

## Position Descriptions

### Revision history

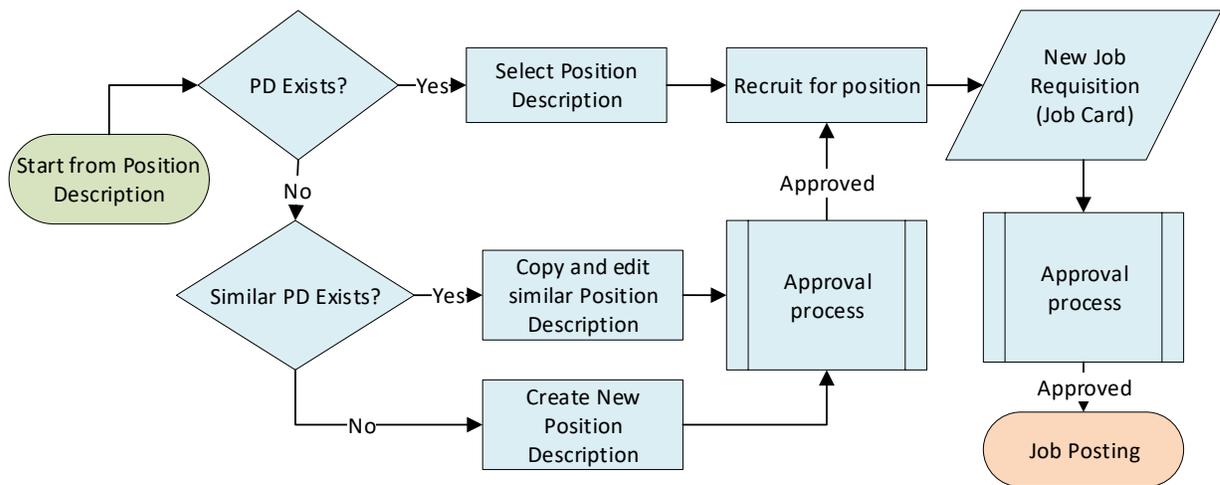
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2/15/2019	CHRS Recruiting Training Team	Initial publication
4/11/2019	CHRS Recruiting Training Team	Accessibility and UI Update
5/6/2019	CHRS Recruiting Training Team	Content update – PD templates and saving as draft
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### Introduction

This guide shows you how to work with position descriptions within the CHRS Recruiting system.

### Process diagram

The following diagram shows the processes that are described in this guide.



- The user can create a new position description or copy one from the PD library.
- The new position description is completed and sent through an approval process.
- After the position description is approved, a recruiter can initiate a recruitment for that position by creating a job requisition.
- The job requisition must also be approved before posting.

## What you will do

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- Copy a position description
- Create a new position description
- Complete a position description
- Submit a position description for approval
- Create a job from a position description

## Definitions

Term	Definition
<b>Approval</b>	Position descriptions and requisitions both have approval processes. These processes are specified by each campus. If you open a requisition from an approved position description, you must still go through the requisition approval process.
<b>Job code</b>	Job code is a four digit number assigned to a specific classification based on CSU Classification Standard. In CHRS Recruiting, it is also referred to as Employee Classification. The field displays the classification title, and the Job No box displays the actual four digit code.  Example: 1038
<b>MPP</b>	Management Personnel Plan. The CSU MPP is an integrated personnel system addressing the employment rights, benefits, and conditions of those CSU employees designated as "management" or "supervisory" under the Higher Education Employer-Employee Relations Act (HEERA).
<b>Position description</b>	A position description (also known as a job description) summarizes the specifications and duties of a position. It outlines the essential and marginal functions of a position, and describes the physical, mental and environmental demands of the position.  A common Position Description template is shared for the CSU system. You can create a requisition from an approved position description.  Campuses are responsible to maintain compliance with the CSU Position Description Policy when creating a position description in CHRS Recruiting.
<b>Position description templates</b>	Pre-filled position descriptions of commonly used classifications. These templates can be from different campuses and are visible system-wide. The two-letter campus code indicates the campus for which the template is designed. Position description templates speed up position description creation by pre-populating certain fields.  These PD templates have been approved by the Systemwide HR office and are in compliance with the CSU classification standards.  Position description template titles all end with <b>*TEMPLATE – DO NOT EDIT*</b> .
<b>Position number</b>	An eight-digit number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into PageUp. Positions Numbers start with a campus 2-letter code.  Example: FL-00027198.  (FL is the campus code for Fullerton)

## About position descriptions

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Position descriptions are used for all non-faculty positions and specifically define the responsibilities, duties, and requirements for a job. When a position description is used for hiring someone, that position description is maintained with that position and can be used for posting the search and setting evaluation criteria for screening.

## About position description templates

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The CHRS Recruiting team and participating campuses provided a library of position description templates for common positions. You can use these templates to quickly create new positions. However, these templates are for the whole CSU system, so be careful not to overwrite the originals.

## Copy a position description

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To copy a position description, begin by selecting a template to copy. A template title has the following suffix: \*TEMPLATE DO NOT EDIT\*. When you copy an existing position description, the position description fields are mostly completed. You can also create one from a blank form, but then you must complete all mandatory fields.

## When to copy a position description

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- You need to create a new position.
- The job is a non-faculty position.

## Prerequisites and assumptions

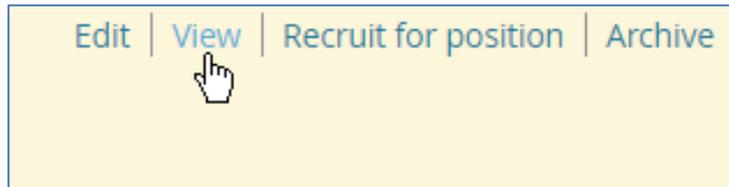
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- A suitable position description or template exists.
- You have permission to create position descriptions.

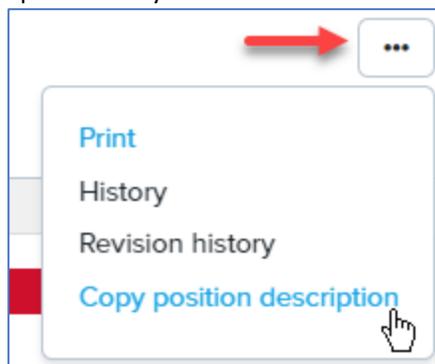
## How to copy a position description

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1. From the side menu, click **Manage Position Descriptions**.
2. Use the search fields to find the position description that you want to copy.
3. Click the **View** link for that position.



4. Click the **Ellipses button [...]** > **Copy position description**. A copy of the position description is opened that you can edit.



## Naming convention

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Position descriptions can be accessed across the CSU system, so naming conventions are needed to distinguish the position descriptions for each campus. The naming convention also helps you to find pre-filled position descriptions for copying.

Use the following naming convention for position descriptions:

**[campus code] – [job code] [position title]**

Example: FL-1038 Administrative Analyst

## What happens next

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You complete the position description form and submit it for approval.

## Guidelines

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- Remember to clear the position description search fields before you start a new search.
- You can use % as a wildcard in a search if needed.
- You can save a position description as a draft without completing all of the fields. Later, you can search for the position description and edit it before submission.
- You can search for position descriptions that have been saved as drafts by selecting **Draft** from the **Approval Status** menu.

When working with position description templates:

- Do **not** edit the position description templates.
  - These position descriptions are templates for everyone to use as a starting point.
  - Always copy the position description before you begin working on it.
- Do not make edits to the 'classification standard language', but make needed edits to campus-specific fields.

## Related documents

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[Position Descriptions](#)

## Create a new position description

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If a similar position description does not exist, you can create one without copying one.

## When to create a new position description

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- You need to create a new position.
- The job is a non-faculty position.

## Prerequisites and assumptions

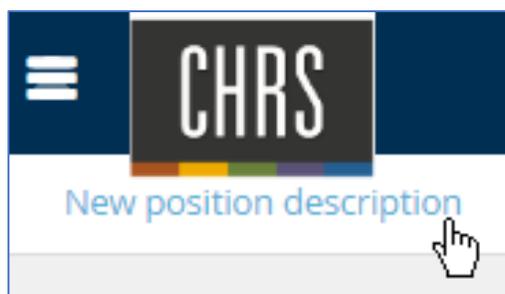
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- A suitable position description does not exist in your campus library.
- You have permission to create permission descriptions.

## How to create a new position description

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1. From the side menu, click **Manage Position Descriptions**.
2. Click **New position description** from the top left corner. A new position description form opens.



## What happens next

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You complete the position description form and submit it for approval.

## Related documents

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[Position Descriptions](#)

## Complete a position description

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The position description form has many required fields. If you copied an existing position description, then most of the fields are already completed. You must review the information to ensure that it is correct.

All mandatory fields must be completed before the position description can be submitted for approval.

## When to complete a position description

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- After you copied an existing position description
- Before the position description is approved

## Prerequisites and assumptions

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- Pop-ups are enabled for CHRS Recruiting.
- You have all of the position information available.
- A position description form is open.

## How to complete a position description

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1. Complete the fields on the Position Description form by using the following screen captures and data tables.

Position description information section 1

POSITION INFORMATION

**\*Type of Action Requested:\*** 1

**\*Internal Team:\***

**\*Job Code/Employee Classification:\*** 2  🔍 ✎

Job No: 0373 ▼

**Classification Title:** 3

**MPP Job Code:** 4

#	Field	Information
1	<b>*Type of Action Requested:</b>	Select <b>New</b> recruitments only.
2	<b>Job Code/Employee Classification:*</b>	<p>Specify the job code. You can expand the blue box to view the information about this job code.</p> <p>Job code shows as Job No in the box below the employee classification.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin: 10px auto; width: 80%; background-color: #e0f0ff;"> <p>Admin Analyst/Spclst 12 Mo <span style="float: right;">🔍 ✎</span></p> <p>Job No: 1038 <span style="float: right;">^</span></p> <p>Job Family: ADMIN</p> <p>Union Code: R09</p> <p>CompFreq: M</p> <p>Job Function: STF</p> </div>
3	<b>Classification Title</b>	This field is a place holder for the classification title to be merged into the offer letter at the offer stage. The field above, though having the exact same information, is not a merge-enabled field. Campus user has to copy the above field's display and paste it into this field.
4	<b>MPP Job Code</b>	Enter the MPP Job Code. The MPP Job Code is a four-character code, comprised of three separate elements that together identify an individual job (job family, function, and category) that belongs to the Management Personnel Plan.

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Position description information section 2

Position Number:	1	<input type="text"/>	 
		No position selected.	
*CSU Working Title:*	2	<input type="text" value="Job ID Locksmith test"/>	
Salary Range/Grade:	3	<input type="text" value="4795-RANGE C-Grade-8"/>	 
		Minimum \$ 3,520.00 Maximum \$ 6,186.00	
*MPP Supervisor:*	4	<input type="text"/>	
Reports To:	5	<input type="text" value="Academic Advisor"/>	 
		Position no: SB-00006315 	

#	Field	Information
1	<b>Position Number:</b>	Each position number is pre-fixed with the 2 letter campus initial and the 8 digit PeopleSoft position ID. If this position does not yet exist in PeopleSoft HCM, leave it blank. You can expand the blue box to view information about this position.
2	<b>*CSU Working Title:*</b>	CSU working title can be different from the classification title, and will be used in Job Posting.
3	<b>Salary Range/Grade</b>	Normally, the value is pre-filled. To change it: <ol style="list-style-type: none"> <li>1. Open the Search window.</li> <li>2. Enter the <b>job code</b> in the <b>Name</b> field</li> <li>3. Select the applicable range.</li> </ol> See the <a href="#">Hints and tips</a> for more information.
4	<b>*MPP Supervisor:*</b>	Enter the name of the person to whom this position reports. This field is used as a merge field on communications.
5	<b>Reports to:</b>	Specify the position of the person that this person reports to.

Position description information section 3

*Campus:*	Select
*Division:*	No *Division found
*College/Program:*	No *College/Program found
*Department:*	No *Department found
*FLSA Status:*	Select
*Hiring Type:*	Select
Pay Plan:	Select
Cost Center ID:	

#	Field	Information
1	<p><b>*Campus*</b></p> <p><b>*Division:*</b></p> <p><b>*College/Program:</b></p> <p><b>*Department:</b></p>	<p>Department Hierarchy is determined by each campus.</p> <p>*Campus* drives the approval process options.</p> <p>These fields are hierarchical: The values available for each field are determined by the field value above it.</p> <p>*Department contains the name and the ID of the Department. If a position number is selected, then these fields will pre-populate. You can change this value. If you change this value, ensure that the value is also updated in PeopleSoft.</p>
2	<b>FLSA Status:*</b>	Select: Exempt, Non-exempt, or Other.
3	<b>*Hiring Type:*</b>	Select: At will, Probationary, Temporary, Tenured.
4	<b>Pay Plan:</b>	Select the applicable Pay Plan. Example: 10/10 months.
5	<b>Cost Center ID</b>	This field identifies the funding source, for example: General Fund or Grant. Usually, this field is pre-populated. If you change this value, ensure that the value is also updated in PeopleSoft.

Position details section 1

*Job Summary/Basic Function:*	1	
*Minimum Qualifications:*	2	
Required Qualifications:	3	
Preferred Qualifications:	4	
Special Conditions:	5	
License / Certification:	6	

#	Field	Information
1	<b>*Job Summary/Basic Function:*</b>	These fields are used in the job posting. This field must be filled in order for the position description to be approved.
2	<b>*Minimum Qualifications:*</b>	The applicant should have at least these qualifications. These qualifications must be consistent with CSU classification standards. Example: Education and number of years of experience.
3	<b>Required Qualifications:</b>	The applicant must have these qualifications for the position. Example: Ability to clearly communicate both verbally and in writing.
4	<b>Preferred Qualifications:</b>	Qualifications that might give preference between otherwise equal applicants. Example: Bilingual.
5	<b>Special Conditions:</b>	Special conditions under which the applicant will be expected to perform. Example: In a noisy environment with high foot traffic.
6	<b>License/Certification</b>	If the applicant must be licensed or certified for the position, list the licenses or certifications.

Position details section 2

*Mandated Reporter:*	1	<input type="text" value="Select"/>
*NCAA:*	2	<input type="radio"/> Yes <input type="radio"/> No
*Conflict of Interest:*	3	<input type="text" value="Select"/>
*Supervises Employees:*	4	<input type="radio"/> Yes <input type="radio"/> No
If position supervises other employees; list position titles:	5	<input type="text"/>

#	Field	Information
1	<b>*Mandated Reporter:*</b>	General, Limited, May Be Considered, and None. Based on CSU Mandated Reporter categories.
2	<b>*NCAA:*</b>	If Yes, then campuses would need to provide language in Offer Letters via Offer Template for applicable NCAA appointments.
3	<b>*Conflict of Interest:*</b>	Designates whether the applicant must complete a Conflict of Interest form and annual filing.
4	<b>*Supervises Employees:*</b>	Indicates whether this position supervises employees.
5	<b>*List titles:*</b>	If the position supervises others, list the titles of the positions that are supervised.

Sensitive position section

SENSITIVE POSITION

Sensitive Position: 1  Yes  No

Click [HERE](#) to view Sensitive Positive criteria and select from below where relevant.

Care of People Animals and Property: 2

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal student info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

Select ▼

#	Field	Information
1	<b>Sensitive Position</b>	Indicate whether or not the position is considered a Sensitive Position.
2	<b>Position will have...</b>	Click the <b>HERE</b> link to download the <b>Sensitive Positive</b> criteria for this section.  Review the information and then select the appropriate responses.

Job duties section

Job Duties

**JOB DUTIES**

% of time	Duties / Responsibilities	Essential / Marginal
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">New</div> <div style="color: red; font-size: 24px; font-weight: bold;">1</div> <div style="font-size: 12px;">There are no items to show</div> </div>		
<p><b>SELECTION CRITERIA</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">Add</div> <div style="color: red; font-size: 24px; font-weight: bold;">2</div> <div style="font-size: 12px;">There are no items to show</div> </div>		

#	Field	Information
1	<b>Job Duties</b>	<ol style="list-style-type: none"> <li>1. Click <b>New</b> to add a new job duty.</li> <li>2. Specify the % of time the position is required to perform this duty.</li> <li>3. Type the duty in the Duties/Responsibilities field.</li> <li>4. Specify whether the duty is Essential or Marginal.</li> <li>5. Click <b>Add</b>.</li> </ol>
2	<b>Selection Criteria</b>	<p>Selection criteria are used by search committees during the review phase. See the <a href="#">Related Documentation</a> for more information about selection criteria.</p> <p>You can add selection criteria from the library or add New selection criteria by typing into the text box and selecting the appropriate Group.</p> <p>Click <b>Add</b> to add selection criteria from the Competency Library, or click <b>New</b> to add selection criteria that are not in the library.</p>

Physical and mental requirements section 1

Physical and Mental Requirements	
Bending:	Select ▼
Climbing:	Select ▼
Concentrating:	Select ▼
Crawling:	Select ▼
Decision Making:	Select ▼
Keyboarding and Mousing:	Select ▼
Lifting or Carrying up to 10 lbs.:	Select ▼
Lifting or Carrying up to 25 lbs.:	Select ▼
Lifting or Carrying up to 50 lbs.:	Select ▼
Lifting or Carrying over 50 lbs.:	Select ▼
Performing Calculations:	Select ▼
Pushing or Pulling:	Select ▼
Reaching Overhead:	Select ▼
Repetitive Motion of Upper Extremities:	Select ▼
Sitting:	Select ▼
Standing:	Select ▼
Stooping Kneeling or Squatting:	Select ▼
Walking:	Select ▼

#	Field	Information
1	<b>Physical and mental requirements</b>	<p>Use the menus to select how much each type of activity is required for the position.</p> <p>Indicate the frequency by using the following details:</p> <ul style="list-style-type: none"> <li>• Constantly: 6-8 hours a day (75% or more of the time)</li> <li>• Frequently: 3-6 hours a day (35-74% of the time)</li> <li>• Occasionally: up to 3 hours per day (up to 34% of the time)</li> <li>• Never: not applicable</li> </ul>

Physical and mental requirements section 2

Other Physical & Mental Requirement No. 1 Description:	<input type="text"/>
Other Physical and Mental Req No.1 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirement No. 2 Description:	<input type="text"/>
Other Physical and Mental Req No.2 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirement No. 3 <b>1</b> Description:	<input type="text"/>
Other Physical and Mental Req No.3 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirements:	<input type="text"/>

#	Field	Information
1	<b>Other physical &amp; Mental Requirements</b>	<p>Any physical and mental requirements that are not listed in the previous section can be added here.</p> <p>The fields numbered Req No. 1-3 require you to:</p> <ol style="list-style-type: none"> <li>1. Type in the requirement</li> <li>2. Select the frequency/essential value</li> </ol> <p>The 'Other' not numbered text box requires you type in the requirement and the Frequency/Essential value</p>

Environmental requirements section

**Environmental Requirements**

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\*Drive motorized equipment:\* Select ▼

\*Excessive Noise:\* Select ▼

\*Hazards:\* Select ▼

\*Outdoor:\* Select ▼

\*Elevated Work:\* Select ▼

\*Extreme Temperature (hot or cold):\* Select ▼

\*Indoor (Typical office environment):\* Select ▼

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:

Other Environmental Req No.1 Frequency: Select ▼

Other Environmental Requirement No. 2 Description:

Other Environmental Req No.2 Frequency: Select ▼

Other Environmental Requirement No. 3 Description:

Other Environmental Req No.3 Frequency: Select ▼

Other Environmental Requirements:

#	Field	Information
1	<b>Environmental Requirements</b>	Specify the environmental requirements.
2	<b>Other environment requirements</b>	<p>Add any environmental requirements that are not included in the previous section.</p> <p>The fields numbered Req No. 1-3 require you to:</p> <ol style="list-style-type: none"> <li>1. Type in the requirement</li> <li>2. Select the frequency/essential value</li> </ol> <p>The 'Other' not numbered text box requires you type in the requirement and the Frequency/Essential value.</p>

Posting details section

POSTING DETAILS

**\*Advertising Summary:\***

1

2

\*\*\* Click [HERE](#) for the Standard Posting Template \*\*\*

\*\*\* Click [HERE](#) for the Marketing Posting Template \*\*\*

**\*Advertisement text:\***

B I U S
☰ ☰ ☰ ☰
Formats A A
🔗 🖼️ 🔍 📄 I<sub>x</sub> <>

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#	Field	Information
1	<b>*Advertising summary:*</b>	This field is used in the job posting. Use this field to provide a high-level summary of the position. Information entered here populates the job posting page when you are posting the job.
2	<p><b>*** Click <a href="#">HERE</a> for the Standard Posting Template ***</b></p> <p><b>*** Click <a href="#">HERE</a> for the Marketing Posting Template ***</b></p>	<p>When you click the <a href="#">HERE</a> link, a Word document is downloaded to your workstation. The document provides standard posting or marketing posting templates for all campuses. You do not need to use the templates, but they can save time. To use the template:</p> <ol style="list-style-type: none"> <li>1. Decide whether to use the Marketing or Posting template.</li> <li>2. Download the document.</li> <li>3. Navigate to the template for your campus.</li> <li>4. Add the job-specific content.</li> <li>5. Paste the content into the <b>*Advertisement text:*</b> field.</li> </ol>
3	<b>*Advertisement text:*</b>	Enter the advertising text the way it should be presented in the job posting. Use the templates (above) to add structure to the text. If you edit and paste directly from the template documents, the table format is retained.

Users and approvals section

USERS AND APPROVALS

Justification for Position: 1

Hiring Administrator:\* 2  🔍 ✎  
Email address:  
[Russellt+4523587111@pageuppeople.com](mailto:Russellt+4523587111@pageuppeople.com)

Approval process:\* 3  ▾

HR/Faculty Affairs Representative:\* 4  🔍 ✎  
No user selected.

#	Field	Information
1	<b>Justification for Position</b>	This field is used for compliance reporting.
2	<b>Hiring administrator:*</b>	Person requesting the position be filled or hiring authority for the position. This person is typically responsible for supervision of the position. Dependent upon campus.
3	<b>Approval process:*</b>	Select your campus-specific position description approval workflow.
4	<b>HR/Faculty Affairs Representative</b>	Person providing services to support the recruitment (recruiter).

2. Click **Submit & Exit**.

## About Position IDs

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When you submit a position description for approval, the approver receives an email with a six digit requisition number. This number is **only** used during the requisition approval process and is not the requisition number that is used when recruiting for the position.

A single requisition can be approved for multiple positions, each one having its own requisition number.

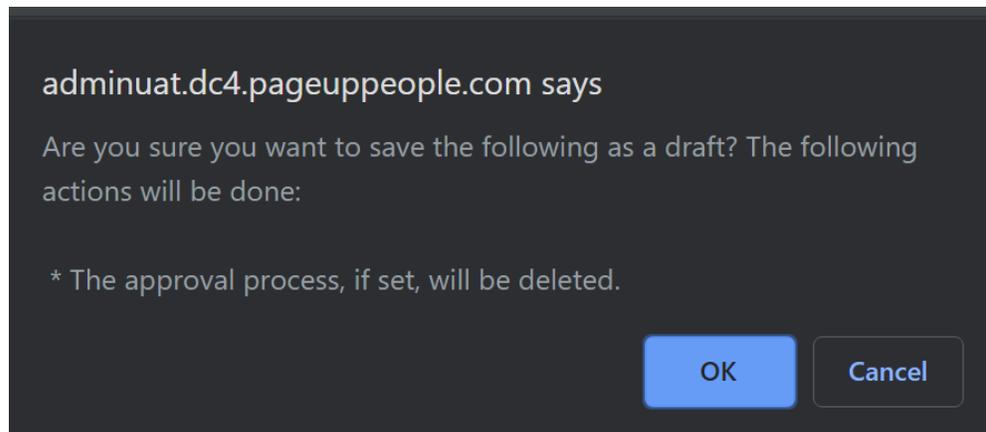
Do not note the requisition number until after you recruit for the position.

## Saving a draft

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Instead of clicking **Submit & Exit**, you can click **Save a Draft** if you need to work on the position description later without submitting for approval. When you save the job requisition as a draft, your approval process is deleted. Approval information is not saved so that the approver list is current when you submit for approval.

When you save as draft, you must click **OK** to acknowledge that the approval process is deleted.



The position description is saved as a draft. You can find the position description by searching for position descriptions with the **Approval Status** of **Draft**.

## Hints and tips

### Finding a salary range

The easiest way to find the salary range is to enter the job code into the **Name** field, then select the appropriate range. Use the following graphic and procedure for reference.

The screenshot shows the 'POSITION DESCRIPTION INFORMATION' form on the left and a search window on the right. The form has several fields: \*Type of Action Requested\*, \*Internal Team\*, \*Job Code/Employee Classification\*, Classification Title, Position Number, \*CSU Working Title\*, Salary Range/Grade, \*Reports To\*, \*Campus\*, and \*Division\*. The search window shows a list of job codes and grades. Red boxes and arrows indicate the steps: 1. Click the magnifying glass icon in the Salary Range/Grade field. 2. Enter the job code '1038' in the Name field. 3. Select the appropriate pay grade from the list. 4. Click the Okay button.

1. Click the **magnifying glass** icon to open the salary search window.
2. Enter the job code into the Name field, then click **Search**.
3. Select the appropriate pay grade.
4. Click **Okay**.

Return to [Salary Range/Grade](#).

### What happens next

- You can either save the position description as a draft to complete it later or submit it for approval.
- After the position description is approved, you can use it to create a job requisition.

### Related documents

[Position Descriptions](#)

[REC\\_RG03\\_Helpful\\_Tips.docx – Identify mandatory fields.docx](#)

[REC\\_RG\\_26\\_Selection\\_Criteria.docx](#)

## Submit a position description for approval

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A position description must be approved before it can be used for recruiting.

### Position description approval process

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- Position descriptions must be approved before they can be used for recruiting.
- Each campus has its position description approval process that you select before you submit.
- Position descriptions have an Approval Status flag that defines where each is in the approval process.
  - Draft – the position description was saved but not submitted.
  - Pending approval – the position description was submitted but not approved or declined.
  - Approved – the position description was approved.
  - Declined – the position description was declined.

### If your position description was declined

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The approver should provide a reason for declining the position description. If applicable, you can edit and resubmit the position description for approval.

### When to submit a position description for approval

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You have a completed position description.

### Prerequisites and assumptions

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- All position description mandatory fields are complete.
- The appropriate approval process is selected.
- You have the position description page open.
- You have permission to submit the position description.

### How to submit a position description for approval

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1. Scroll to the bottom of the position description.
2. Click **Submit** or **Submit & Exit**.

### What happens next

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- The position description approval process begins.
- Approvers receive an email notification that there is a position description awaiting approval.
- The status of the position description changes to Pending Approval until it is approved.

### Related documents

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[Position Descriptions](#)

[Job Approvals](#)

## Create a job from a position description

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The position description is reviewed and approved. Before you can start recruiting for the new position, however, you must create a job requisition.

When you create a job requisition from a position description, the position description fields carry over to the job card, so you do not need to fill all job card fields manually.

After you create the job requisition, it must also be approved before you can post it.

## When to create a job from a position description

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The position description has been approved.

## Prerequisites and assumptions

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- The position description has been approved
- You are ready to begin recruiting for the position.

## How to create a job from a position description

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1. From the side menu, click **Manage Position Descriptions**.
2. Verify that the position description is approved.



3. Click **Recruit for position**.
4. Complete the job requisition.
5. Submit the job for approval.

For more information on completing the job requisition, see the [Related Documents](#).

## Guidelines

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When you create the job requisition, add the original position description as a document on the Documents tab.

## What happens next

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- The job requisition is sent to approval.
- Approvers receive an email notification that a job requisition awaits their approval.
- After approval, you can post the job to attract applicants.

## Related documents

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[Position Descriptions](#)

[REC\\_RG\\_05\\_Job Requisitions.docx](#)