Creating a University Staff (Exempt Professional) 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 (click the refresh button after you make a selection from the drop-down menu).

1. Click on the Position Descriptions tab, select Classified and University Staff.
2. To modify an existing position, 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.”

6. To create a brand new position you will need to click on the orange box in the upper-right, “Create New Position Description.”

You should now be able to edit the position (or add all information if creating a new position). On the left-hand side of the screen, you will see a table titled Editing Action. You will move through this table to update and edit the job description. Use the “Save” button if you need to exit Jobs at CU before you finish (see image below).
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 on 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).
Populate the Job Description Information

Proposed Title/ Job Code Tab:

1. Title Details
   (The below information should be pre-populated when Modify Position is used)

   Career Family/ Title
   CU Job Code
   State Job Code
   Statutory Exemption Reason
   Career Family Definition
   Title Definition
   Market Salary for Title
   Survey Data
   Comp Frequency
   Standard Hours
   Reg/ Temp Status
   FLSA Status
   Worker’s Comp Code
   Position Type
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 radio button and hit save. The job code information/title will populate above. 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 uses 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. Once review is complete, the working title will appear.

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.**
   
   a. HR 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 description to status “All Approvals Obtained.”

4. *Campus:* (should default)

5. *Division:* (should default)

6. *Department:* (should default)

7. *Work Unit:* enter work unit if different than what has defaulted in the field.

8. *Job Summary:* Briefly describe the purpose of this position. 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 (this will be on the actual job posting)

**Position Review Information for appointments based on previous search, promotion, transfer, or rehire of former employee, affiliate, state employee, or student worker:**

1) *HR Position Management Consultant* (dropdown of HR names): select the HR Consultant that has been assigned to your unit. If you are not sure who your HR Consultant is, click here.

2) *Type of Review:* Select “Other”

3) *Additional information* (Please use the following as a guide to explain what you need and are trying to do): **IMPORTANT: Please provide as much information as possible in this section.**

   a. Proposed salary range for position and/or the amount you would like to offer
b. Identify the type of appointment you are requesting (based on previous search, promotion, transfer, rehire, student worker, or spouse of newly hired faculty member) as outlined below:

Appointment Type 1) Appointing based on previous search – Include name of proposed hire, job posting number and title (job descriptions must be similar)

Appointment Type 2) Promotion to a different position number or transfer to a different position number for current employee or student worker; hire of a current affiliate or state employee; or rehire of a former employee, affiliate, state employee, or student worker.

Include name of employee, affiliate employee and affiliate name, state employee and state agency name, or student worker name.

When appointing student workers ensure the following:

Include name of student worker and ensure he or she meets the following criteria:

• Has worked for CU as a student for at least a semester (% does not matter)
• Meets all minimum qualifications for the position
• Job is related to duties performed as a student worker
• Must have graduated

Appointment Type 3) – Spousal Hire

Include name of proposed hire, name of newly hired faculty member or Officer, and attach offer letter of faculty member or Officer

4) Add to Document (document section):

***IMPORTANT*** Attach resume under “Other 1” and include name of person you wish to appoint and current date in both name and description fields when uploading. Please ensure that proposed hire meets the minimum qualifications you included in the description.

Position Review Information for creating new description or updating description for search, update with increase, or update only:

1. HR Position Management Consultant (dropdown of HR names): select the HR Consultant that has been assigned to your unit. If you are not sure who your HR Consultant is, click here.
2. Type of Review: Select the best answer (see below for definitions).
3. New: Create new job description and start search for University Staff (exempt professional) position.
4. Vacant: Use current job description/PDQ and start search for University Staff (exempt professional) position
5. Occupied Promotion: Request update to Job description to higher level for University Staff.
6. **Occupied Salary Increase:** Update with increase – update job description for University Staff, include current and proposed salary in document section.

7. **Occupied No Salary Increase:** Update only to job description for University Staff.

8. **Additional information** (Please use the following as a guide to explain what you need and are trying to do): IMPORTANT: Please provide as much information as possible in this section.
   - If search, do you want recruiting services, full-service or consulting from HR?
   - Proposed salary range for position
   - If occupied position and you are requesting an update with increase, please include the name of the incumbent and proposed salary.

   If update with increase, there must be substantive duties added to justify an out of cycle increase. Please include a detailed description of what has changed.
   - If you are adding duties to an employee and not backfilling the position, using update with increase is appropriate vs. creating a new number. If you are backfilling a position that we recently reviewed, let us know here that the description is identical.

9. **Is a Classified employee electing exemption?** (Yes/No) If yes, include incumbent’s name and old classified position number in field below. We must create a University Staff position (or reuse an existing vacant number) and abolish the employee’s current Classified position.

   NOTE: The classified employee must initiate this request BEFORE HR will review.

10. **Full/ Part Time** (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

11. **Will these changes require an update to the existing incumbent record in HRMS?** (Yes/No)
    - Always select “No” to avoid changing the incumbents information in HRMS.

**Duties Tab:**
   1. **Brief Description:** Add duties in bullet form.
   2. **Percentage of time:**
   3. **Provide specific examples of regular, on-going decisions made by this position related to this duty:** You do not need to complete this field for University Staff positions.
   4. **In performing this duty, provide examples of typical problems or challenges...:** You do not need to complete this field for University Staff positions.

   NOTE: To add additional duties, you must click on the “Add Duties Entry” 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:** list titles and position numbers for the direct reports
3. **For Staff and Senior Authority:** You do not need to complete this field for University Staff positions.

**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:**
(Information entered here will appear on the job posting)
1. **Minimum Qualifications:** enter the proposed minimum qualifications for the position. HR will review prior to posting and may make changes.
2. **Required Competencies:** Knowledge, skills & abilities.
3. **Preferred Qualifications:** Please describe any highly desirable experience for the position (experience, education, licensure).

**NOTE:** Qualifications are easily measurable items and can be screened for on paper, such as education and experience. Competencies (or KSAs) are soft 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?** You do not need to complete this field for University Staff positions.
5. **If yes, please describe the special qualification:** You do not need to complete this field for University Staff positions.
6. **Can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?** You do not need to complete this field for University Staff positions.

**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.
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 only to Classified positions eligible for overtime.
8. On Call Hours (check box): This normally only applies only to Classified positions eligible for overtime. HR makes final determination
9. Call back (checkbox): This normally applies only to Classified positions eligible for overtime. HR makes final determination
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/Ionizing 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:
1. Org Chart: required at time of submission of request.
   a. To upload the org chart, select actions, upload new, select file to upload, submit. Please include a detailed org chart so we understand the structure/supervision (if applicable).
   NOTE: You cannot attach an org chart created in PowerPoint. You can attach if you convert to PDF first.

3. Denver Campus Second level justification: for state funded positions. If fully or partially state funded (610 speedtype) include second level justification request here.
   a. Add the following information:
      i. Department name
      ii. Position #

NOTE: Financial/credit checks are conducted for Officers only. If motor vehicle is selected, we must justify based on duties in job description. HR will make final determination for all.
iii. Position Title
iv. Action requested (announcement, promotion, or offer)
v. Funding distribution (speed type/%)
vi. 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 attach 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.
For SOM – If creating a new position or requesting an update with increase attach e-mail approval from Dean’s office.

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 there is an orange circle, check to see what information should be added. Go to the orange “Take Action on Position Description” and change the status to “HR Approval.”

IMPORTANT: If not in HR Review or HR Informal Review status, the action will not show up in our Inbox.

Approval e-mail will be sent once review and second level approval is received (if state funded).

A. 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 University Staff positions to HR.Exempt-Request@UCDenver.edu.

NOTE: The Dean, Assistant Vice Chancellor, Associate Vice Chancellor or Vice Chancellor must sign the job description.