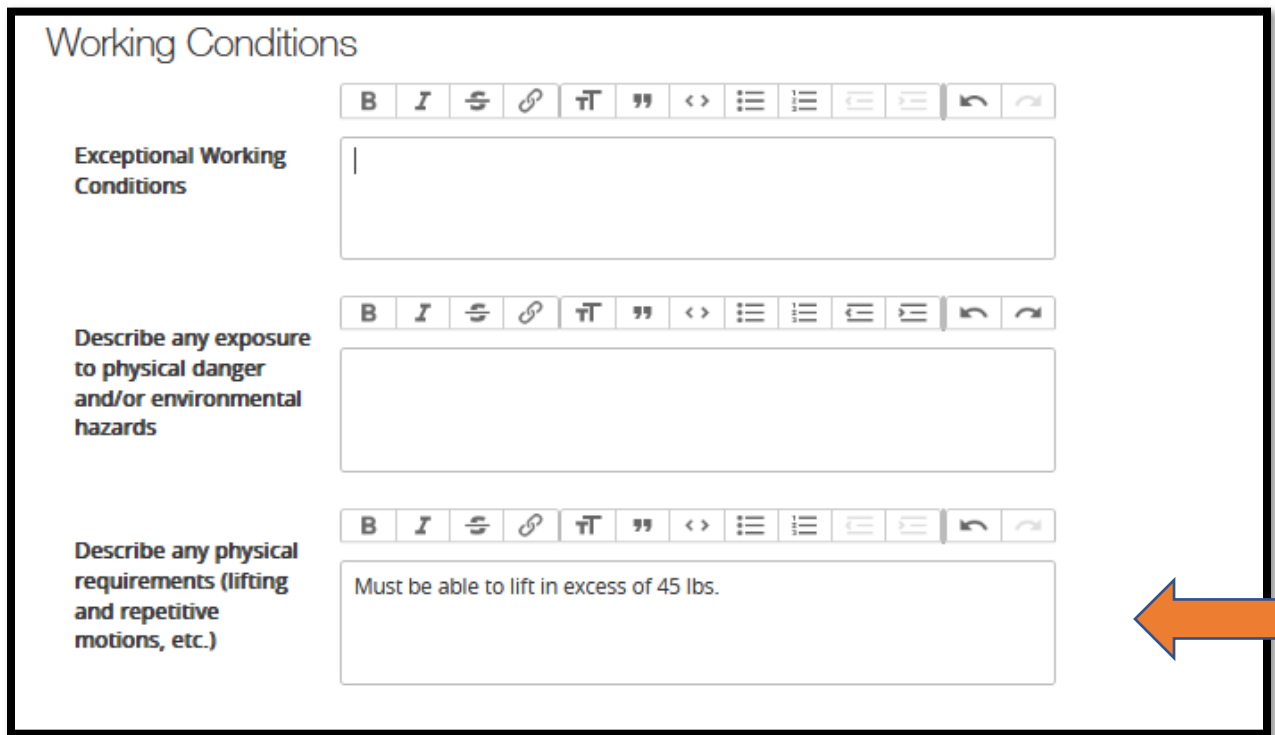
**Campus Tour Coordination:**  
 Oversee the processes to Recruit, select, train, develop, supervise and evaluate the tour guide staff for Undergraduate Admissions. Develop a comprehensive daily campus visitation program in conjunction with the Assistant Director of Recruitment and Outreach and others in the campus community.  
 Manage the daily tours, bus tours and OSU tour schedules.  
 Oversee additional tour guide responsibilities: data entry of inquiry requests into Recruitment Plus database. Assist with the professional development and training for outreach staff members.  
 30 Monitor progress and provide feedback and support with regard to internal outreach staff members. Create accountability measures for members of this team.  
 Assist with the coordination of university efforts in the recruitment of National Merit, National Achievement and National Hispanic and Ventures Scholars and other high profile students.  
 Develop, plan and implement on-campus programs and presentations for prospective undergraduate students and high talent recruitment.  
 Serve as a member of the Admissions Office management team to direct office activity in support of the vision and objectives of the office and the Division of Enrollment Management.

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



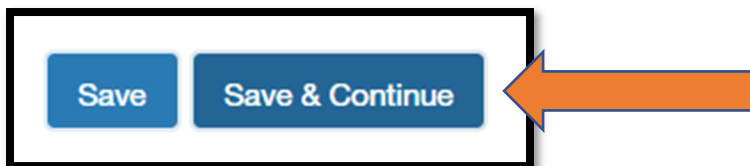
## Working Conditions

14. By clicking **Save & Continue**, you are then routing to the Working Conditions portion of the position description.



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 "Must be able to lift in excess of 45 lbs." An orange arrow points from the right side of the form towards the bottom right corner.

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



## Additional Responsibilities

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.

Additional Responsibilities

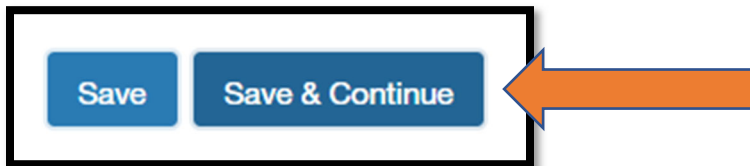
Description of additional responsibility/expectation

Perform advisory responsibilities for special projects/programs.

Remove Entry?

Add Additional Responsibilities Entry

16. When complete, click **Save & Continue** at the bottom right of your screen to move forward.



## Position Internal Documents

17. 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.

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

Document Type	Name	Status	(Actions)
Org Chart			Actions ▾ Upload New Create New Choose Existing
Hiring Range Documents			
Other			Actions ▾

18. 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**.



### Upload a Org Chart

To upload your document, provide a name and description submit your document, click the **Submit** button.

Name

Description

File to upload

[Write Org Chart](#)

## Notes and HR Comments

19. 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 10 above. This section should be utilized for any comments your Human Resources Consultant should be cognizant of when reviewing this position.

### Notes

**Departmental Comments**

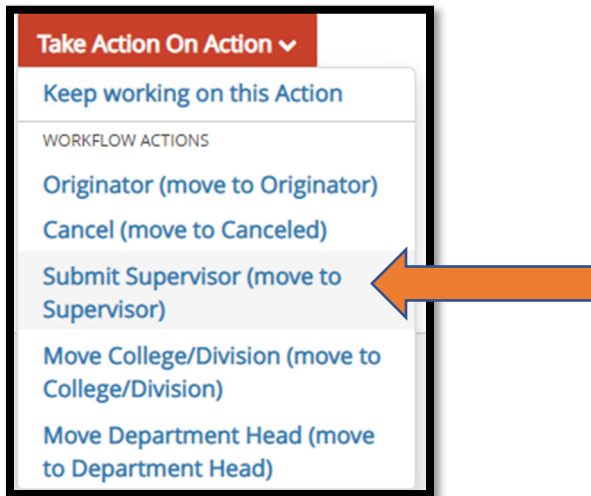
Reclassification is needed due to new duties performed in the position

## Action Summary

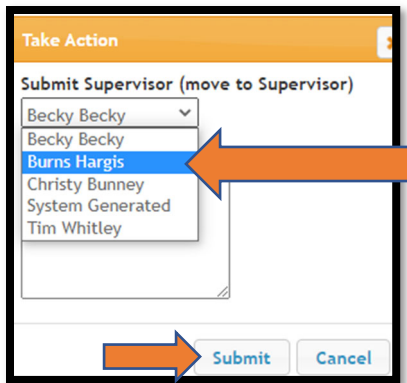
20. By clicking **Save & Continue**, you are routed to a final Action Summary page to review the position description you've established. Please scroll throughout the page shown and utilize the pencil tool shown below to make revisions as needed.



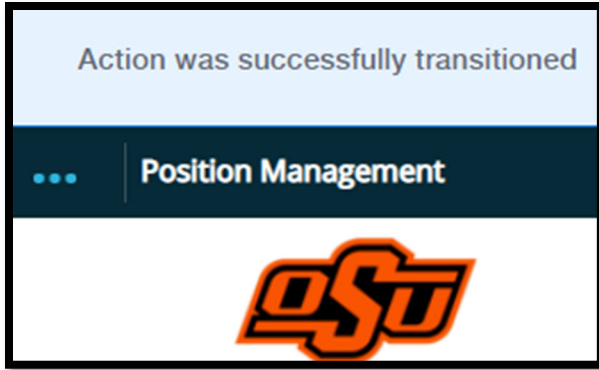
21. Once you are satisfied with the position description, you are ready to move the action forward in the approval workflow. *For a resource of the PeopleAdmin user workflow, please see **Addendum A**.* To execute routing to the next user level, click on the **Take Action on Action** button in the top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



22. 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.
23. The dropdown shown below will show the users within your org code carrying the user level you've selected in step 21. Click on the **name of the user** needing to review and approve your action and click **Submit**.



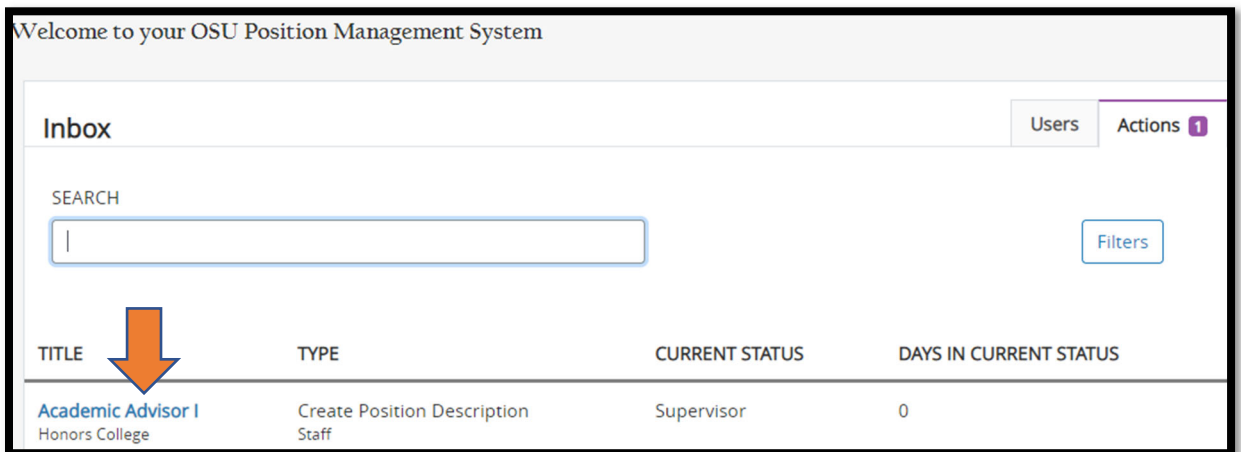
24. Once you click **Submit**, the system will verify you've successfully routed the action through for approval by showing an "Action was successfully transition" banner on your home screen like the one shown below.



## Users Needing to Approve

For users needing to approve actions created by steps 1 through 24 shown above, please follow the steps below.

25. 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.



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.

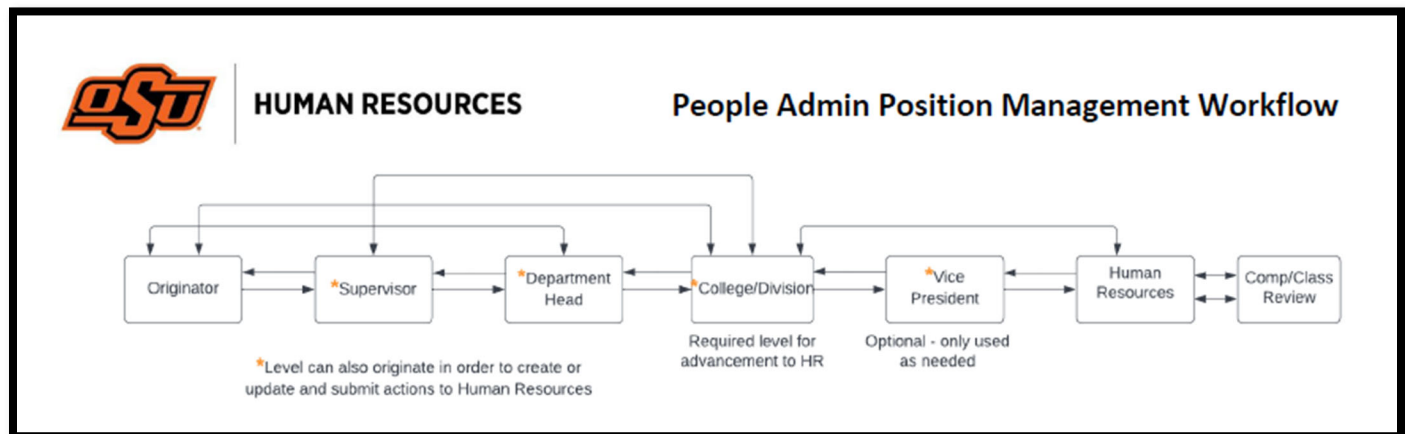


Once you are ready to move this action forward onto the next user in the workflow (see **Addendum A**), follow steps 21 through 24 outlined above.

## 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 college/division 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 is 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](#).