

**Classified**  
**Campus Specific Information to be Populated in Non-Person Profile**  
**(Job Description)**

Review and populate required fields. Ensure you populate the following information required by HR.

**Please make sure you have reviewed and confirmed the accuracy of Position Information and Funding prior to starting your NPP. Please refer to the Position Information Guide ([Creating New Position or Updating a Position](#)) for more information. Please refer to the [Funding Entry Guide](#) for more information.**

**Step 1/Position Search:**

- A. In the *Search Criteria* section, enter the position number (**NOTE:** Please make sure to include to all applicable zeros) and click **Search**.
- B. A *Search Result* field will populate, please confirm that this is the accurate position number and description and click **Next**.

**Search Criteria**

Business Unit:

\*Department:

Position Number:  Admin Assistant III

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**Search Results** Personalize | Find | First 1 of 1 Last

Select	Position Number	Description	Short Description	Business Unit	Department	Job Code	Reports To
1 <input checked="" type="checkbox"/>	00682655	Admin Assistant III		UCD	60043	G3A4XX	00658957

**Step 2/ Position Action/Reason:**

- A. Action field – Leave as *Position Change* (only option available).
- B. Reason field – Select *Vacant Position* (only option available).
- C. Effective date – Use today’s date for this field.
- D. Profile Type – if new position, select “Classified Pos. Profile Templ” if existing position this information will prepopulate.
- E. Comments Section – **For search:** In comments field include type of service you are requesting: HR Recruitment Services, or Full Service (Note: Consulting Services are not available for Classified positions). Include proposed salary range. **For all other transactions (i.e. reallocation, Update Only, etc.) please contact your Talent Acquisition Consultant for more information.**

▼ **Action/Reason Selection**

\*Action: Position Change      \*Reason: Vacant Position

Old Effective Date: 02/01/2018

\*Effective Date: 01/28/2020        Fiscal Year: 2020

Profile Type: Classified Pos. Profile Templ

Comments: Classified, Full Service, Search, Proposed Salary: \$43,188

**Step 3/ePAR Position – Change:**

- A. Confirm that information in *Current Value* column matches *New Value* column. If information is not correct in *New Value* column, please reference the [Position Information Guide: Updating a Position](#) for more information on next steps. **NOTE:** Mismatched information can cause errors, and will typically be flagged in blue.

▼ **Job Information**

	Current Value		New Value	
Business Unit:	UCD	Denver Campus	UCD	Denver Campus
Job Code:	G3A4XX	Admin Assistant III	G3A3XX <input type="text"/> <input type="button" value="Q"/>	Admin Assistant II
Regular/Temporary:	Regular		Regular <input type="button" value="v"/>	
Full/Part Time:	Full-Time		Full-Time <input type="button" value="v"/>	
Regular Shift:	N		N <input type="button" value="Q"/>	

**Step 4/NPP Questionnaire:**

- A. Description – Enter working title (if applicable)
- B. At the bottom of the page click the “Select All No” button, this will only open required pages

▼ **Non-person Profile Descriptions**

Description:

**Please choose Yes/No for the below Non-Person profile options**

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary

Position Summary	<input checked="" type="radio"/> Yes <input type="radio"/> No
HR Consultant	<input checked="" type="radio"/> Yes <input type="radio"/> No
Duty Statements	<input checked="" type="radio"/> Yes <input type="radio"/> No
Classified Line/Staff Authority	<input type="radio"/> Yes <input checked="" type="radio"/> No
Essential Functions	<input type="radio"/> Yes <input checked="" type="radio"/> No
Staff Core Competencies	<input type="radio"/> Yes <input checked="" type="radio"/> No
Job Competencies	<input type="radio"/> Yes <input checked="" type="radio"/> No
Minimum Qualifications	<input checked="" type="radio"/> Yes <input type="radio"/> No
Preferred Qualification	<input type="radio"/> Yes <input checked="" type="radio"/> No
Required Training	<input checked="" type="radio"/> Yes <input type="radio"/> No
Background Check Types	<input type="radio"/> Yes <input checked="" type="radio"/> No
Additional Job Requirement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Driver's License Type	<input type="radio"/> Yes <input checked="" type="radio"/> No
Driver's License Endorsements	<input type="radio"/> Yes <input checked="" type="radio"/> No
HR Only	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="radio"/> Select All Yes <input checked="" type="radio"/> <b>Select All No</b>

**Step 5/Position Summary:**

- A. Review *New Position Summary*, if incorrect or if there is no information populated click on “Add New Position Summary”

▼ <b>Current Position Summary</b>	
ID	Type of Review

<b>New Position Summary</b>	
ID	Type of Review

**Add New Position Summary**

- B. Type of Review – Click on the search glass to populate options and select the most accurate Content Item ID

Look Up Type of Review Help

Content Type CU\_JOB SUM

Content Item ID begins with

Content Group Type begins with

Content Group begins with

Description begins with

Search Results

View 100 First 1-6 of 6 Last

Content Item ID	Content Group Type	Content Group	Description
DEMOTION	(blank)	(blank)	Position Change with less pay/responsibilities
NEW	(blank)	(blank)	New Position
PROMOTION	(blank)	(blank)	Positon change with more pay/responsibilities
REALLOCATION	(blank)	(blank)	Position change that is not a Promotion or a Demotion (no chg in pay)
UPDATE POS	(blank)	(blank)	Update an existing position/NPP
VACANT	(blank)	(blank)	Vacant Position

- C. Feed to CU Careers? – If this is a search and you would like to populate a Job Ad in CU Careers, please check this box.
- D. Job Summary – Since you will attach a copy of the Job Description to the NPP, please write “See Attached” in this text box.

▼ Current Position Summary		
ID	Type of Review	Feed to CU Careers?
		<input type="checkbox"/>

New Position Summary		
ID	Type of review	Feed to CU Careers?
VACANT	Vacant Position	<input checked="" type="checkbox"/>

[Add New Position Summary](#)

- E. Review *New HR Consultant* field, if incorrect or if there is no information populated click on “Add New HR Consultant” (Please consultant our [HR Contact Guide](#), to determine who should be listed in this field).
- F. Profile Identities & Profile Associations – **ignore these two sections.**

**Step 6/NPP Duties:**

- A. Review *New Duty Statement for Univ Staff* field, if incorrect or if there is no information populated click on “Add New Duty Statement for Classified”
- B. Duties – Click on the search glass to populate options, in the Content Item ID field type in the letter “z” and click **Enter**.

Content Type CU\_DUTIES1

Content Item ID begins with ▼ Z

Content Group Type begins with ▼

Content Group begins with ▼

Description begins with ▼

Look Up Clear Cancel Basic Lookup

### Search Results

View 100 First 1-10 of 10 Last

Content Item ID	Content Group Type	Content Group	Description
Z-DUTY 1	(blank)	(blank)	General Duty Statement 1
Z-DUTY 2	(blank)	(blank)	General Duty Statement 2
Z-DUTY 3	(blank)	(blank)	General Duty Statement 3
Z-DUTY 4	(blank)	(blank)	General Duty Statement 4
Z-DUTY 5	(blank)	(blank)	General Duty Statement 5
Z-DUTY 6	(blank)	(blank)	General Duty Statement 6
Z-DUTY 7	(blank)	(blank)	General Duty Statement 7
Z-DUTY 8	(blank)	(blank)	General Duty Statement 8
Z-DUTY 9	(blank)	(blank)	General Duty Statement 9
Z-DUTY_10	(blank)	(blank)	General Duty Statement 10

- C. Select any of the ten “Z-DUTY” options.
- D. In the *Proficiency* tab, selected Meeting Expectations.
- E. In the *Percentage of Time* textbox enter 100.
- F. In the *Examples of Decisions*, *Examples of Problems/Challenge*, and *Description of Work* fields, type “see attached”

### Duties or Duty Statements for

Duties: Z-DUTY 1 General Duty Statement 1

Rating Model: CUCS Classified Perf Plan - 3

Proficiency: Meeting Expectations

Percent of Time: 100

Examples of Decisions: see attached

Examples of Problems/Challenge: see attached

Description of Work: see attached

OK Cancel Apply and Add Another

G. Click **OK** and **Next**.

**Step 7/Qualifications:**

- A. Review *New Minimum Qualifications* field, if incorrect or if there is no information populated click on “Add New Minimum Qualifications”
- B. Content Item ID – Click on the search glass to populate options and select the first available option “1\_US\_MINQUAL”

Look Up Content Item ID

Content Type CU\_MIN\_QUAL

Content Item ID begins with [ ]

Content Group Type begins with [ ]

Content Group begins with [ ]

Description begins with [ ]

Look Up Clear Cancel Basic Lookup

Search Results


Only the first 300 results can be displayed.


View 100 First 1-300 of 300 Last

Content Item ID	Content Group Type	Content Group	Description
1_US_MINQUAL	(blank)	(blank)	Minimum Qualifications
2704	(blank)	(blank)	Current CO P.O.S.T., 1 yr law enforcement xp, 21 y/o, valid CO DL & other reqs
2705	(blank)	(blank)	Current CO P.O.S.T., 2 yrs law enforcement xp, 21 y/o, valid CO DL & other reqs
2706	(blank)	(blank)	Current Colorado P.O.S.T., 3 yrs law enforcement xp, 21 y/o, valid CO DL & other reqs
2707	(blank)	(blank)	Some positions may require possession of a license, certificate or registration
2708	(blank)	(blank)	2 yrs xp planning/implementing/coordinating/providing therapy assistance
2709	(blank)	(blank)	3 yrs xp planning/implementing/coordinating/providing therapy assistance
2710	(blank)	(blank)	HSD or GED. Some positions may req valid nurse aide certification (CNA)
2711	(blank)	(blank)	HSD or GED & 1 yr related xp. Some positions may req valid nurse aide certification (CNA)

C. In the Minimum Qualifications text box type “see attached”

## Minimum Qualifications

Content Item ID:   Minimum Qualifications

Minimum Qualifications:  

### Step 8/Required Training

- Review New Required Training field, if incorrect or if there is no information populated click on “Add New Required Training”
- Add the following Required Training Courses: F00001, U00063 and U00067 (**NOTE**: Please **do not** add any additional courses as this will cause errors in the NPP).

New Required Training	
ID	Required Training
F00001	Fiscal Code of Ethics-WEB
U00063	Information Security-WEB
U00067	DiscrimMisconduct-UCD-WEB

[Add New Required Training](#)

### Step 9/New Departmental Budget Table

- Confirm that information in *New Position Funding* section is accurate. If information is not correct, please reference the [Funding Guide](#), for more information on next steps. (**NOTE**: A new NPP may be required if funding changes are not corrected prior to starting NPP).
- Click the **Attach** button and make sure all required items have been uploaded (please contact your Talent Acquisition Consultant if you have any questions).
- Click the **Save** button and note the ePAR request number (ex. POS0XXXXXX)



- Submit the transaction (this will route the NPP to the Central HR for processing).