Creating a Classified Job Description

**Navigation:**
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected **DRL/PPL**.

1. Click on the **Position Descriptions** tab, select Classified and University Staff.
2. Use the search box to search for a position number.
3. Select a position from the list below.
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”

You should now be able to edit the position. On the left-hand side of the screen, you will see a table titled **Editing Action**. You will move through these items to update and edit the job description.
IMPORTANT NOTE: If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

To access the job description you were working on, click the Position Descriptions/Classified and University Staff Actions tab. Search for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see image below).
Proposed Title/ Job Code Tab:

1. Title Details (the below information should be pre-populated)

<table>
<thead>
<tr>
<th>Career Family/ Title</th>
<th>Survey Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Job Code</td>
<td>Comp Frequency</td>
</tr>
<tr>
<td>State Job Code</td>
<td>Standard Hours</td>
</tr>
<tr>
<td>Statutory Exemption Reason</td>
<td>Reg/ Temp Status</td>
</tr>
<tr>
<td>Career Family Definition</td>
<td>FLSA Status</td>
</tr>
<tr>
<td>Title Definition</td>
<td>Worker’s Comp Code</td>
</tr>
<tr>
<td>Market Salary for Title</td>
<td>Position Type</td>
</tr>
</tbody>
</table>

NOTE: If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in program assistant it will display all levels). Select appropriate title by checking the circle and hit save. The job code information/title will populate above. Be sure to change the working title in the job description so it matches the change. If you are not sure what title to select, choose one and HR will update when the request is reviewed.

Position Description Tab:

General Information

1. Working Title: Enter proposed working title. HR issues this field to keep track of actions while under HR Review. The position number, action, and DRL name will appear here while HR reviews the action.
2. Funding: select all that apply/add others not listed if applicable when you modify OR create a new description – Type in all speed types from HRMS in Other field. Ensure that funding entered matches the funding for the position you are using in HRMS. If creating a new position, we will e-mail you and ask that you populate the funding once the information feeds into HRMS from Jobs at CU.
3. HRMS Position Number: defaults if “modify position” was used. New positions will not have a position number until HR moves to status “All Approvals Obtained.”
4. Campus: (should default from Create New Position Description)
5. Division: (should default from Create New Position Description)
6. Department: (should default from Create New Position Description)
7. Work Unit: enter work unit if different than what is in the field.
8. Job Summary: Briefly describe the purpose of this position (this will be on the actual job posting). Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #’s).

NOTE: Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #’s). To expedite your request, please provide as much information as you can.
Position Review Information

1. HR Position Management Consultant (dropdown of HR names): select your departments assigned HR Consultant. If you’re not sure who your HR Consultant is, click here.

2. Type of Review: Select the best answer for this posting. (see below for definitions)
   a. New: Create new job description for Classified staff.
   c. Occupied Promo: Request reallocation of position to higher level (update only/no increase) – will rarely use this.
   d. Occupied Salary Increase: Update with increase – reallocation for Classified staff, include current and proposed salary in document section.
   e. Occupied No Salary Increase: Update only to job description for Classified staff.

3. Additional information: Provide any additional information that you will be helpful in the job posting and selection process.

4. Is a Classified employee electing exemption? (Yes/No): You do not need to complete this field for Classified Staff positions.
   a. Full/ Part Time (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

Duties Tab:

1. Brief Description: Add duty statements for each area of work.
2. Percentage of time: Include the percentage of time spent on each duty (ensure that all duty percentages add up to 100%).
3. Provide specific examples of regular, on-going decisions made by this position related to this duty: Include examples of decision making for each duty statement.
4. In performing this duty, provide examples of typical judgments, problems or challenges...: Include examples of typical problems/challenges and the guidance used to resolve said problems/challenges.

NOTE: To add duties, you must click on the “add duties” button at the bottom of the page to create a new duty statement box. To remove duties, check the “remove entry” box for the duty you wish to remove.

Line/Staff Authority Tab:

1. Authority Category (dropdown): enter proposed line/staff authority
2. Supervision received and exercised: IMPORTANT: list titles and position numbers for the direct reports
3. For Staff and Senior Authority (if applicable): please describe why this position qualifies for the respective category.

Essential Functions Tab:

1. General Physical Demands Definition: Select level of physical demand in drop down menu.
2. Physical Demands Specific: Check boxes of physical activity that is required and essential to the job function.
3. **Mental Functions Selections:** Check boxes of mental functions that are required and essential to the job function.

4. **Environmental Conditions and Physical Surroundings:** Check boxes of any environments the employee will be frequently exposed to.

5. **Hazards:** Check boxes of any hazards the employee may be exposed to.

**NOTE:** If “other” is selected, text is required.

### Qualifications Tab:

1. **Minimum Qualifications:** HR will determine the minimum qualifications based on the State minimum qualifications. You can include proposed minimum qualifications and HR will review and finalize before posting.

2. **Required Competencies:** You can include proposed competencies: knowledge, skills and abilities and HR will review and finalize before posting.

3. **Preferred Qualifications:** You can propose any highly desirable experience for the position (experience, education, licensure). Information entered here will appear on the job posting. HR will review and finalize before posting.

**NOTE:** Qualifications are easily measurable items, such as education and experience. Competencies are softer skills like “customer service oriented” or “strong interpersonal skills.”

4. **Do you think this position requires special qualifications that differ from the established minimum qualification for other positions in the class?:** (yes/no)

5. **If yes, please describe the special qualification:** if applicable, enter information about the special qualifications.

6. **Can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?:** if applicable, explain why or why not and how.

### Additional Information Tab:

#### Drug Free Workplace

1. **For the purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related?** (yes/no): Select yes or no from dropdown.

#### Background check

1. **In addition to a criminal background check: check boxes for Motor Vehicle or Other.** Criminal background check requirement will appear on the posting.

**NOTE:** HR will determine if an additional check is necessary. If motor vehicle is selected, we will justify based on duties in job description. HR will make final determination.

### Additional Requirements

1. **Pre-placement Physical:** (yes/no)

2. **Please describe any special physical requirements:** include special physical requirements here.

3. **Colorado Driver’s License:** (yes/no) – HR makes final determination

4. **Driver’s License Type:** (select from drop-down menu if applicable)
5. Driver's License required endorsements: Include any required endorsements here if applicable.

6. Essential Services (yes/no): This information will appear on the posting.

7. Shift Work: (check box) This normally only applies to positions eligible for overtime.

8. On Call Hours: (check box) HR makes final determination. This normally applies only to Classified positions eligible for overtime.

9. Call back: (checkbox) HR makes final determination. This normally applies only to Classified positions eligible for overtime.

10. Please describe additional requirements for shift work, on call hours or call back: Enter this information in the box provided if applicable.

11. Health Insurance Portability and Accountability Act (HIPPA): Check all that are applicable.

12. Hazardous Chemicals: (yes/no)

13. Radioactive Materials/lionizing Radiation: (yes/no)

14. Infectious Matls/Human Blood or Bodily: (yes/no)

**Employee Tab:**
If occupied, name of employee should populate.
If vacant, search for employee.

**Supervisor Tab:**
Name of supervisor should populate. If incorrect search for supervisor.

**Documents Tab:**
Please do not attach copies of the job description. All job description information is already included in the system.

1. Org Chart: required at time of submission of request. To upload the org chart, select actions, upload new, select file to upload, submit.

**NOTE:** You cannot attach an org chart created in PowerPoint. You can attach if you convert to PDF.

2. Denver Campus - HR approval of job description: HR Use Only. **You do not need to complete this field for Classified Staff positions.**

3. Denver HR approval of job description: - HR Use Only.

4. Denver Campus Second level justification: for state funded positions. If fully or partially state funded (610 speedtype). **IMPORTANT:** Please send the following information to your HR Consultant:
   i. Department name
   ii. Position #
   iii. Position Title
   iv. Action requested (announcement, promotion, or offer)
   v. Funding distribution (speedtype %)

   Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.
For AMC - Please send a copy of e-mail you sent to the Dean and CFO with the information above.

For Denver Campus – Please include the information above and HR will forward the request for approval.

5. Hit submit.

After you have added all documents, click “next.”

IMPORTANT: Once complete review/ensure all fields are complete on the summary tab. If you have blue circles to the right of each section, you can proceed. If Orange circle, check to see what information should be added. Once complete, go to the orange “Take Action on Position Description” and change the status to “HR Approval.”

IMPORTANT: If not in HR Approval status, the action will not show up in our inbox.

The position may need to be paneled to determine the proper classification. Your HR Consultant will notify you and work with you/the supervisor if changes are needed before creating the posting.

A. Your HR Consultant will create the posting for classified positions. Once the position is posted, you will receive an email from the HR Consultant assigned to the search.

B. Denver signed job description: Once you receive notification from HR that we have reviewed the job description and it has been approved, please print out the action summary sheet, on the last page of the summary sheet, print the approver’s name, and have the approver sign and date on the last page. Please e-mail signed job descriptions for Classified positions to your designated HR Consultant.

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