How to update a position description for Employees and Supervisors

Overview:

Position descriptions are the heart of a thriving work environment and align us to our System wide mission. They are the foundation of job postings, recruitment, selection, training, performance management and compensation. Job descriptions should give a brief overview of the role, a list of key responsibilities, requirements and qualifications. Ideally, Employees and Supervisors will have the opportunity to review job descriptions in the Performance evaluation process yearly.

Process:

1. Log onto PeopleAdmin at https://jobs.usnh.edu/hr/sessions/new using your current campus username & password combination.
2. Verify your user group is Employee, Department User or (Department Authority – rarely assigned). Department User and Department Authority Roles have access to position descriptions within their assigned orgs. The Employee Role has access to the employee’s own Job Description and the job descriptions of those they supervise.
3. In the top left corner, click on the and navigate to the ”POSITIONS” module
4. In upper middle section of page, within the orange bar area, Click on the “Position Description” Tab, choose Staff from drop down list.
5. Scroll down and Click on the Operating Title of the Position to be reviewed.
6. In the top right, click the Modify Position Description.
7. Next page, Review the Warning and click the Start button

The Position modification process is broken down into tabs on the left-hand side of the page.

1. POSITION JUSTIFICATION TAB; Under Reasons for Modification, click any checkboxes that are applicable and type a quick 1-2 sentence in the Justification of Need box.
2. CLASSIFICATION TAB: Optional- Classification is generally determined in by HR and can be skipped by the employee or supervisor.
3. POSITION DETAILS TAB: Please note: Position details are associated with the position and not employee. Minimum should reflect min to complete the duties of the position and not a reflection of the experience of the incumbent. 
   a. Department user with access is any system user that you would like to have access to the Position Modification process.
   b. Review and update summary of position and minimum education, years of experience, DOT requirements, supervisory requirements and access to sensitive data.
4. DUTIES/ RESPONSIBILITIES TAB: Review the duties and responsibilities and assign a percent of time to each duty.
a. Add Entries by clicking the **Blue Add Duties/ Responsibilities Entry Box**

b. Remove entries by clicking the **Remove Entry?** Checkbox.

5. **FINANCE TAB**: If there are specific funding details that need to be associated with the position, please update this in the funding tab. Select “37.5” or “40” for Hourly base.

6. **SUPERVISOR TAB**: Confirm the supervisor on the position. Changes can be made by clicking on the “Filter these results” and searching by position number or name of supervisor.

7. **SEATED EMPLOYEE TAB**: Confirm current incumbent on the position. Click **Vacate Position if no one is seated in the position.**

8. **POSITION DOCUMENTS**: Is not currently utilized by USNH System office and can be left blank.

9. **POSITION REQUEST SUMMARY**: Review the changes you have made to the position and correct any error, if necessary.

When you have completed the position, click **Submit for Approval** (Move to Department Authority)  Any required fields that have been skipped produce an error in a red banner across the top of the page. The error will be highlighted on the Summary page by the symbol. Click the Edit button to the right of the tab name to add the missing data.

When complete, a blue banner will appear at the top stating **Position Request was successfully transitioned.**

**Workflow:**

The USNH position modification workflow follow the process below.

![Workflow Diagram]

**Questions:**

If you have any questions or concerns regarding position descriptions or reclassifications, please feel free to contact Susan Poole at 862-0953.

If you have any questions or difficulty with PeopleAdmin's SelectSuite, please contact MaryEllen Reisch at 862-0995.