



## **Position Descriptions**

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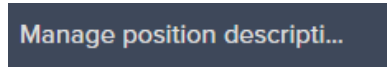


# User Guide

## Updating a Position Description:

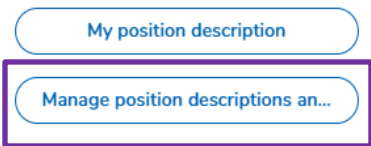
Individuals identified in the applicant tracking system with the permission as **HR Liaison** or **Hiring Manager** are able to create and edit Position Descriptions. There are two ways to access Position Descriptions.

1. From the **Dropdown Menu**, select **Manage Position Descriptions**



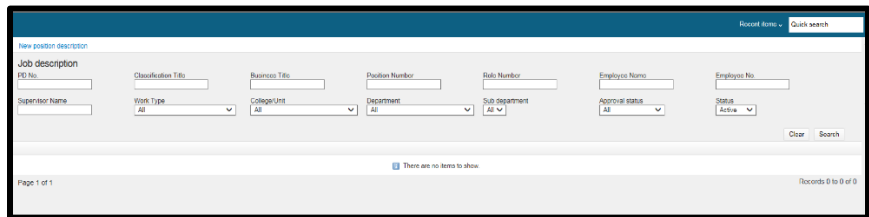
2. From your dashboard, click on **Manage position descriptions**.

Job description

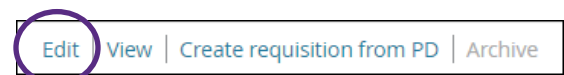


You will be directed to the **Job Description** page where you will see the Position Library and search boxes.

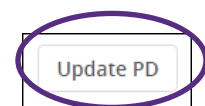
1. **Search the library for the Position Number** which you are wanting to use. To do this, type the number into the Position Number field, have the **Approval Status** and **Status** to **All**. Then click on **Search**.



2. If the Position Number appears, click **“Edit”** to update the Position description. If there are multiple versions of the same Position Number, **ALWAYS select the first PD listed**. This system defaults to the original position description and this will be the information the person who is hired into the position number will see.



3. Scroll to the bottom of the Position Description and click on the **Update PD** button in the Approval Process box. Make the changes. Once changes are made, send the Position Description back through the approval process. Select the appropriate approval process. Click **Save** and then **Save and exit** to initiate the approval process.



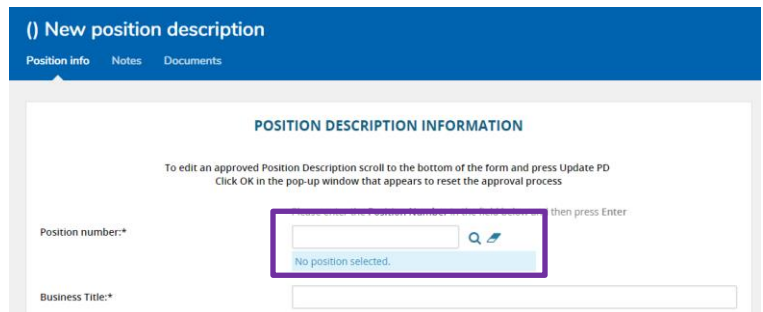
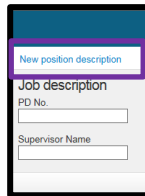


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- If the Position Number **does NOT appear**, then there has never been a position description created for the position number within the applicant tracking system. Therefore, you will need to create a Position Description.

### Creating a NEW Position Description:

- Click on **New position description**
- You will now see the **New Position Description page**





- Enter the **Position Number** for the role in the field requesting the **Position number\***. *It is important to note that any field followed by an asterisk (\*) is a mandatory field.* Therefore, the position description will not be saved unless the field has been completed.
- If the **Position Number** is located **immediately** by the system, a display box will appear containing pertinent information about the role, as illustrated below. This information is coming from the **HRIS** system and feeds into the PageUp system. The Position number which was entered will convert to the Position Title (but is indicated by the field entitled "Position Number").
- Once you have confirmed that the content of the displayed box is correct, you may begin completing all of the fields on the position description.
- If changes need to be made or there is missing information in the display box, you will need to inform Compensation and Organizational Effectiveness which fields require modification. To effectively communicate these changes to Compensation, a **Note** needs to be created. Please provide as much detail as possible regarding the changes. The **Position Description** will not be



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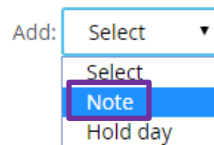
approved until these changes have been updated in HRIS by Compensation and fed back into the PageUp system through the data feed coming from the HRIS system.

### Note:

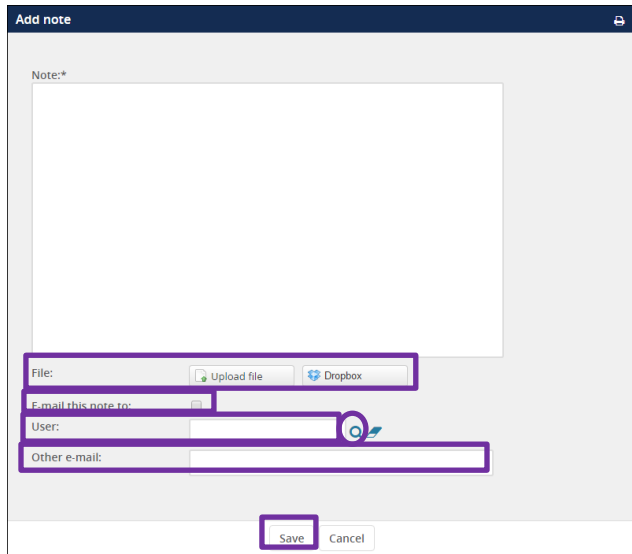
-  **Changes can only be made for VACANT positions**
-  **A new position number is required for FILLED positions**

### To Create a Note:

1. Click on **Notes** in the header.
2. Click on **Note** in the Add Section



3. You will see this following screen:



A note can be written or as a file or document uploaded from another source. The content of the note can be emailed from the system to the **User** or to another party.

**NOTE:** Be aware, for compliance and auditing purposes **Notes** will be permanently recorded as a matter of record.

Enter information regarding changes to the **Vacant** position. You may attach a file if you desire by clicking on **Upload file**.

To email the note to Compensation click box next to **“Email this note to”**. This will inform Compensation

of the changes. Type **HRComp@ksu.edu** in the User field. Compensation may also be looked up with the use of the **magnifying glass icon**.

You may want to type in your email address in the **Other e-mail** field in order to receive a copy of the Note.

Please be very detailed in your notes since this will assist Compensation in making the adjustments in **HRIS**.

After a thorough review of the Position Description, Compensation will make the changes. The Position Description will be approved once the changes have uploaded back into PageUp from HRIS.

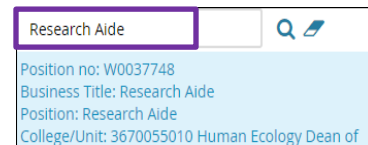
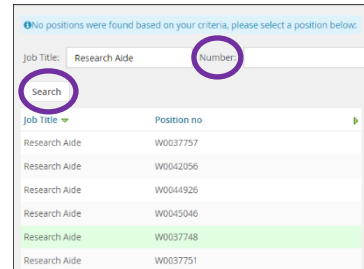


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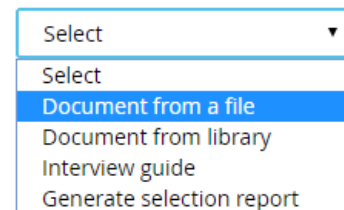
**Note:** If you are making changes to a **FILLED** position, you **MUST** obtain a **NEW** position number in order to continue, if you are creating the position description for a recruitment.

#### Continue completing position description:

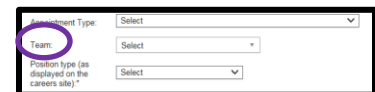
1. If the **Position Number** does not appear immediately, a screen will appear. You can search by **Title** or **Number**. Once you find what you are looking for, click **Okay**.
2. The **Position Title\*** will appear in the field.
3. Complete the rest of the information on the page.
4. Be thorough and complete.
5. Pay special attention to items followed by an **asterisk (\*)** because these are **required** fields.
6. **Add an Organizational chart in Documents**



- a. **Documents**, such as Organizational Charts or any other document pertinent to the role, may be uploaded. **Select** the drop down arrow in Documents to upload a file.
- b. Select the file and add a **Title** to the uploaded document. You can upload from a file on your desktop or folders. Click **Save and close**. If you have multiple documents to upload at once, click on **Save and add another**. Or you can upload the documents one at a time.
- c. **NOTE:** *The system will not accept Visio or Excel documents, unless the documents have been saved as a PDF file.*



7. If you are assigned to multiple departments within your college, you will notice **Team** on the Position Description. Select the appropriate department (**Team**) which corresponds to the **Department** assigned to the position in the display box.





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8. Select **Job Description**. A link to the Compensation Structure webpage is available where you can view the various job descriptions by clicking on **COMPENSATION STRUCTURE**.

Job Description:

\*\*\*View COMPENSATION STRUCTURE\*\*\*

No job description selected

- a. If you know the Job Description, type it into the box or use the look-up feature by clicking on the magnifying glass icon. This will bring up the list of Job Descriptions.
- b. A pop-up window will appear if there are additional job descriptions for the same position title. Select the appropriate job description.
- c. Information regarding the job description will appear which will assist in selecting the appropriate Job Description.
- d. If you have selected the correct Job Description, then click Okay at the bottom of the screen.
- e. The selection is now in the Job Description field.
- f. To view the full job description, click on the downward arrow in the display box.

Job Description:

Job Title: Accountant II

**NOTE:** For some positions, no Job Description is available at this time. Therefore, type in **No Current Job Description Available at this time** in the Job Description field.

9. Enter **Pay Grade**. There is a link to Staff Pay Grades when you click on **STAFF PAY GRADES**. You may also look at Pay Grades by using the magnifying glass icon. The Pay Grade is also listed in the display box.

Pay Grade:

\*\*\*View STAFF PAY GRADES\*\*\*

No pay grade selected.

10. Once the information is typed into the field, a display box will appear below which will have the annual dollar Salary Range.

Minimum \$ 32,599.00  
Middle \$ 41,564.00  
Maximum \$ 50,528.00

11. You will use this information for the **Salary Range** field.

Salary Range:

**NOTE:** Information in the Salary Range field will go directly to the Job Requisition when the requisition is created from the approved position description.

12. For **Pay Grade 001**, no dollar amounts will be listed. Therefore, include the salary range in the Salary Range field.

Pay Grade:

Minimum \$ 13.61  
Middle \$  
Maximum \$ 13.61

Salary Range:



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13. **SPECIFIC JOB RESPONSIBILITIES (Duties / Responsibilities):** Click on **New** and enter description for each job responsibility. Group **Job Responsibilities** and assign the percentage (%) of time spent on each. Identify responsibility as **Essential** or **Marginal** (Non-Essential in the drop down box).

**NOTE:** The total of the **Duties/Responsibilities** should equal 100%.

14. Indicate if this is a **Supervisory** position or not.

15. Enter a **brief** (one or two sentence) **purpose** of the position.

**NOTE:** For positions with Job Descriptions, the purpose of the position is listed in the General Description / Required Education and Experience section of the Job Description.

**General Description/Required Education and Experience:** This position ensures the university funding is appropriately monitored and accounted for within guidelines. Interprets guidelines and other policies in order to analyze, evaluate, determine, and project anticipated expenses for all fiscal funds and/or grant funds. Implements procedures necessary to comply with all guidelines. This position reports to the appropriate administrator. This position requires a High School diploma (or work equivalent) and a minimum of two years of accounting/auditing experience.

16. Enter the **QUALIFICATIONS** for the position.

- Copy and paste the minimum requirements from the Job Description into the **Required Education & Experience**. Since these are pre-determined minimums for the position, you will **not** be allowed to add anything additional.
- Enter **Preferred Education & Qualifications** (skills / knowledge / abilities)
- Licenses / registrations / certifications and equipment used**
- Bona Fide Occupational Qualification (BFOQ)**

**General Description/Required Education and Experience:** This position ensures the university funding is appropriately monitored and accounted for within guidelines. Interprets guidelines and other policies in order to analyze, evaluate, determine, and project anticipated expenses for all fiscal funds and/or grant funds. Implements procedures necessary to comply with all guidelines. This position reports to the appropriate administrator. This position requires a High School diploma (or work equivalent) and a minimum of two years of accounting/auditing experience.





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**TIP:** Clearly settle on the minimum (required) and preferred qualifications and think about the type of candidates you want to attract and hire in the position. For example, consider the following differences in how you state degree requirements and the impact to broaden your applicant pool:

- “Bachelor degree” versus “Bachelor degree in psychology or related field”
- “Ph.D.” versus “Ph.D. or other earned doctoral degree”
- “Ph.D. in Engineering at time of appointment” versus “Earned doctorate, ABD (All but Dissertation), or equivalent in Engineering at time of appointment”

It is important to provide the minimum (required) qualifications without deterring potential candidates. It is equally as imperative to hire a candidate that meets the minimum (required) qualifications as indicated in the position description and/or advertised position. Therefore, when a degree is listed, it must be **earned** at the time of application when stated as a minimum (required) qualification in the position description.

17. **Work Schedule:** Indicate if this position is considered **Essential** or **Non-essential** personnel during a Declaration of Inclement Weather

- Select if the position is considered On-Call / Standby / Both**
- Describe frequency and expected response time if the position is considered On-Call, Standby, or both**

18. Indicate **Availability** of the position by selecting the **Start** and **Finish** time. Select the **Type** of schedule and whether it is **Optional, Mandatory, or At least one of**.

Day	Start	Finish	Type
Monday	Not available	Select	Select
Tuesday	Not available	Select	Select
Wednesday	Not available	Select	Select
Thursday	Not available	Select	Select
Friday	Not available	Select	Select
Saturday	Not available	Select	Select
Sunday	Not available	Select	Select

19. Complete the **PHYSICAL DEMANDS, TRANSPORTING DEMANDS,** and **ENVIRONMENTAL AND HAZARDOUS CONDITIONS.**

**PHYSICAL DEMANDS**

Physical demands (check all that apply)

- Balancing
- Carrying/lifting
- Crawling/crouching
- Driving
- Fine handwork
- Hearing
- Reaching
- Repetitive movements
- Seating
- Standing
- Walking/running
- Writing

Physical demands that are required on a regular / consistent basis:

- Climbing
- Fastening/loosening
- Pushing/pulling
- Squaring
- Tearing
- Twisting

Transporting Demands:

Environmental and Hazardous Conditions (check all that apply)

Include only those conditions that are required on a regular / consistent basis:

- Normal office environment
- Excessive or Poor Lighting
- Mechanical Hazards
- Near-continuous use of Video Display Terminal
- Vibration
- Traffic
- Emissions
- Fire Hazards
- Asbestos
- Radiation
- Closed-circuit cameras
- Disease/Pathogens
- Weather extremes
- Gas/Vapors
- Indoor Temperature extremes
- Noise
- Moving Machinery/Heavy equipment
- Electrical Hazards
- Heights
- Annular/Water
- Chemicals
- Violence

20. Enter **Job Summary** for the position. This information will be the brief description of the job that that is searched on the website.





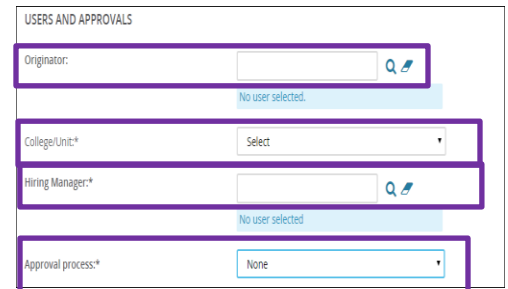
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21. The **Position or Job announcement** is what will be featured on the K-State career site. Please provide adequate information in order to inform potential applicants about the position.

- a. To access the Position Announcement template, click on **HERE**. The template will open as a Word document which you will copy & paste into the Position Announcement field



22. In the **USERS AND APPROVALS** section, enter your name as the **Originator** (person completing the Position Description), the **College/Unit** for the position, the name of the person who is hiring for the position (**Hiring Manager**), and select the appropriate **Approval process** for the position.



**NOTE:** When the position will be a direct report to the Provost, then the Provost must approve the position description.

- a. The **Approval process\*** is dependent on the protocol for your college or unit. There are pre-determined Approval Processes. However, if something is not set up or needs to be adjusted, please contact the Applicant Tracking System Administrator.
- b. **NOTE:** The final step of the Position Description Approval process must always go to [HRComp@ksu.edu](mailto:HRComp@ksu.edu). Please do NOT change since this will cause a delay in the process.
- c. **Only select the Approval Process when all information is completed and the position description is ready to be approved by the appropriate individuals.**
- d. Select either **Save** or **Save and exit**. When selecting **Save** or **Save and exit**, the approval process is initiated. Each approver will receive an email requesting approval of the position. Once the person approves the position description, the approval process will progress to the next listed approver.



**NOTE:** *Best practice is to click **Save** and then once the Position Description has been saved, then click **Save and exit**.*



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- e. When you click on **Save**, you will remain on the Position Description. However, the approval process has been started. **Save and exit** will close the screen and take you back to the Job Description page which is also known as the Position Description Library.

**NOTE:** If you think you will need to gather additional information or pulled away during the process of creating the Position Description, you will want to click on **Save a draft** as soon as you can in the process. If not, the system may time you out.

Make sure your name is listed as the **Originator** and the **Team** (department) you belong to (if the field "Team" is listed on the Position Description screen. If not, you will not be able to locate the Draft when you go back to search for it. Also, there **has to be a Position Number** attached to the position description (indicated by the display box at the top of the page). If not, even with your name attached to the draft, it will be lost.

If you had completed the **Approval Process**, the following pop-up will appear informing you that the **Approval Process** will be deleted.

Once you click **OK**, you will return to the Job Description page.

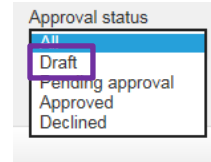
### Locating Draft version(s) of Position Description(s):

1. Click on **Manage position descriptions and create a new requisition** from the Dropdown menu
2. When you arrive to the Job Description page (Position Description Library), if the Position Description doesn't appear, you will need to use the Search feature at the top of the page.



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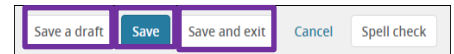
- a. Search by **PD No.** or **Position Number** or by **Approval Status**. Only one field is searchable. If more than one field is completed, the system will not be able to locate the position description.
- b. You will want to change **Approval status** to **Draft** before you click on Search.



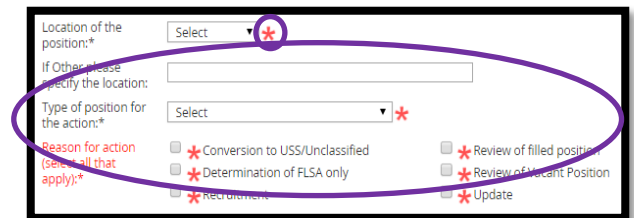
**NOTE:** Any time you do a search, it is a best practice is to click on **Clear** first. Then click **Search**. This will bring up the entire list of Position Descriptions in the Position Description Library.

### Mandatory Fields:

Any time you click on **Save a Draft**, **Save**, or **Save and exit**, if **Mandatory** (required) fields as well as the Position Number, the **Position Description** will NOT save.



The mandatory or required fields are indicated with a large red asterisk. These fields must be complete in order for the Position Description to be saved.



### Printing Position Description:

You do have the ability to print the position description. Click on the **Print icon** in the header.

