

Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

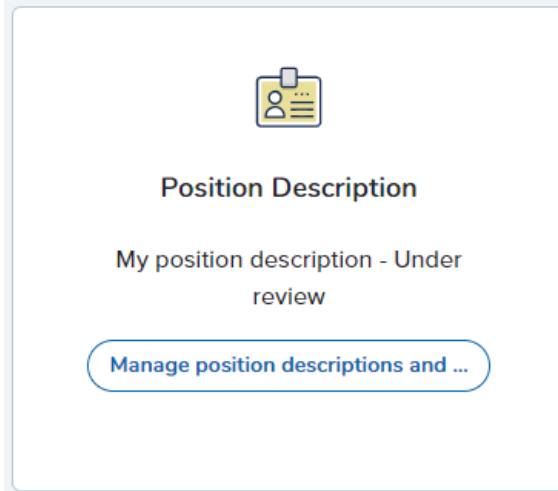
FIELD REFERENCES

GENERAL POSITION INFORMATION

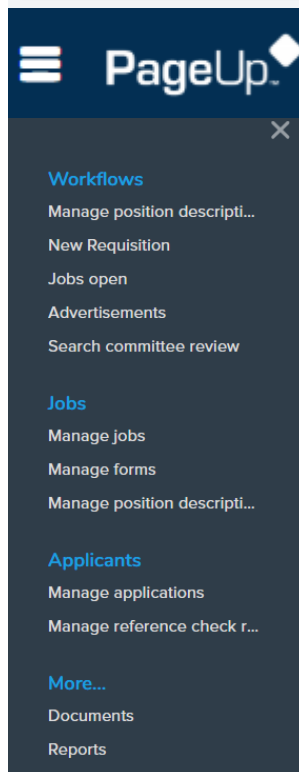
Start position description process from the Dashboard

From the Position Description tile click on “Manage position descriptions and create a new requisition” OR select “Manage position descriptions and create new requisition” from the stacked menu (hamburger menu) on the top left-hand side of the screen.

Note: For Benefits Eligible Staff Positions ONLY: You will have to create the position description and it must be approved before you can create a requisition to recruit for the position.



The tile features a yellow icon of a document with a person silhouette and a list. Below the icon, the text reads "Position Description" in bold, followed by "My position description - Under review". At the bottom, there is a rounded rectangular button with the text "Manage position descriptions and ...".



The sidebar menu is dark blue with white text. It starts with the "PageUp" logo and a hamburger menu icon. Below the logo is a close button (X). The menu items are grouped into sections: "Workflows" (Manage position descripti..., New Requisition, Jobs open, Advertisements, Search committee review), "Jobs" (Manage jobs, Manage forms, Manage position descripti...), "Applicants" (Manage applications, Manage reference check r...), and "More..." (Documents, Reports).

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To Edit or Create a New Position Description (PD)

Select the best options based on your needs:

***Before creating a New Position Description, be sure to search for your position number or look for your position in your list. There should be one position number per position.

- To create a new Position, click “New position description” at the top left of the screen.
- To update or modify an existing position description, search by position number or select “Edit” to the right of the existing position description.
- To copy an existing position description, click “View” next to the position description you want to copy. When description opens, click on “Copy position description”.

- Select the “Type of action requested” for editing or creating the PD (select the reason that best applies)
- Select Campus “Univ of Mass Lowell”
- Select the department from the drop down menu
- Select the position number if a position number exists by clicking on the magnifying glass, if this is a new position, leave blank
*****Tip: If you are unable to search for a position, you may have pop-ups blocked. Be sure to allow-pop-ups for PageUp.**
- Enter the posting title
- Enter the current/previous incumbent’s name
- Enter the official supervisor in the “Reports to” field by entering the name or by clicking on the magnifying glass to search for the supervisor

- If Temporary specify duration, if not, leave blank
- Enter Campus Location by clicking on the magnifying glass to search for the building and floor
- Select the Position/Classification type – Staff Full Time
- Enter Hours per week
- Pay Grade – should default in the blue box when you enter position # at the top, if new, leave blank
- Enter salary range
- Select Union from the drop down menu

Create/Modify a Position Description for Benefits Eligible Staff (ONLY)

<ul style="list-style-type: none"> • Copy the details of job description word document into the fields listed below in the position description: • Enter the Job Summary/Basic Function (summary) • Copy the Essential Job Duties from the Job description document into the Job Duties section of the Position Description • Click “New” to add each essential job duty & percentage of time • Enter the percentage of time, then enter duties/responsibilities • To enter click the Add button • To enter additional job duties, click on the “New” button and follow the steps above • Check off any Physical demands that apply, then copy and paste any comments from the Physical Efforts section of the job description • Note: Percentages should add up to 100% 	<p>Job Summary/Basic Function:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>JOB DUTIES</p> <table border="1"> <thead> <tr> <th>% of time</th> <th>Duties / Responsibilities</th> <th>Essential / Marginal</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">There are no items to show</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="New"/></p>	% of time	Duties / Responsibilities	Essential / Marginal	There are no items to show		
% of time	Duties / Responsibilities	Essential / Marginal					
There are no items to show							
<ul style="list-style-type: none"> • Copy the details of job description word document into the fields listed below in the position description: <ul style="list-style-type: none"> ○ Other Functions/Responsibilities ○ Minimum Qualifications/Required ○ Preferred Qualifications ○ Additional Considerations ○ Working Conditions ○ Impact of Actions ○ Complexity ○ Supervision Exercised ○ Internal/External Communication ○ Special Skills • For guidelines see - GUIDELINES FOR DEVELOPING JOB DESCRIPTIONS document 	<p>Other Functions/Responsibilities:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Minimum Qualifications/Required:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Preferred Qualifications:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Additional Considerations:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Working Conditions:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Impact of Actions:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>						
<ul style="list-style-type: none"> • Enter Justification for Position (for Budget/Essential Hiring Committee) • If grant funded, enter % and grant information • Enter Speed Type/HR combo code 	<p style="text-align: center;">PRIMARY FUNDING INFORMATION</p> <p>Justification for Position:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>If Grant please list percentage:</p> <div style="border: 1px solid gray; height: 30px; width: 60%;"></div> <p>Speed Type/ HR Combo Code:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>						

Job Posting Information (This information will show on the job posting)

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- Enter a posting summary – copy from the general summary on the position description

APPROVALS/NOTES/ATTACHED DOCUMENTS

Users and Approvals

- Enter the name of the Department Admin responsible for updating and posting requisition (if applicable) in the Administrative Support field or enter the hiring manager’s name
- Enter the name of the hiring manager (supervisor for this position)
**** Magnifying glass search feature – to find Hiring Manager/Administrative Support name**
- Select the appropriate approval process. For non-grant funded positions select “Lowell FT Staff – Operating Funds PD Approval.” If Grant/Trust/Start-up funded, select “Lowell FT Staff – Non-Operating Funds PD Approval”

The screenshot shows the 'JOB POSTING INFORMATION' section with a 'Posting summary:' text box and a 'Posting text:*' rich text editor. Below this is the 'USERS AND APPROVALS' section, which includes fields for 'Administrative Support:', 'Hiring Manager:*, and 'Approval process:*. The 'Administrative Support' and 'Hiring Manager' fields have search icons and show 'No user selected.' The 'Approval process:*' field is a dropdown menu currently set to 'Lowell FT Staff - Operating Funds PD Approval'.

Notes Tab

- To add a note, click “Next page” at the bottom of the PD or scroll up to the top of the page and click on the Notes tab
- Select “note” and add your note
- Notes can be emailed directly to user(s)
- Files/documents can be attached to notes
- **Notes remain with the position description and are visible to anyone who can access the position description (including employee in position)**

The screenshot shows the 'Notes' tab selected. It features a tabbed interface with 'Position info', 'Notes', and 'Documents'. Below the tabs is an 'Add:' dropdown menu with options: 'Select', 'Note', and 'Hold day'. The 'Note' option is currently selected.

Documents Tab

- To attach the word version of the Position (Job) Description click “Next page” at the bottom of the PD or scroll up to the top of the page and click on the Documents tab
- Select “Document from a file” from the drop down menu
- Select the Document category of “Position description”
- A title can also be entered – name of position/job title recommended
- Then click on the “Upload file” button to attach

****Be sure that you’ve selected the appropriate approval process before you click “Submit”**

- Save a draft can be used when you need to save the PD you are working on without starting the approval process
- Submit will save and begin the approval process on your position description

The screenshot shows the 'Documents' tab selected. It features a tabbed interface with 'Position info', 'Notes', and 'Documents'. Below the tabs is a 'Select' dropdown menu. Underneath is a 'Document' section with a 'File:*' field containing an 'Upload file' button and a 'Dropbox' button. Below that is a 'Document category:*' dropdown menu set to 'Position description' and a 'Title:' text box. At the bottom of the form are buttons for 'Save a draft', 'Submit', 'Submit and exit', 'Cancel', and 'Spell check'.

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- Submit and exit will save and begin the approval process and exit your screen back to the home screen
- Cancel will exit the position description without saving