CREATE & MODIFY POSITION DESCRIPTIONS

Updated August 2020

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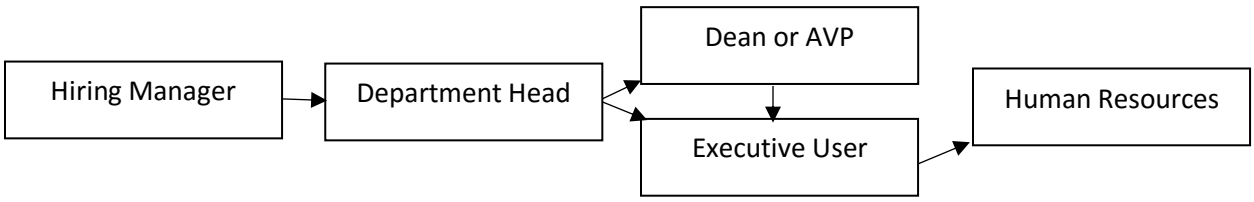
Position Management (Administrative & Classified Positions Only)

Approval Process for Position Descriptions

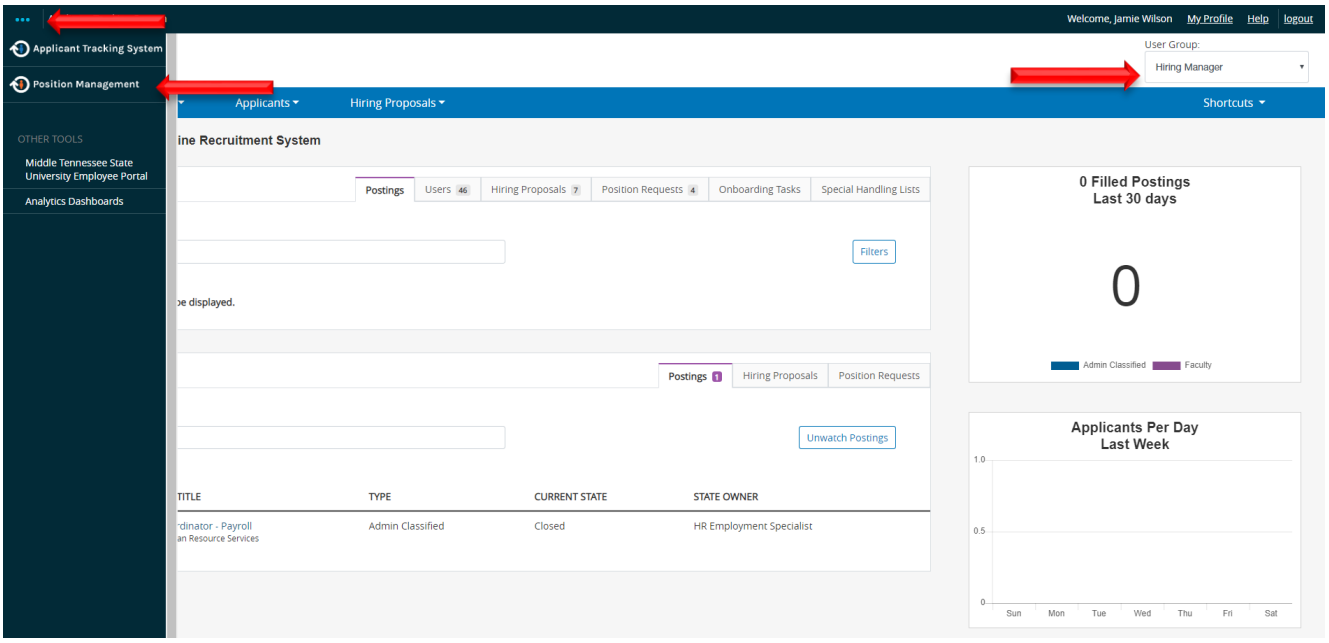
The Hiring Manager will create the position description and submit for approval to the Department Head. The Department Head reviews and forwards to one of the following based on chain of command within the organization: Dean, Associate/Assistant Vice President, Executive User (Provost, Vice President, President). Once approved by the Executive User it is sent to Human Resources for review and classification.



Login Information

Login to MTSU Jobs Online (PeopleAdmin) at https://mtsujobs.mtsu.edu/hr/shibboleth using your FSA credentials. Change the user group to **Hiring Manager**. Select the Position Description module by clicking on the three dots (**…**) in the top, left corner and clicking on **Position Management**.

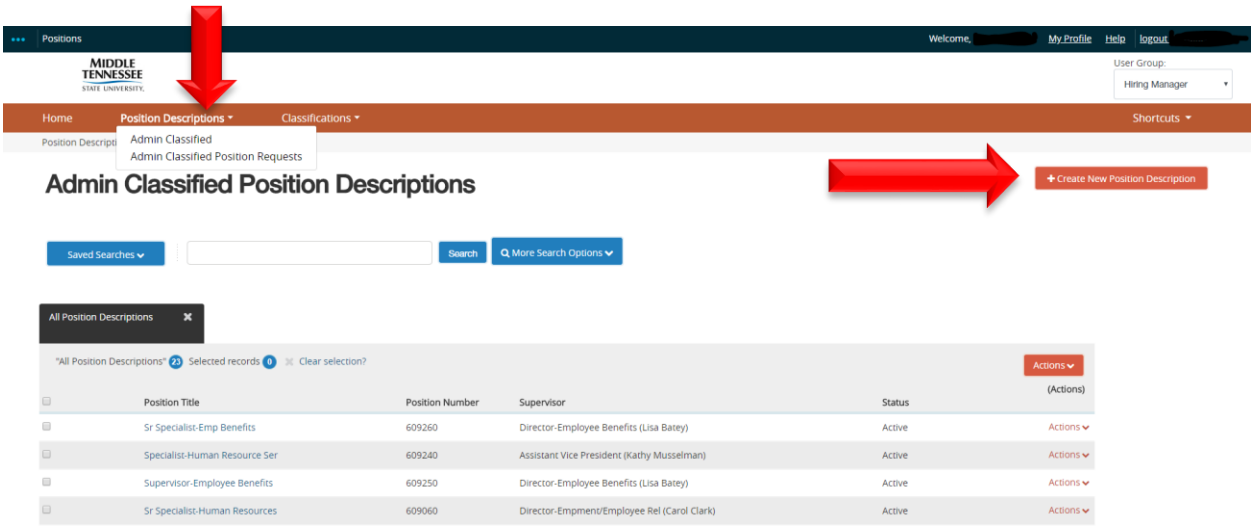
Note: the navigation bar will change from the color blue to orange.



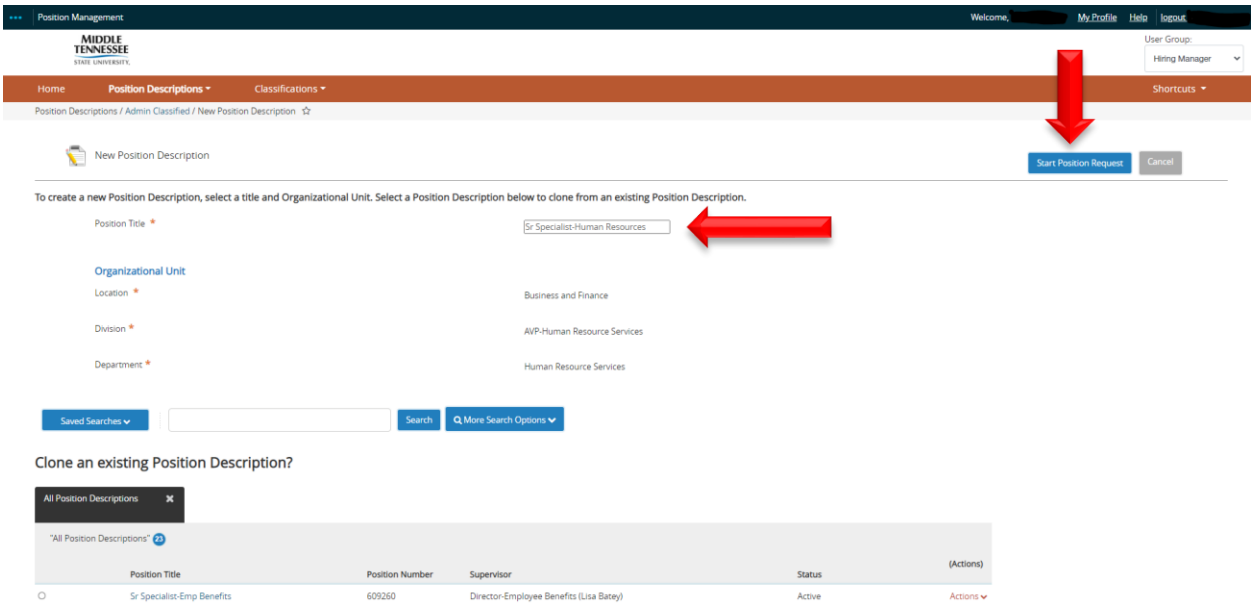
Create New Position Description

Click on the **Position Descriptions** tab from the top menu bar and select the **Admin Classified** option. This screen will display all positions that you have access to in the system. The **Admin Classified Position Requests** will list all items that are pending.

Click on the **Create New Position Description** button located in the top, right corner of the page to begin a ***NEW*** position description. *Go to page 10 for steps to update or reclassify an existing position.*

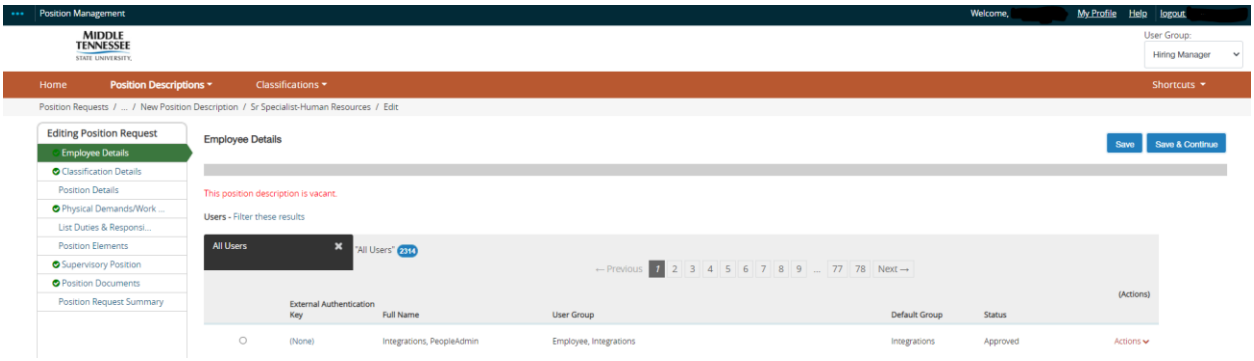


Enter the proposed title in the Position Title field. If you have access to multiple departments, you can select the Department for this position. Click the **Start Position Request** button in the top, right corner. **Note**: new positions can either be cloned (copied) from an existing position description or created from scratch. *Go to page 10 for steps to clone a position description.*



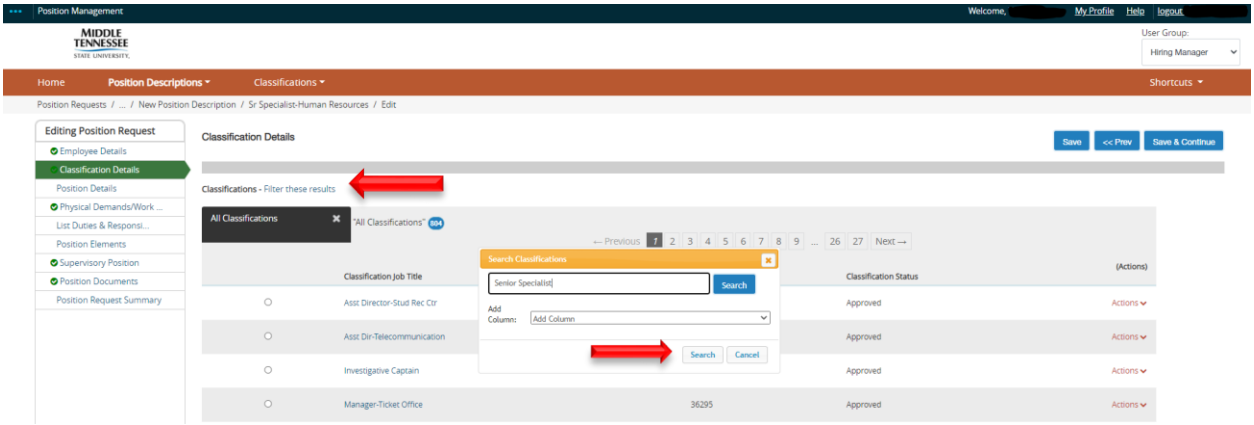
Employee Details

The first tab for the position description is the Employee Details tab. This information will be left blank until an employee is seated in the position. Click **Save & Continue**.



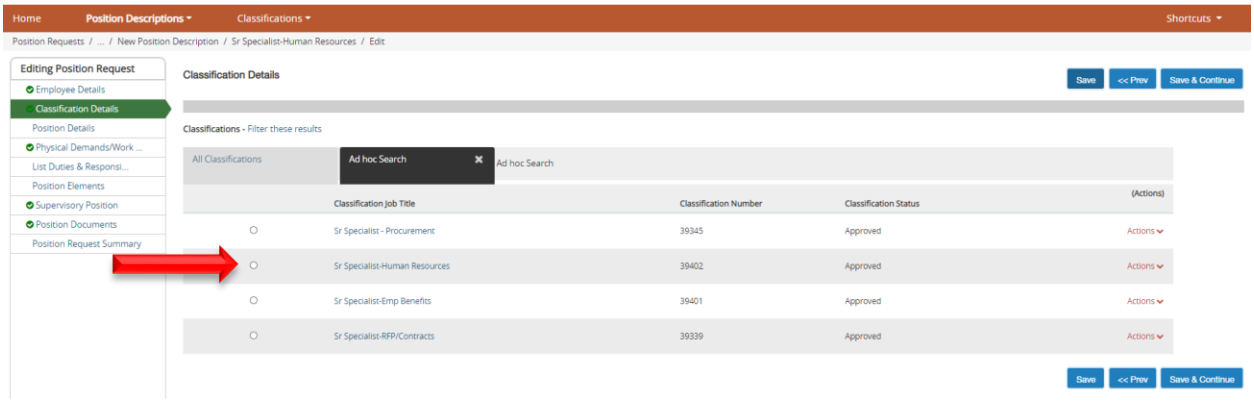
Classification Details

You may skip this step if you do not know the classification, or, you may propose and select a title by scrolling through the list of Classification Job Titles or creating a job filter search. To create a filtered search, click on **Filter these results** and a feature box will pop-up to enter criteria. Click **Search**.



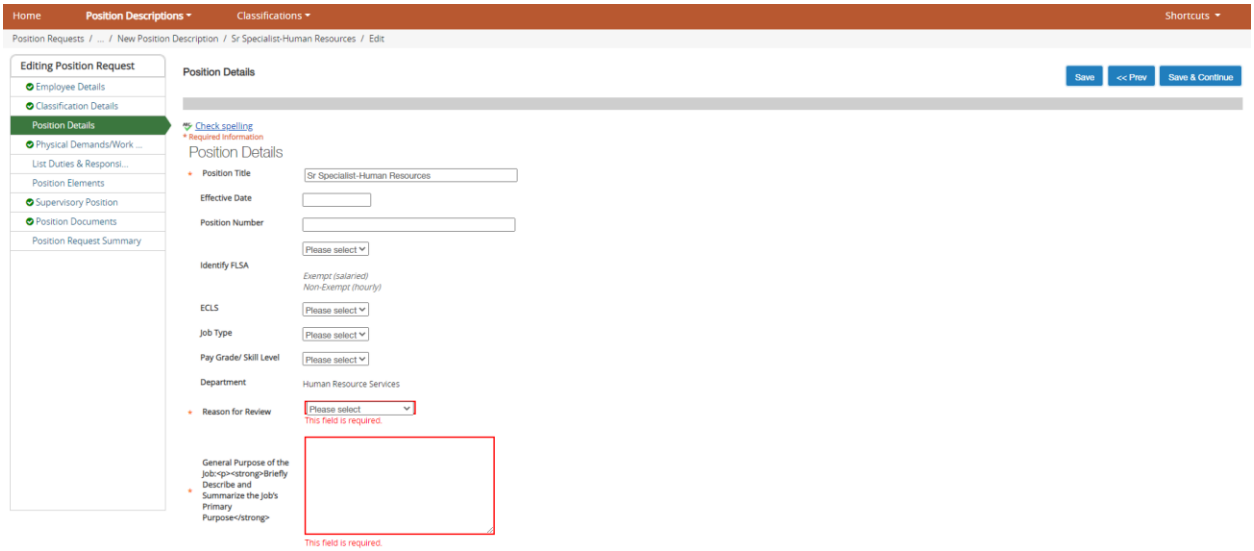
The Classification Job Title and Number will default to existing titles. Click the radio button next to the selected classification job title and select **Save & Continue** in the top, right corner of the screen to continue.

Note: The final determination of Classification Titles is based on a classification/compensation review by Human Resources.



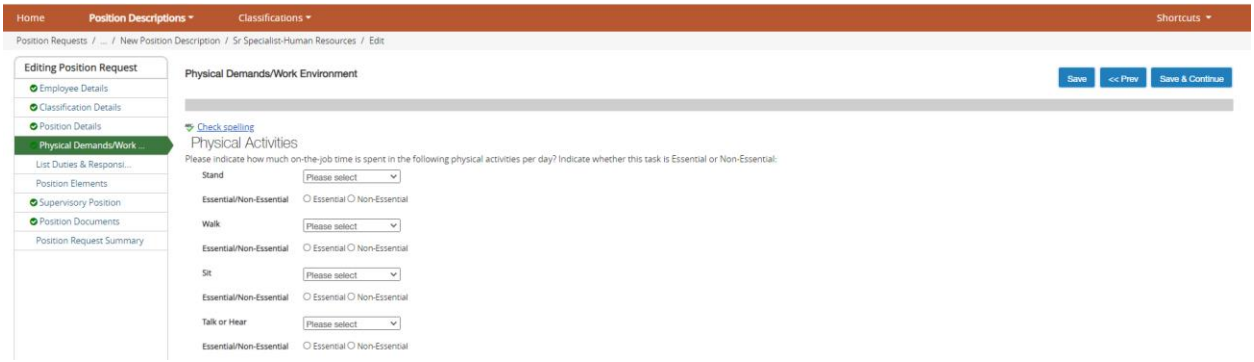
Position Details

The third tab requires the department to describe the General Purpose of the job as well as required knowledge, abilities and educational qualifications and experience. Enter the Position Number assigned by the Budget Office. Complete the fields and click **Save & Continue**.



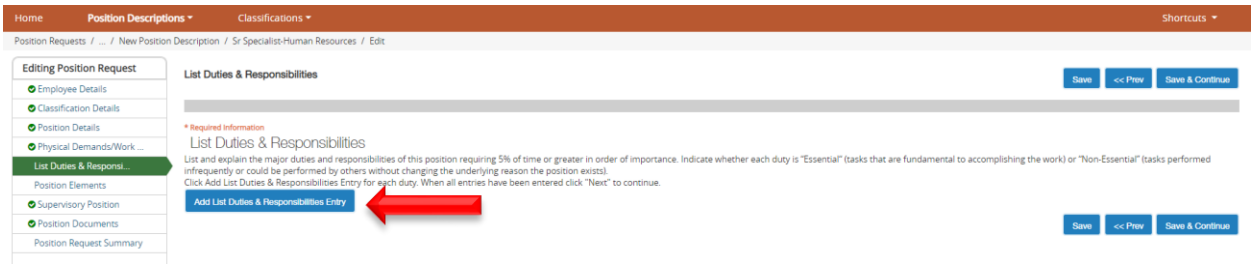
Physical Demands/Work Environment

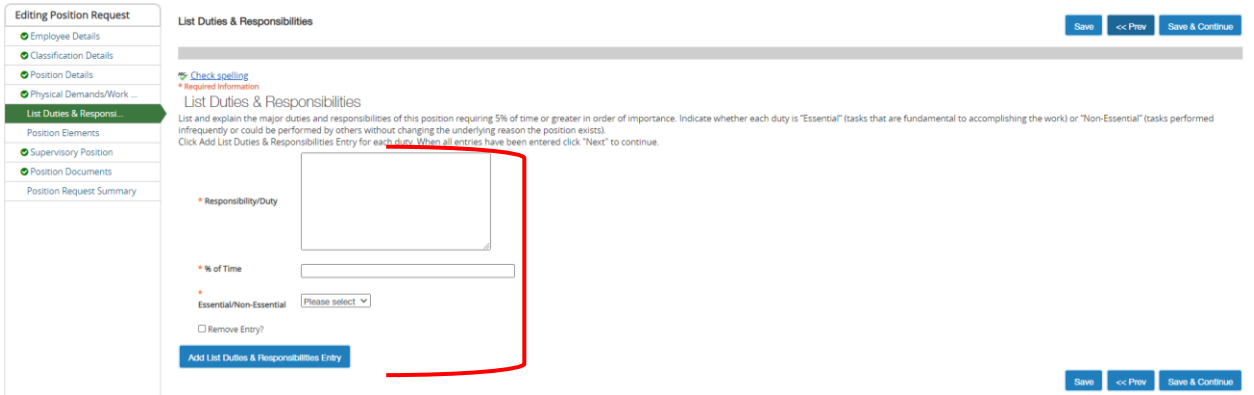
The fourth tab is used to select the physical demands and the work environment of the position. Please indicate for each physical activity or work environment whether it is an essential or non-essential task for the position. Essential is defined as tasks that are fundamental to accomplishing the work and Non-Essential is defined as tasks performed infrequently or could be performed by others without changing the underlying reason the position exists. Click **Save & Continue** to proceed.



List Duties & Responsibilities

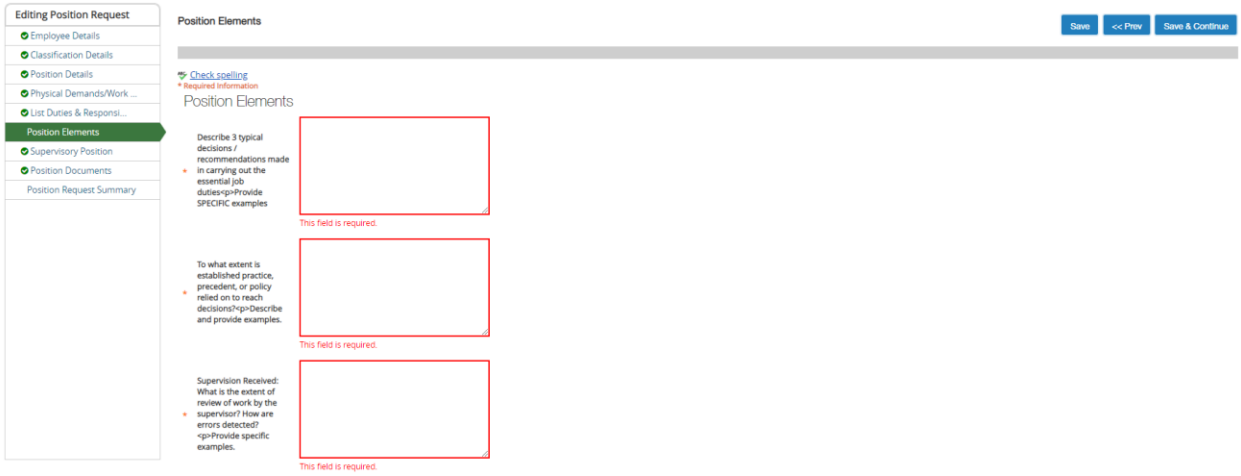
The fifth tab is considered a builder menu. For each duty requiring 5% of time or greater, click on the **Add List Duties & Responsibilities Entry** button and enter the information requested for each duty. Indicate the percentage of time, and whether each duty is essential or non-essential. Repeat for each entry. **Note**: The percentage of time on the duties and responsibilities should add up to 100%. The system does not calculate the percentages. Click **Save & Continue** when all entries have been entered.





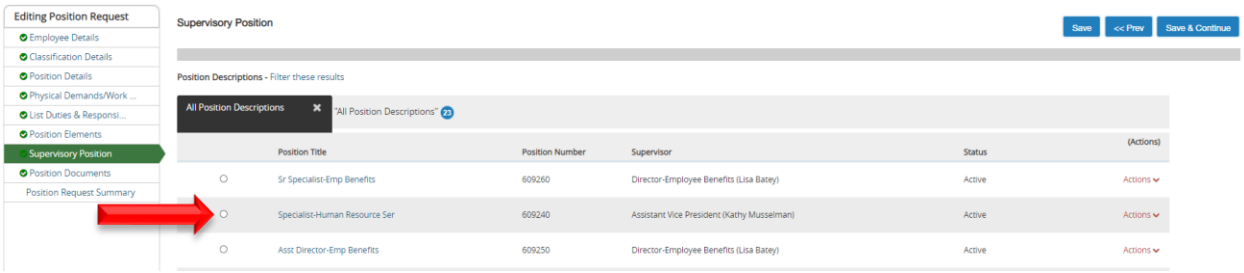
Position Elements

The sixth tab requires the department to enter information related to the types of decisions the position will be required to carry out, level of supervision, and contact with others. Complete all required fields and click **Save & Continue**.



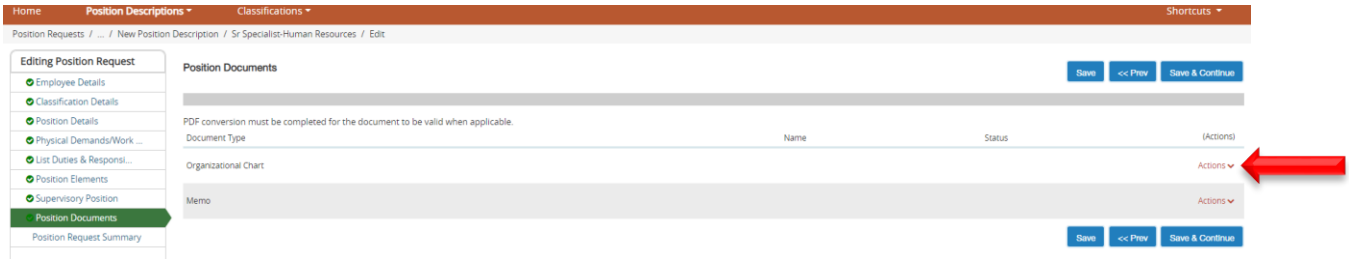
Supervisory Position

The seventh tab is used for determining who will complete the performance evaluation for the position. Click the radio button to select the position that will be supervising the position from the lists of positions. Click **Save & Continue** to go to the next page.



Position Documents

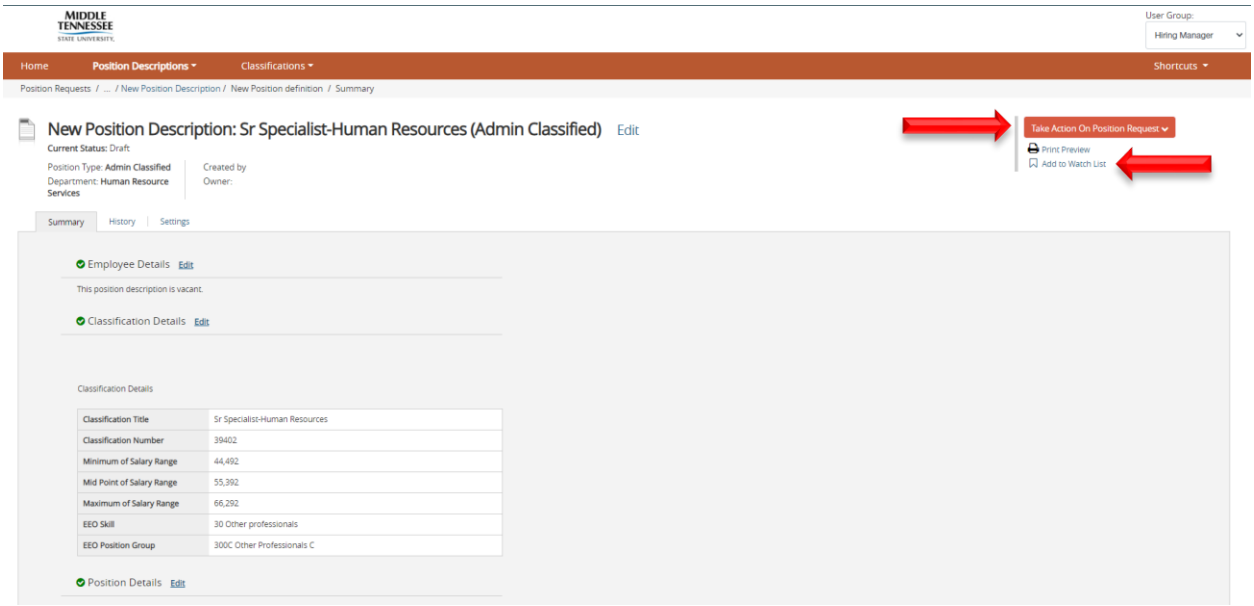
The eighth tab is used to upload the organizational chart for the reporting department. The memo document type is used in describing changes made when editing a position description. Hover over **Actions** to add the document. Click **Save & Continue**.



Position Request Summary

The final tab provides the opportunity to review the position request and make any changes before submitting for further approval. If you want to monitor the progress and easily access the position description later from the home screen, click the **Add to Watch List** link.

To initiate the approval queue, hover over the **Take Action on Position Request** button and choose from the list of available actions *(see Approval Process for Position Descriptions on page 3 for routing information)*.



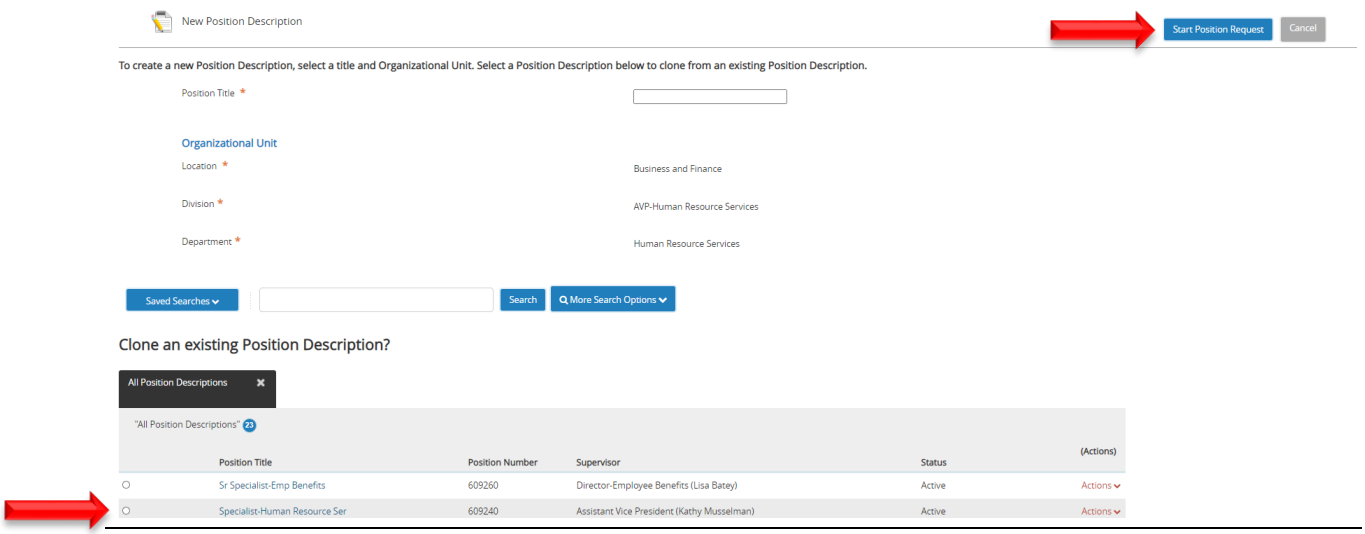
Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. **Please keep in mind these comments will become part of the position record and cannot be removed**. Click **Submit** to move the action to the next stage of processing.

Create New Position Description by Cloning (Copying) an Existing Position

As instructed on page 4, click on the **Position Descriptions** tab and select **Admin Classified**. You will be directed to the Admin Classified Position Descriptions page; click on the **Create New Position Description** button in the top, right corner of the page.

Identify the position to be cloned (copied) from the list of approved position descriptions at the bottom of the screen. Click on the position title to review the description for accuracy.

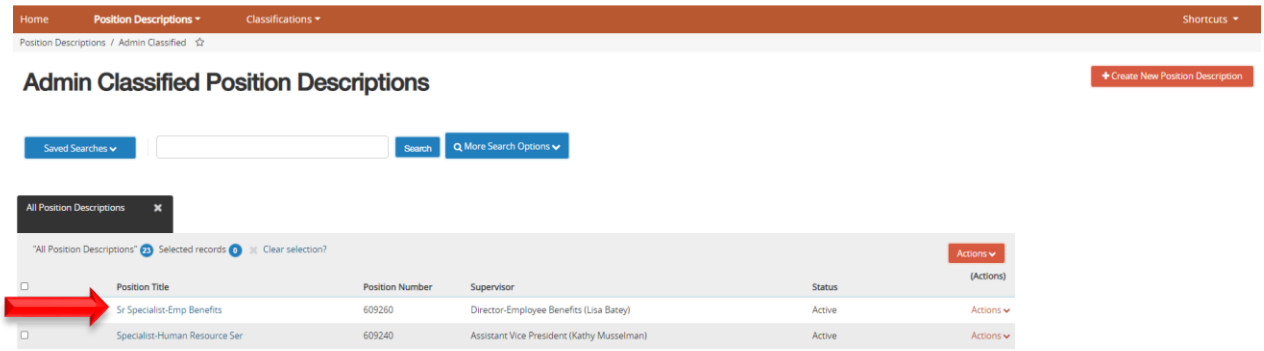
To clone the position, click on the radio button to the left of the position title and then click on the **Start Position Request** button in the top, right corner. Note: The fields on the new description will pre-populate with all the information from the existing position description (including the position number) and can be edited as needed. Refer to page 5 beginning with Employee Details for steps to continue completing the position description.



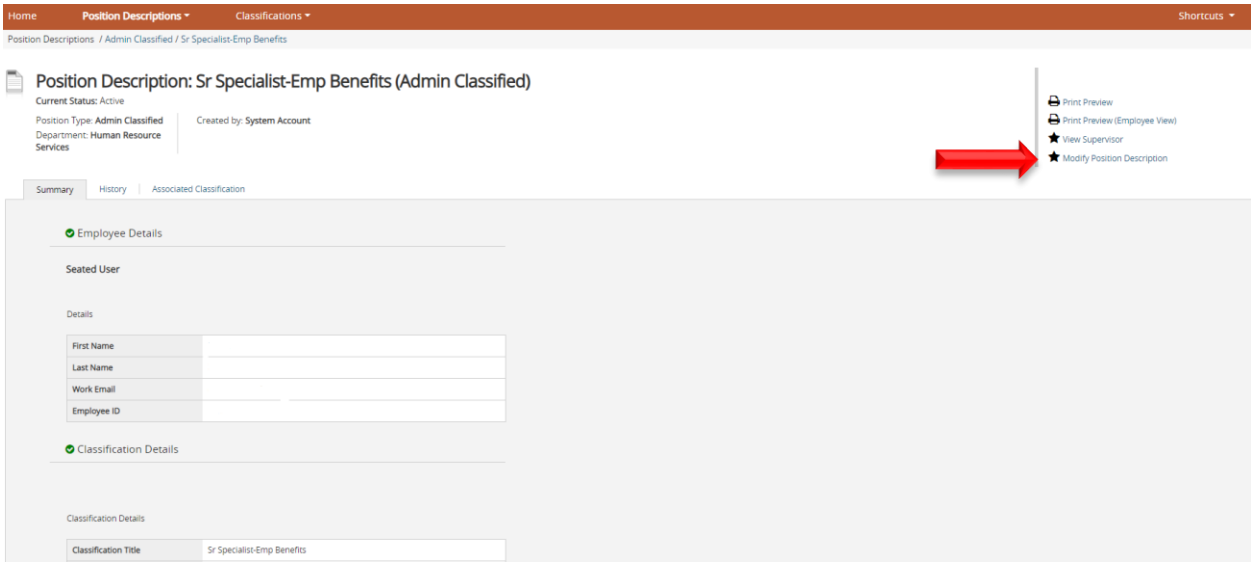
Update/Reclassify an Existing Position

As instructed on page 4, click on the **Position Descriptions** tab and select **Admin Classified**. You will be directed to the previously approved position listings on the Admin Classified Position Descriptions page.

To start the process, click on the position title of the position you want to modify.



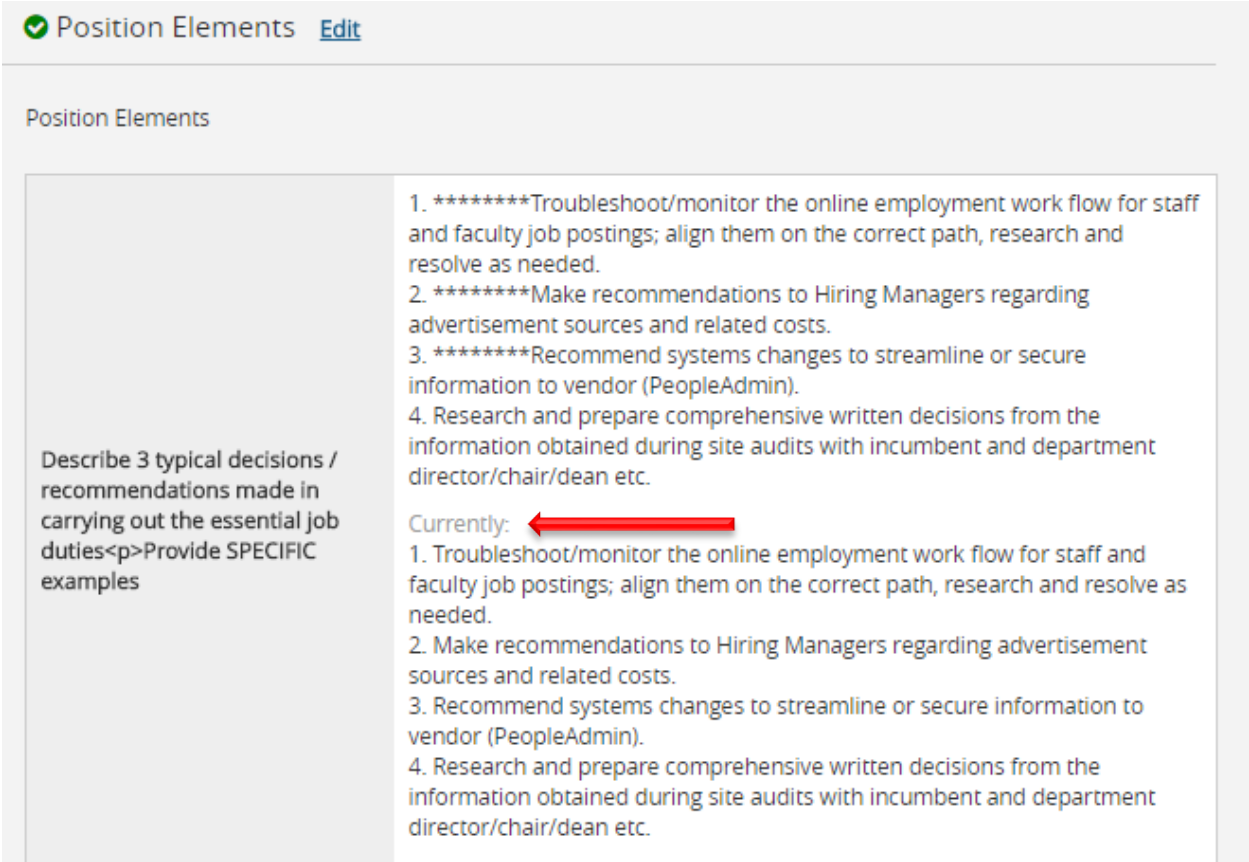
Click on the **Modify Position Description** link in the top, right corner of the page.



A confirmation screen will appear to notify you that once you start this type of action, the position description will be locked from other updates. Click **Start** to continue.

Proceed through each page of the job description and make changes as needed. Please refer to page 5 beginning with Employee Details for steps to continue completing/modifying the position description.

Once changes are made to the position description, the Position Request Summary will show the proposed changes above the current information. If additional modifications are needed, click on **Edit** to return to the description to make the changes. Once all edits are complete, submit the action to the next level for approval (see Position Request Summary on page 9).



Position Elements Edit

Position Elements

Describe 3 typical decisions / recommendations made in carrying out the essential job duties<p>Provide SPECIFIC examples	1. ********Troubleshoot/monitor the online employment work flow for staff and faculty job postings; align them on the correct path, research and resolve as needed. 2. ********Make recommendations to Hiring Managers regarding advertisement sources and related costs. 3. ********Recommend systems changes to streamline or secure information to vendor (PeopleAdmin). 4. Research and prepare comprehensive written decisions from the information obtained during site audits with incumbent and department director/chair/dean etc. Currently: 1. Troubleshoot/monitor the online employment work flow for staff and faculty job postings; align them on the correct path, research and resolve as needed. 2. Make recommendations to Hiring Managers regarding advertisement sources and related costs. 3. Recommend systems changes to streamline or secure information to vendor (PeopleAdmin). 4. Research and prepare comprehensive written decisions from the information obtained during site audits with incumbent and department director/chair/dean etc.