Colorado State University

Talent Management System (TMS)

How to Create or Modify a Position Description in TMS

Last Updated: 2/16/2023

COLORADO STATE UNIVERSITY

Create/Modify an Administrative Professional/Research Professional Position Description

Position Descriptions represent a job within the University and describe the job in its present state.

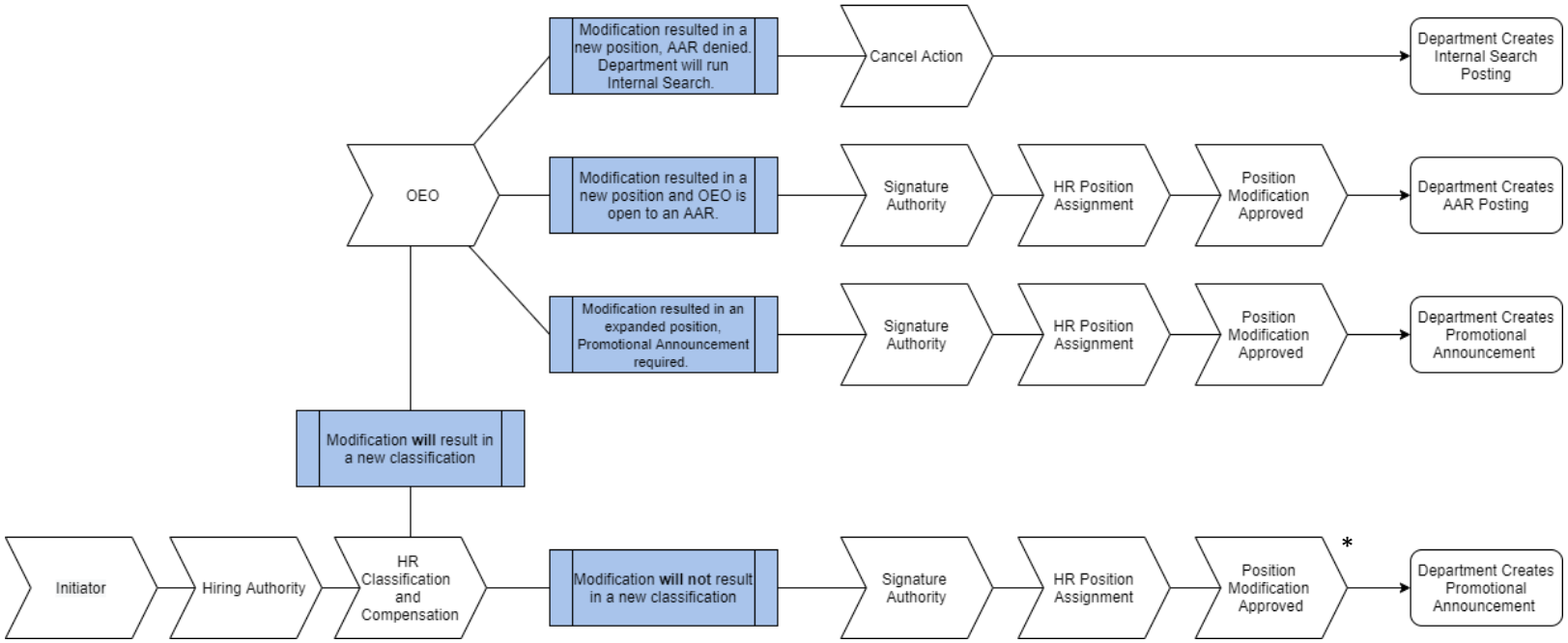
Position Descriptions may only be created / modified by individuals with Initiator access in the TMS.

Please note, under the Equal Pay for Equal Work Act (EPEWA) that went into effect in Colorado on January 1, 2021, all position modifications for current employees will now require a Promotional Announcement. For additional help on system/process requirements, including how to create a Promotional Announcement via a TMS posting, please see OEO Equal Pay for Equal Work webpage.

The following page shows the position request workflow path for different scenarios in the system. Please note, if a position modification results in a new classification for a current employee, OEO will review the modification before sending it forward to the signature authority to verify if an Alternative Appointment Request (AAR) is warranted.

Create/Modify an Administrative Professional/Research Professional Position Description

The below workflow paths show the different modification scenarios and their corresponding outcomes and system requirements. Please note that if you are modifying or creating a position description to use for a search, a Promotional Announcement is not required.

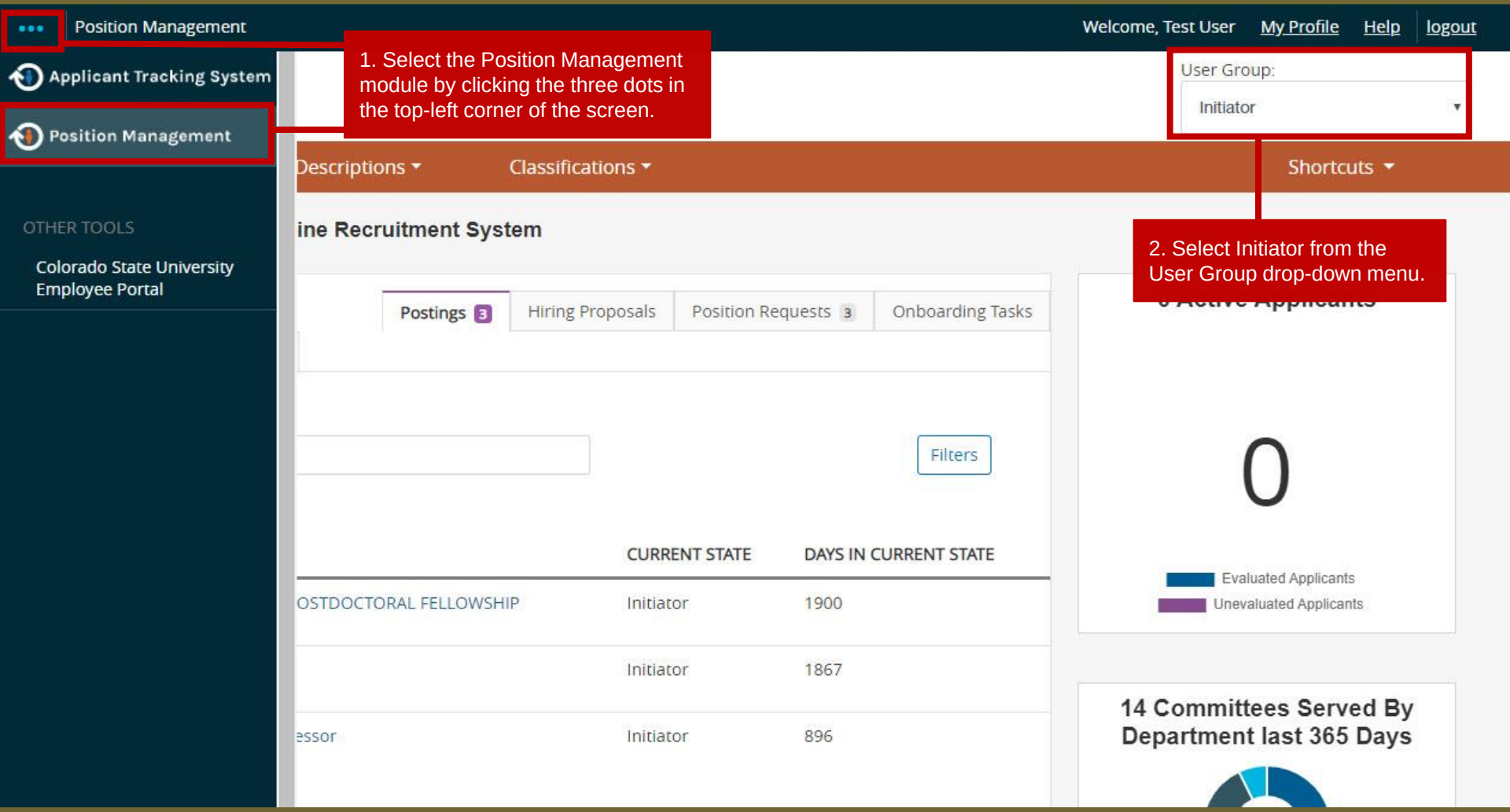


*** New (created) position will follow the bottom approval path workflow.**

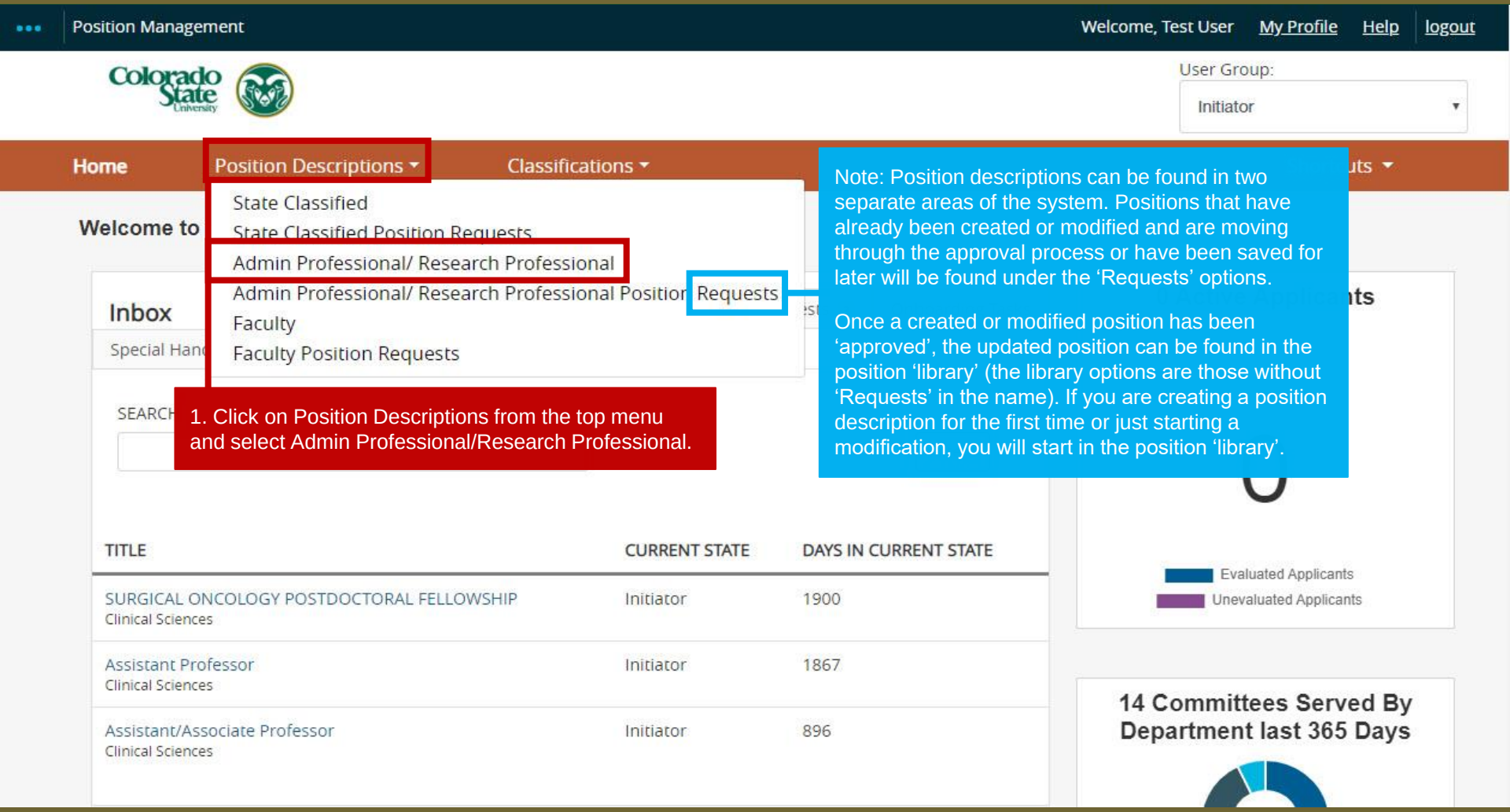
Creating a New Position Description or Modifying a Current One

- In most cases, you will be '**modifying**' a current position description for an existing Position.Version # (position that has already been created), which is stored in the position library of the Talent Management System. To do this please follow the next 6 pages.
    - Please note, some modifications will result in a 'reclassification' (i.e., Technical/Support I → Technical/Support II) which in turn, will 're-version' the position number (.0001 → .0002).
      If a position modification for a *current employee* results in a new classification, HR Classification and Compensation will send the modification to OEO for review to assess if the modification warrants an AAR. If an AAR is not required, the department must still create a Promotional Announcement.
- If you are **creating a new** position description or **cloning** (page 15) a current position description, requiring a new Position.Version # (creating a position that doesn't exist yet) please skip to page 11.
- If you need to **transfer** a position description to a new department or unit, please see the user guide and transfer request form located here. All transfers will result in a new 'version' number. **Please know, a position 're-versioning' due to a department transfer ONLY does not require an AAR or Promotional Announcement.**

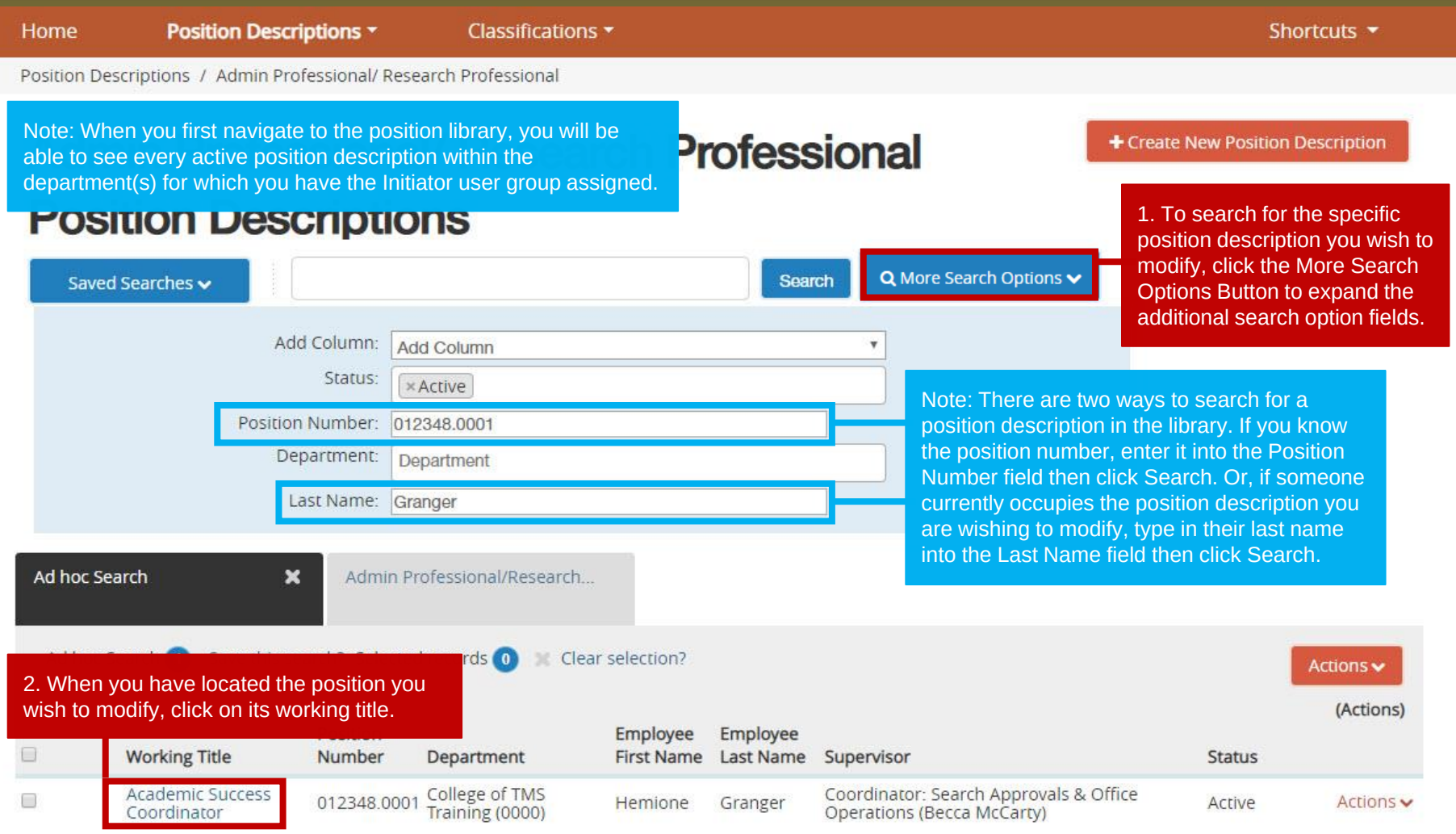
How to *Modify* a Position Description



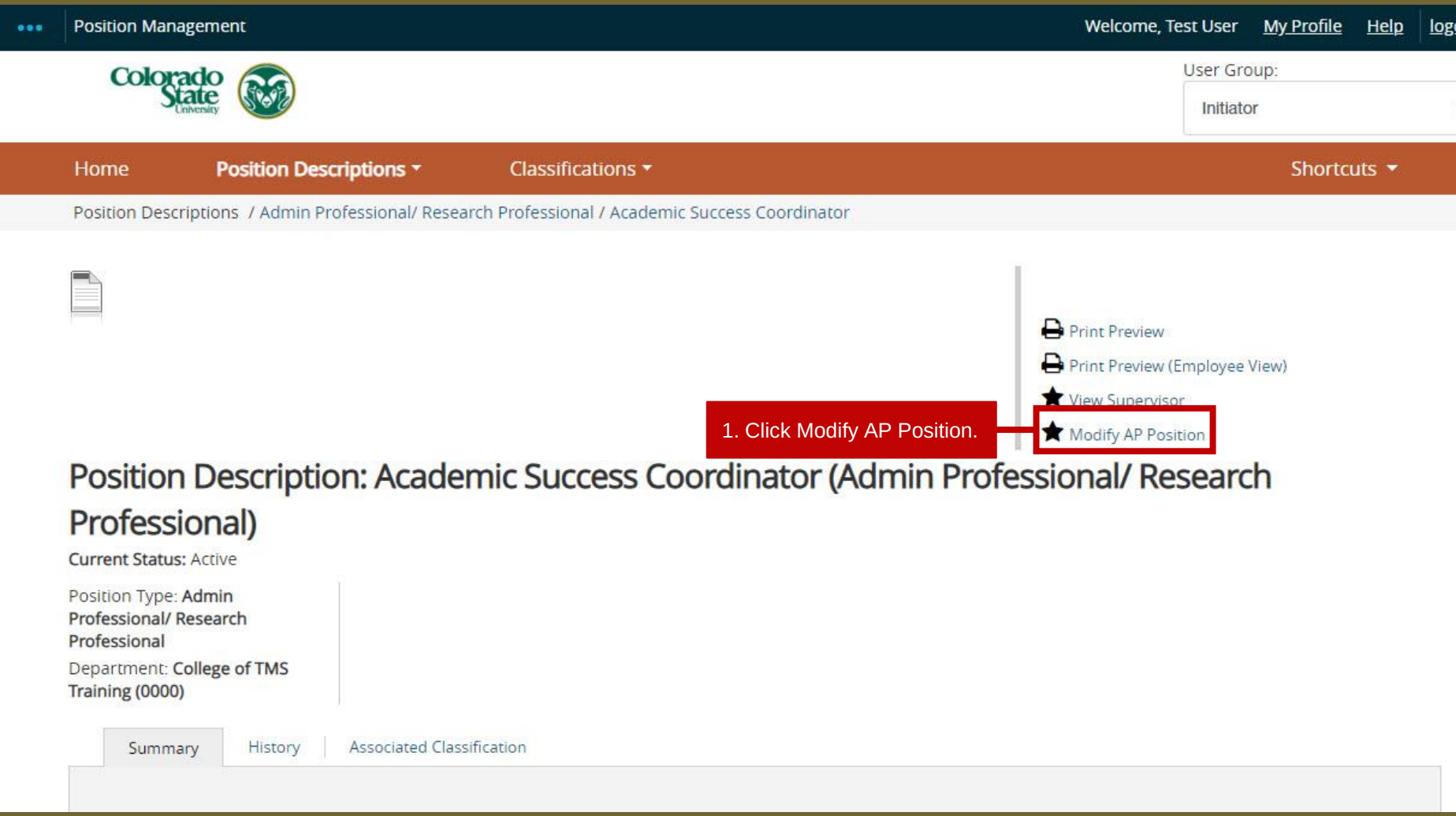
How to *Modify* a Position Description



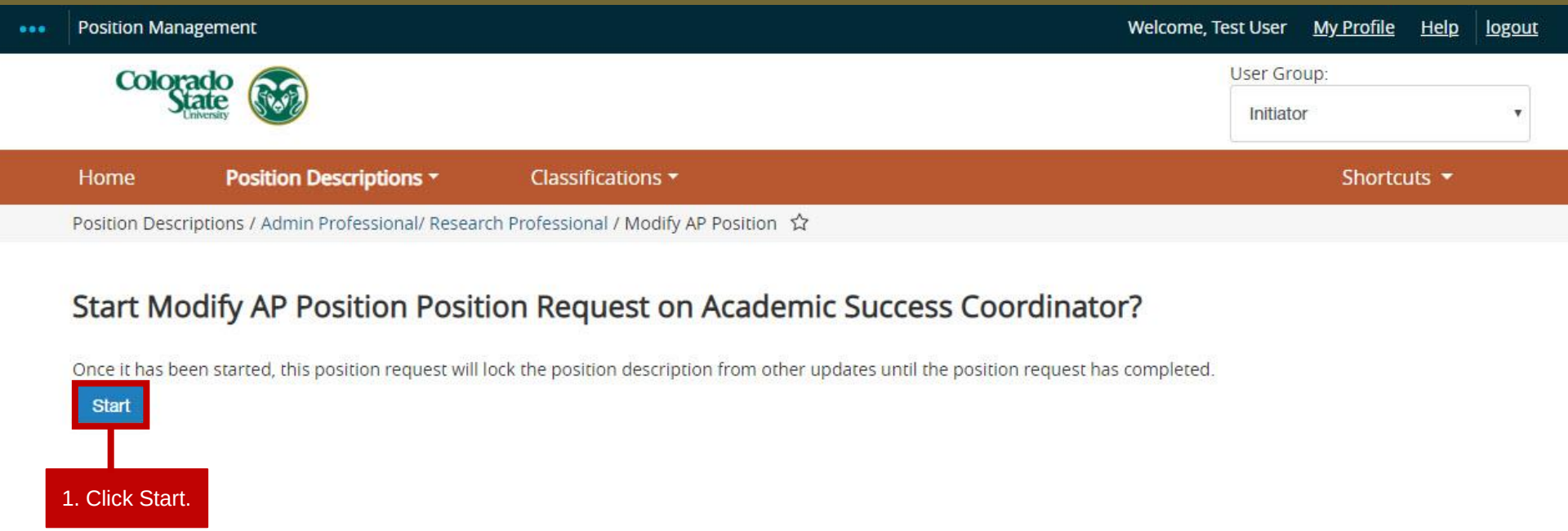
How to search for and *Modify* a Position Description



How to *Modify* a Position Description



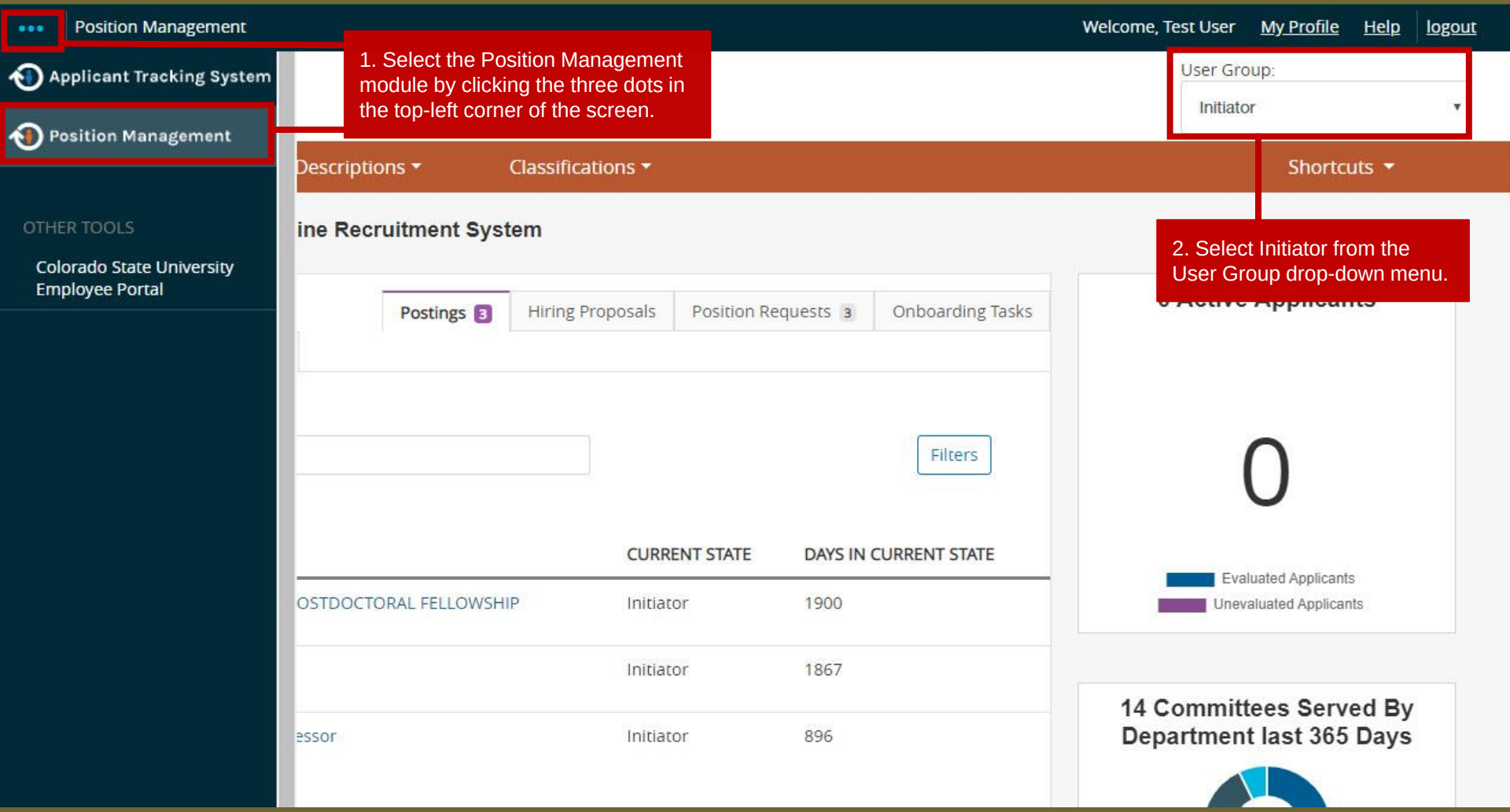
How to *Modify* a Position Description



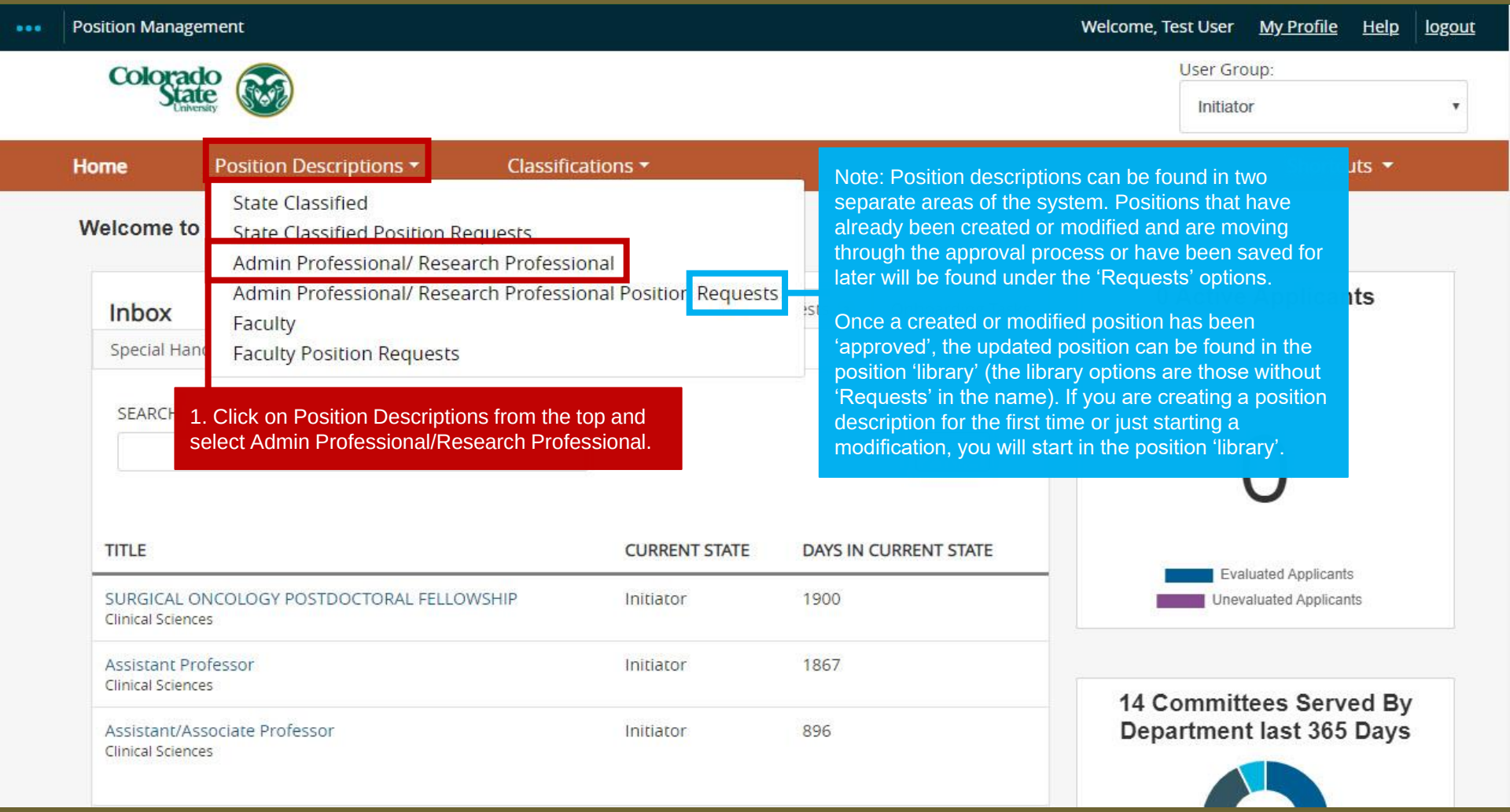
How to *Modify* a Position Description

From here, you may now follow the remaining instructions starting on page 18.

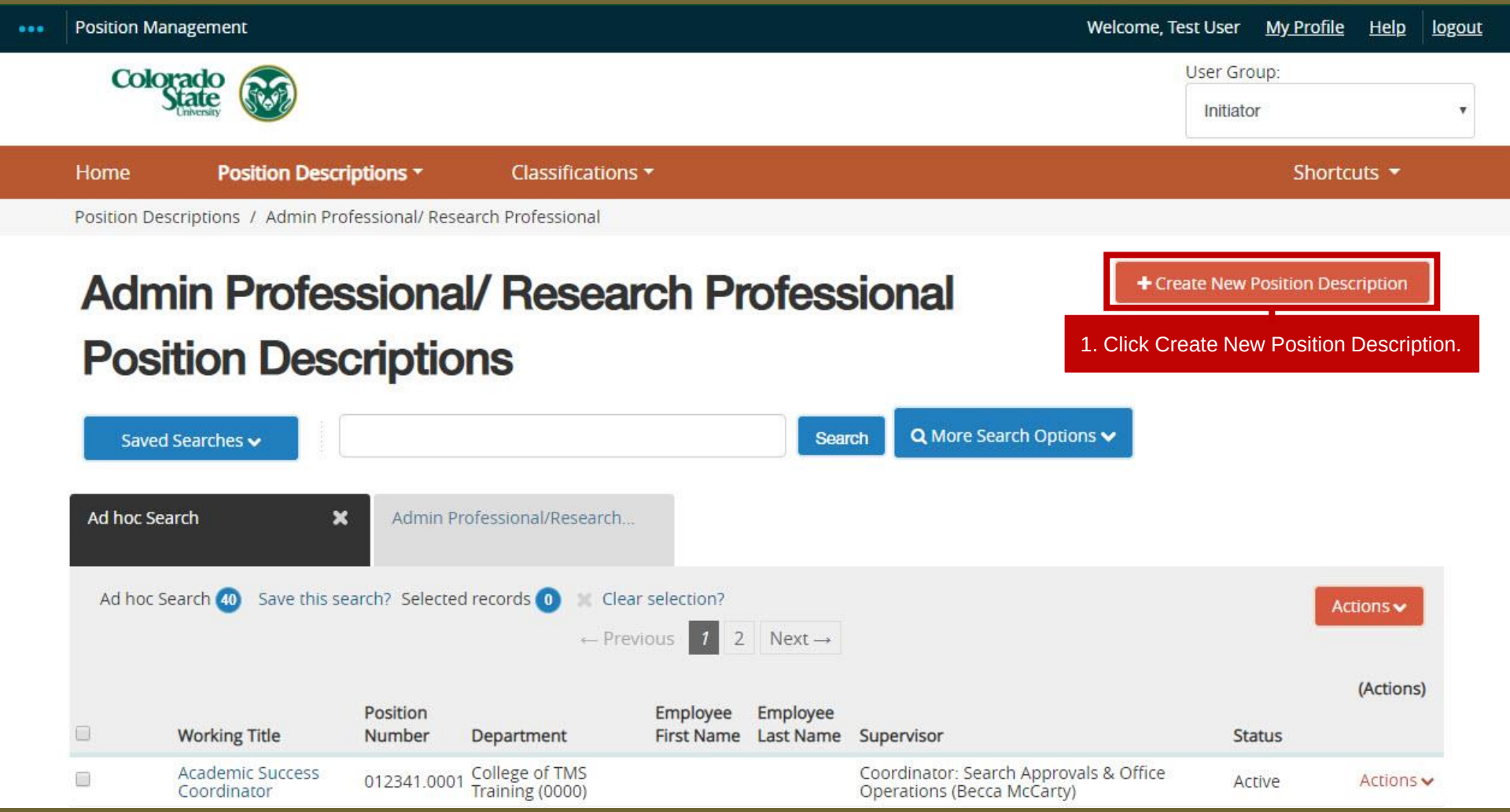
How to *Create* a Position Description



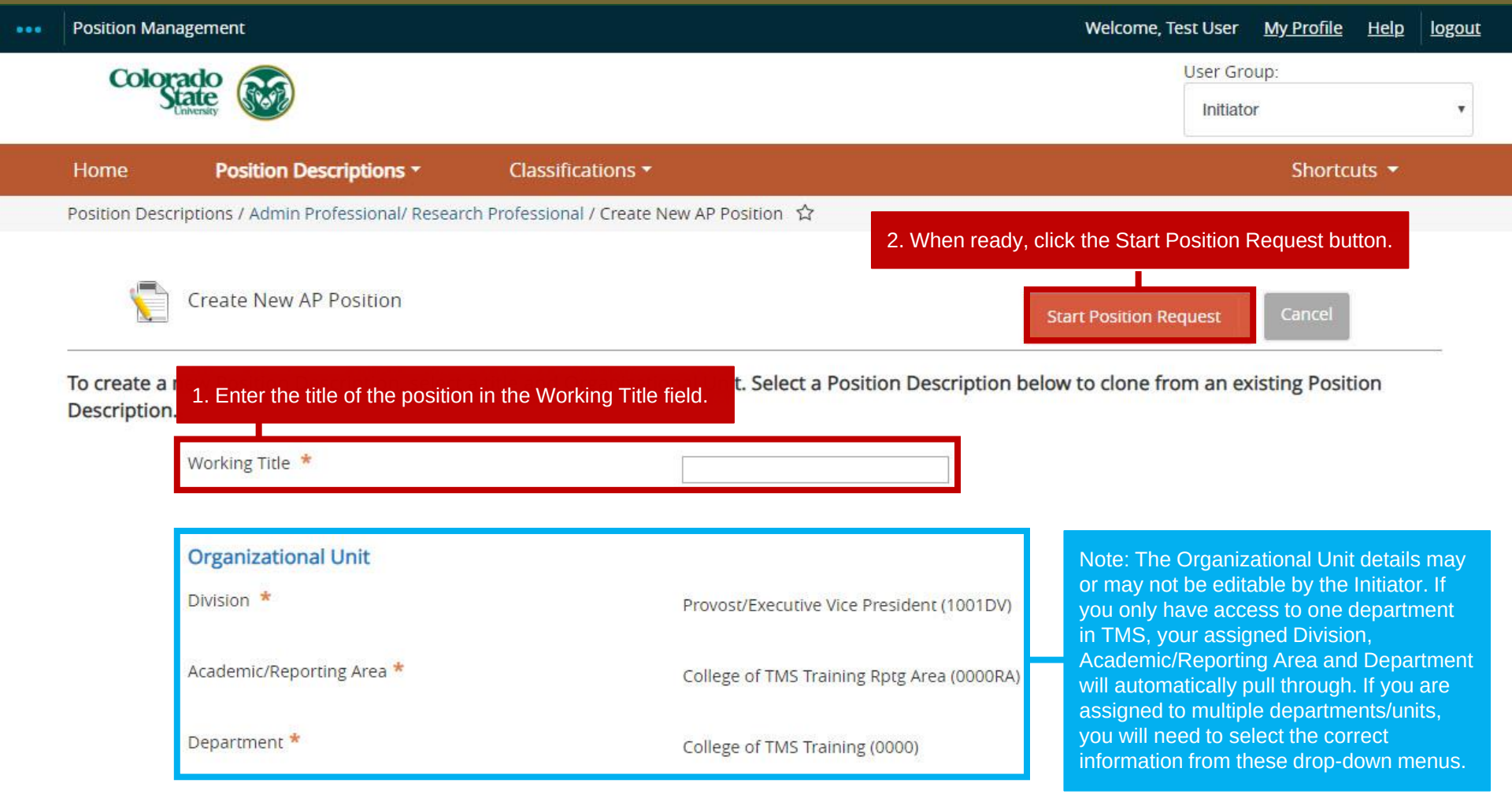
How to *Create* a Position Description



How to *Create* a Position Description

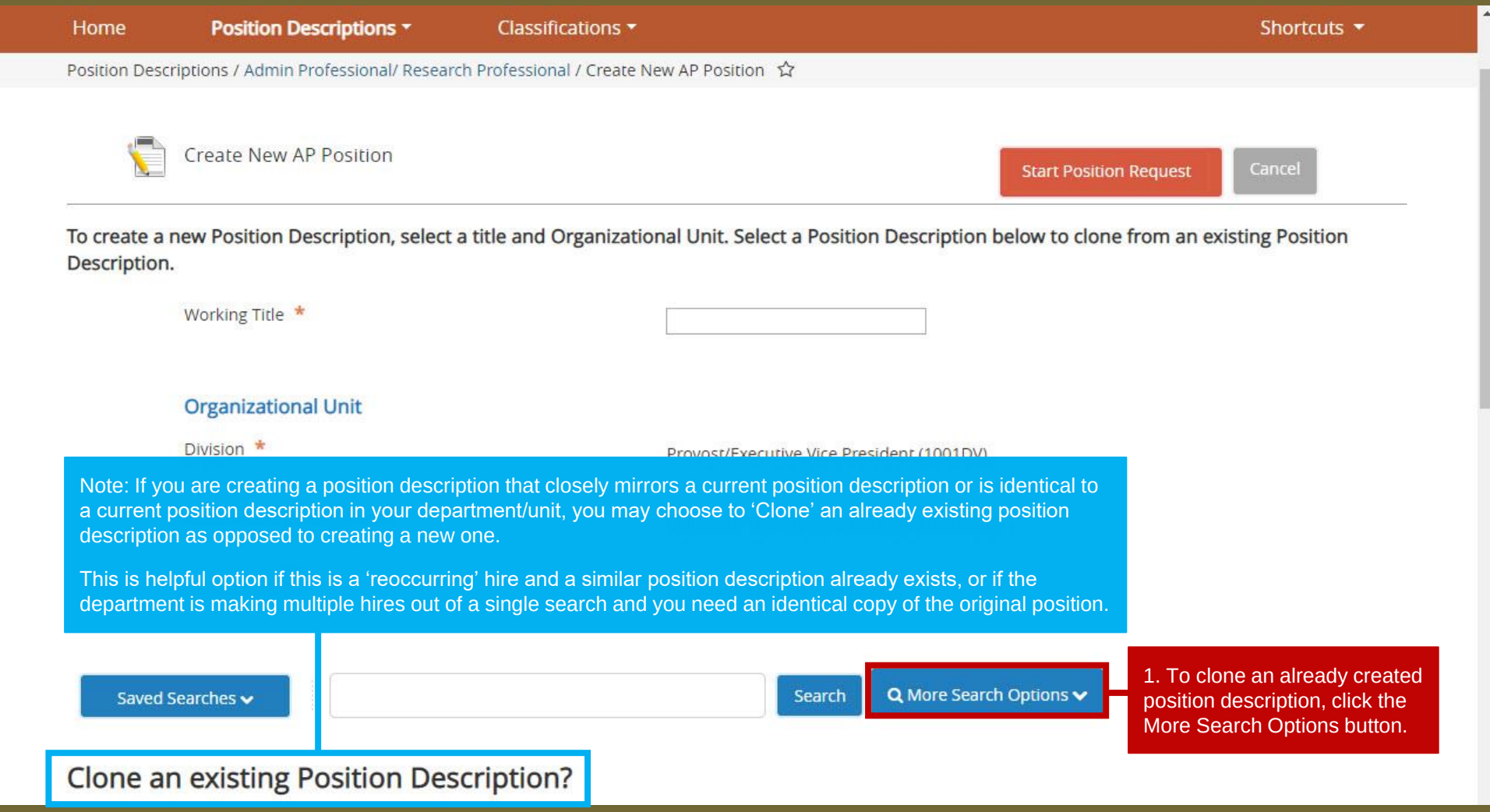


How to *Create* a Position Description



Note: The Organizational Unit details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area and Department will automatically pull through. If you are assigned to multiple departments/units, you will need to select the correct information from these drop-down menus.

How to *Create* a Position Description – *Cloning*



Note: If you are creating a position description that closely mirrors a current position description or is identical to a current position description in your department/unit, you may choose to 'Clone' an already existing position description as opposed to creating a new one.

This is helpful option if this is a 'reoccurring' hire and a similar position description already exists, or if the department is making multiple hires out of a single search and you need an identical copy of the original position.

1. To clone an already created position description, click the More Search Options button.

How to *Create* a Position Description – *Cloning*

1. To search for the position you wish to clone, enter its position number in the Position Number field found in the More Search Options drop-down menu, then click Search.

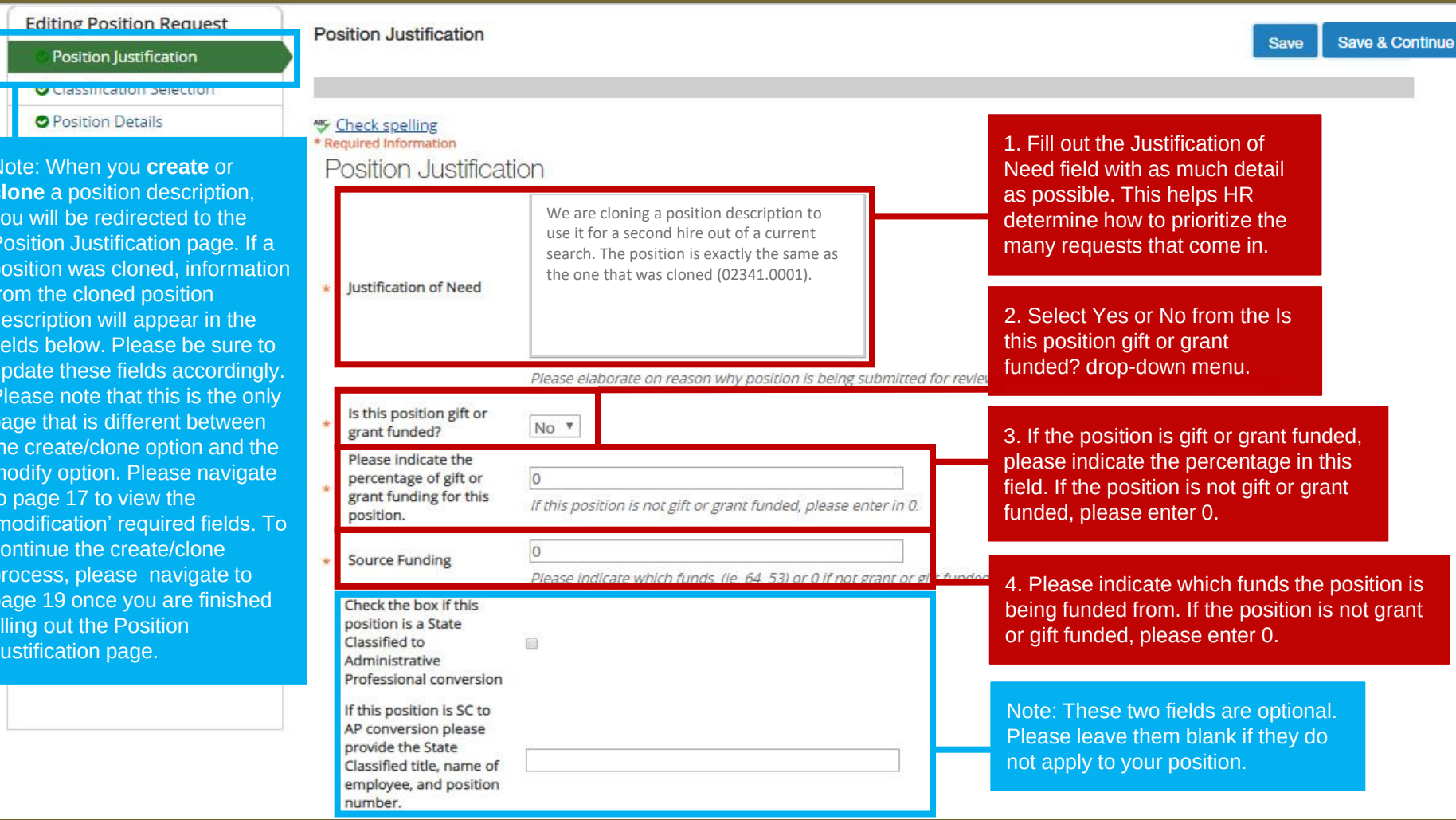
Clone an existing Position Description?

2. The position you wish to clone should appear in the list below. Select the position by checking the radio button next to the working title. This tells the system that you will be creating a **new** position description based on the selected position description which in turn **will clone/pullover many of the fields found on the selected position description.**

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
○	Academic Success Coordinator	012341.0001	College of TMS Training (0000)			Coordinator: Search Approvals & Office Operations (Becca McCarty)	Active	Actions

3. When the correct position description is selected, click Start Position Request.

Position Justification Page – *Creating a New Position*



Note: When you **create** or **clone** a position description, you will be redirected to the Position Justification page. If a position was cloned, information from the cloned position description will appear in the fields below. Please be sure to update these fields accordingly. Please note that this is the only page that is different between the create/clone option and the modify option. Please navigate to page 17 to view the 'modification' required fields. To continue the create/clone process, please navigate to page 19 once you are finished filling out the Position Justification page.

1. Fill out the Justification of Need field with as much detail as possible. This helps HR determine how to prioritize the many requests that come in.

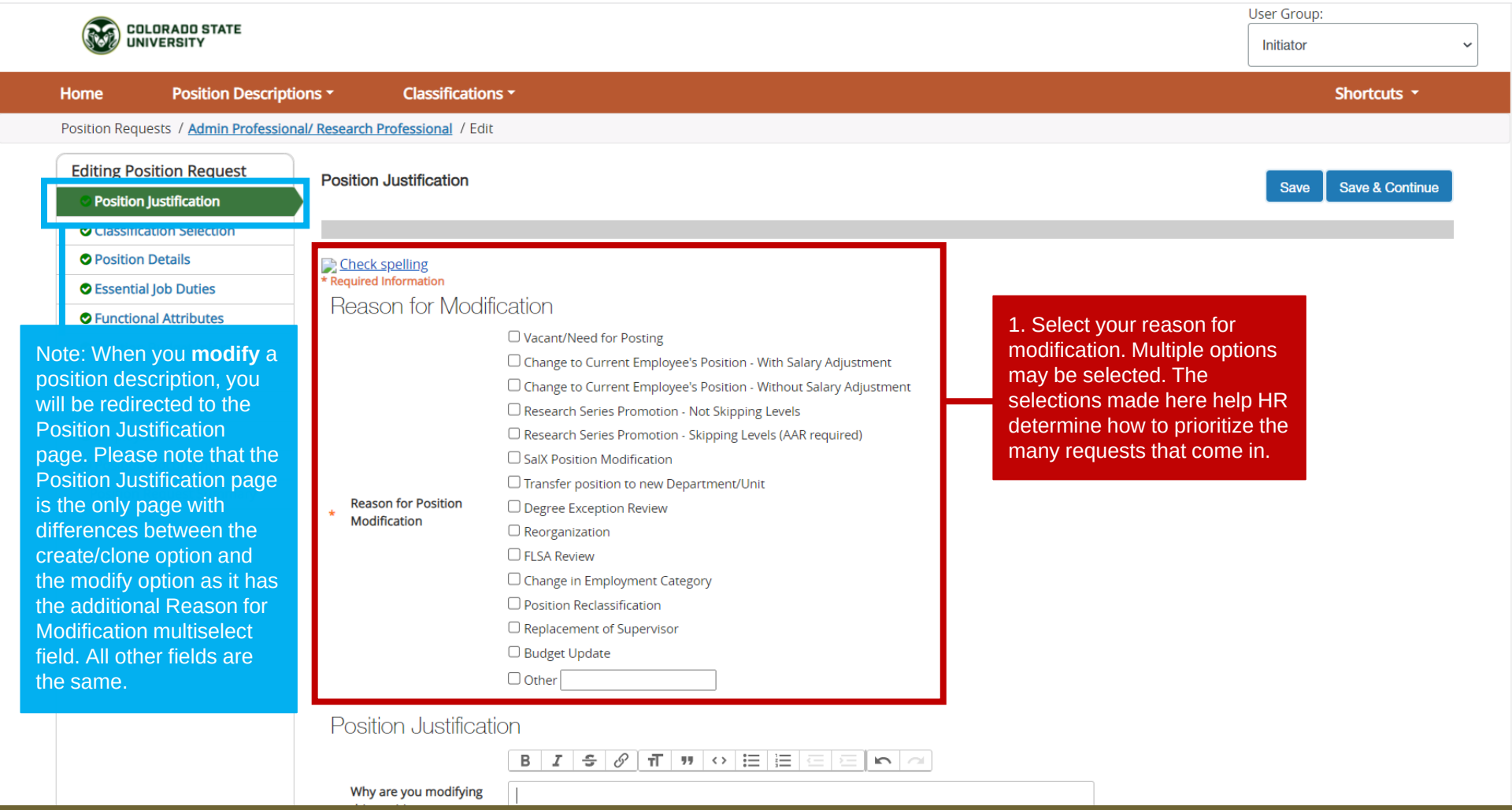
2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

Note: These two fields are optional. Please leave them blank if they do not apply to your position.

Position Justification Page – *Modifying a Position*



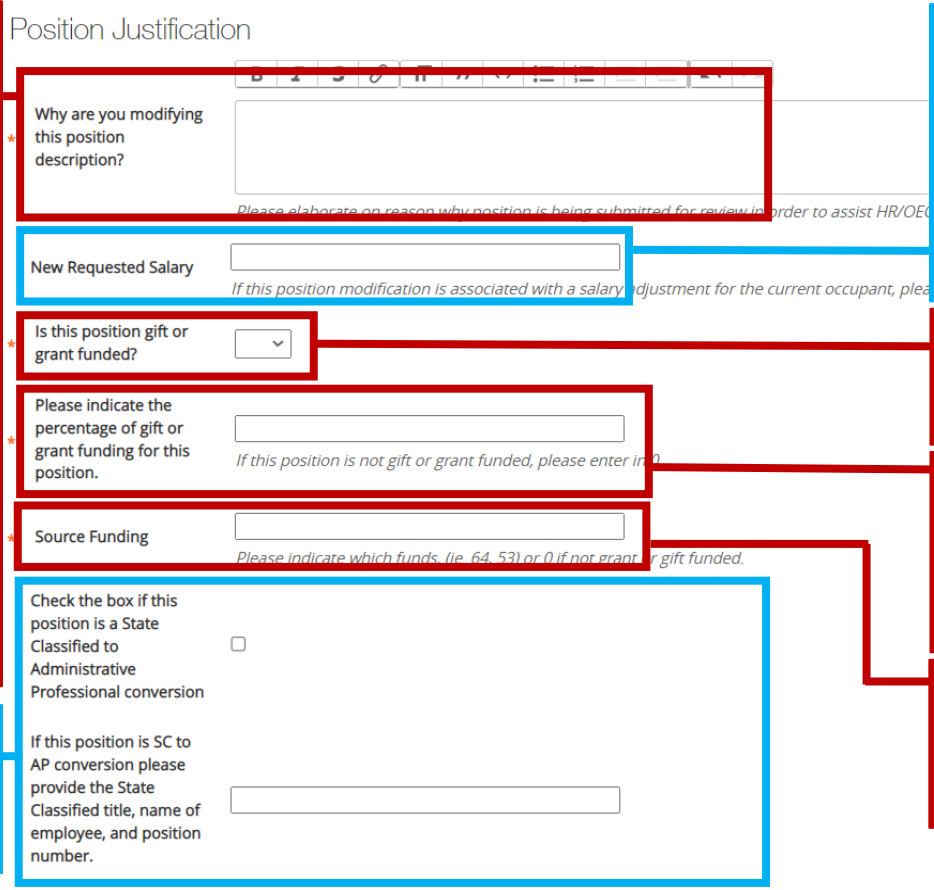
Note: When you **modify** a position description, you will be redirected to the Position Justification page. Please note that the Position Justification page is the only page with differences between the create/clone option and the modify option as it has the additional Reason for Modification multiselect field. All other fields are the same.

1. Select your reason for modification. Multiple options may be selected. The selections made here help HR determine how to prioritize the many requests that come in.

Position Justification Page – *Modifying a Position* (cont.)

1. Fill in the Why are you modifying this position description field with as much detail as possible. It's helpful to include information regarding the specific modifications you will be making to the position description i.e. "We are updating the degree requirement from a Bachelor's to a Masters then running a search" or "We are updating the Supervisor essential job duty entry to include additional responsibilities" etc. This helps HR determine how to prioritize the many requests that come in.

Note: These two fields are optional. Please leave them blank if they do not apply to your position.



Note. If you are modifying a position of a current employee who will be receiving a new salary based on the position changes, please enter the new desired salary in the New Requested Salary field. For additional information, related to salary changes tied to additional duties/responsibilities, please see HR's website.

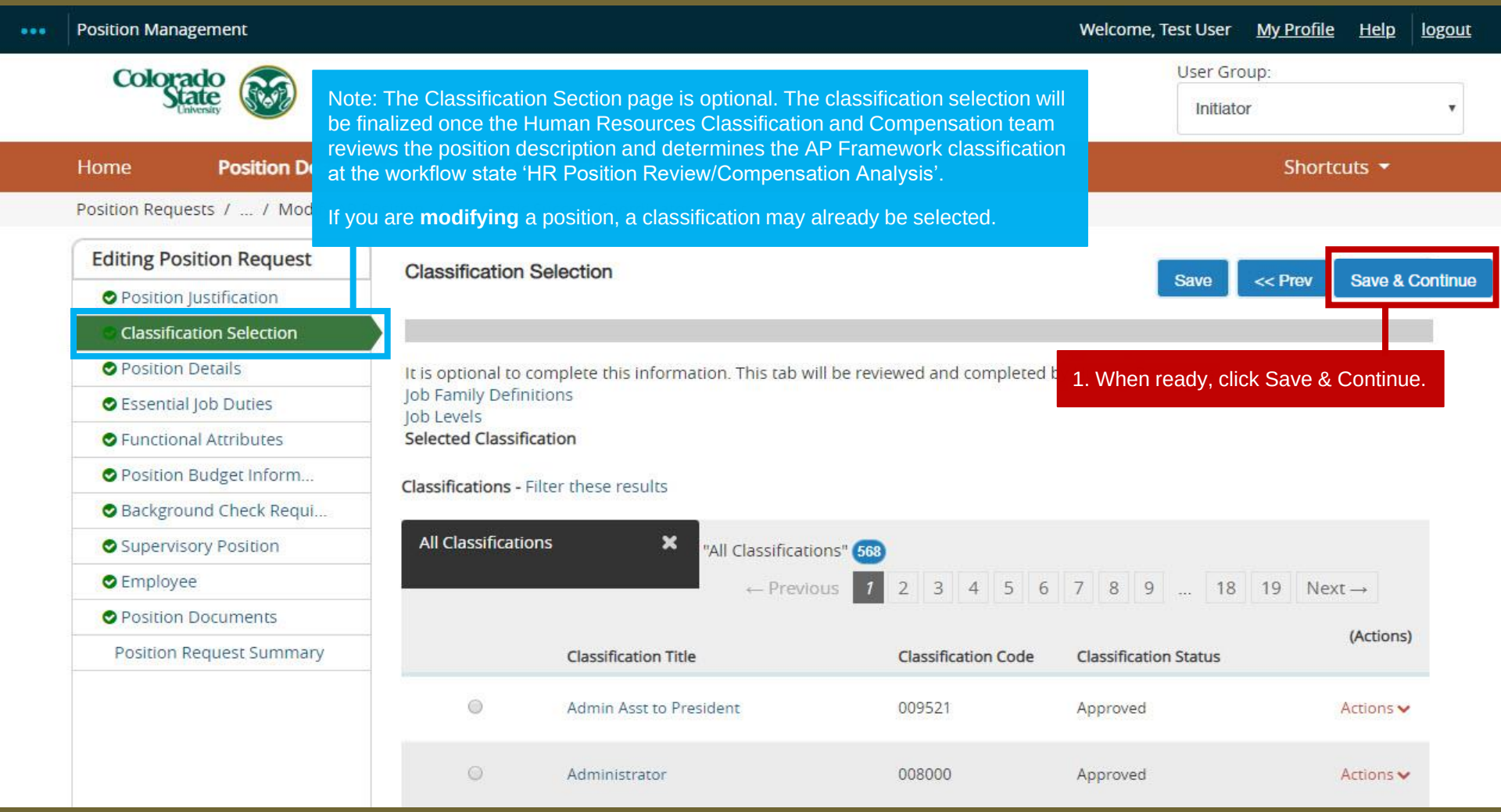
2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

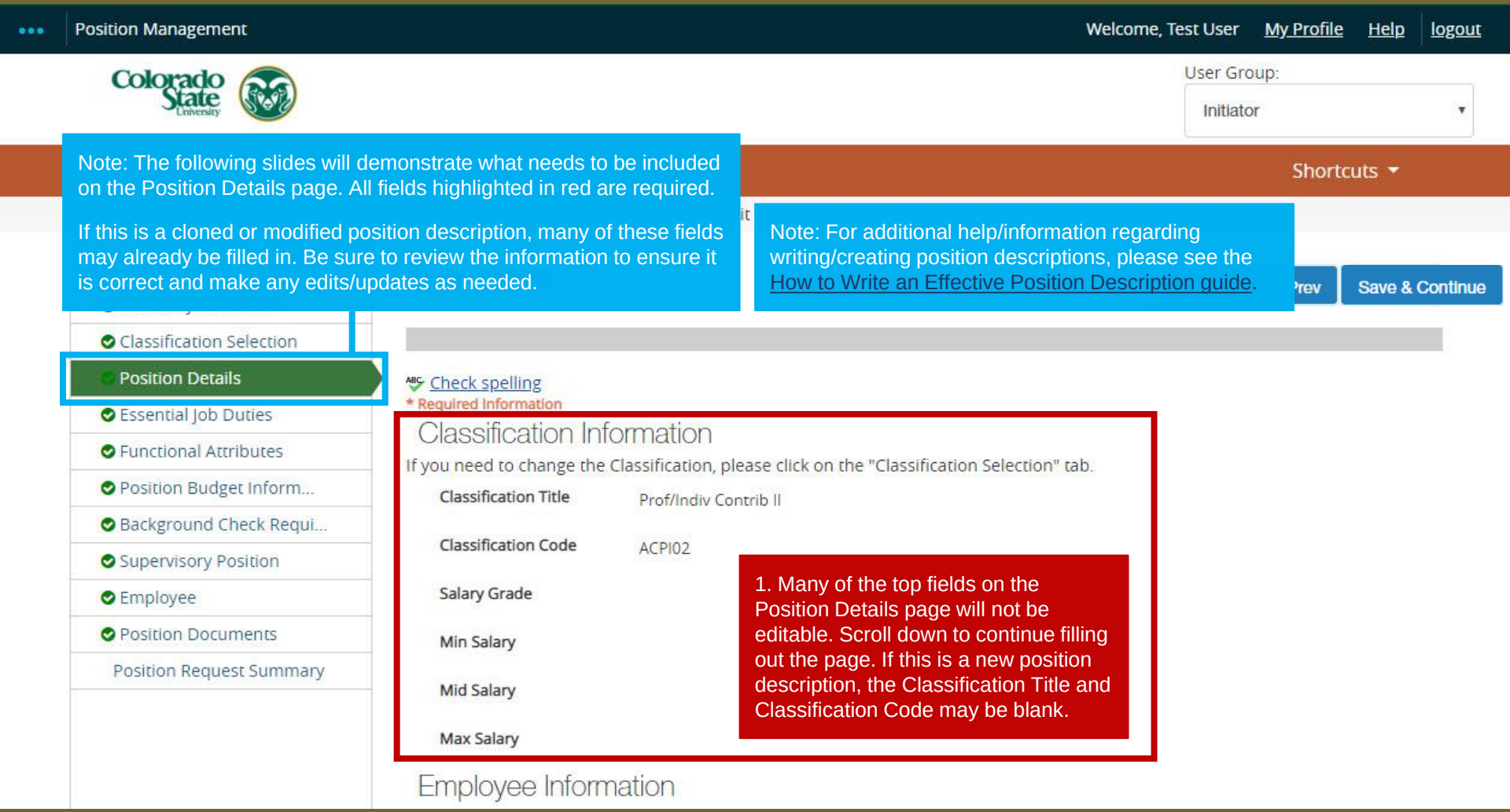
4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

5. When ready, click Save & Continue

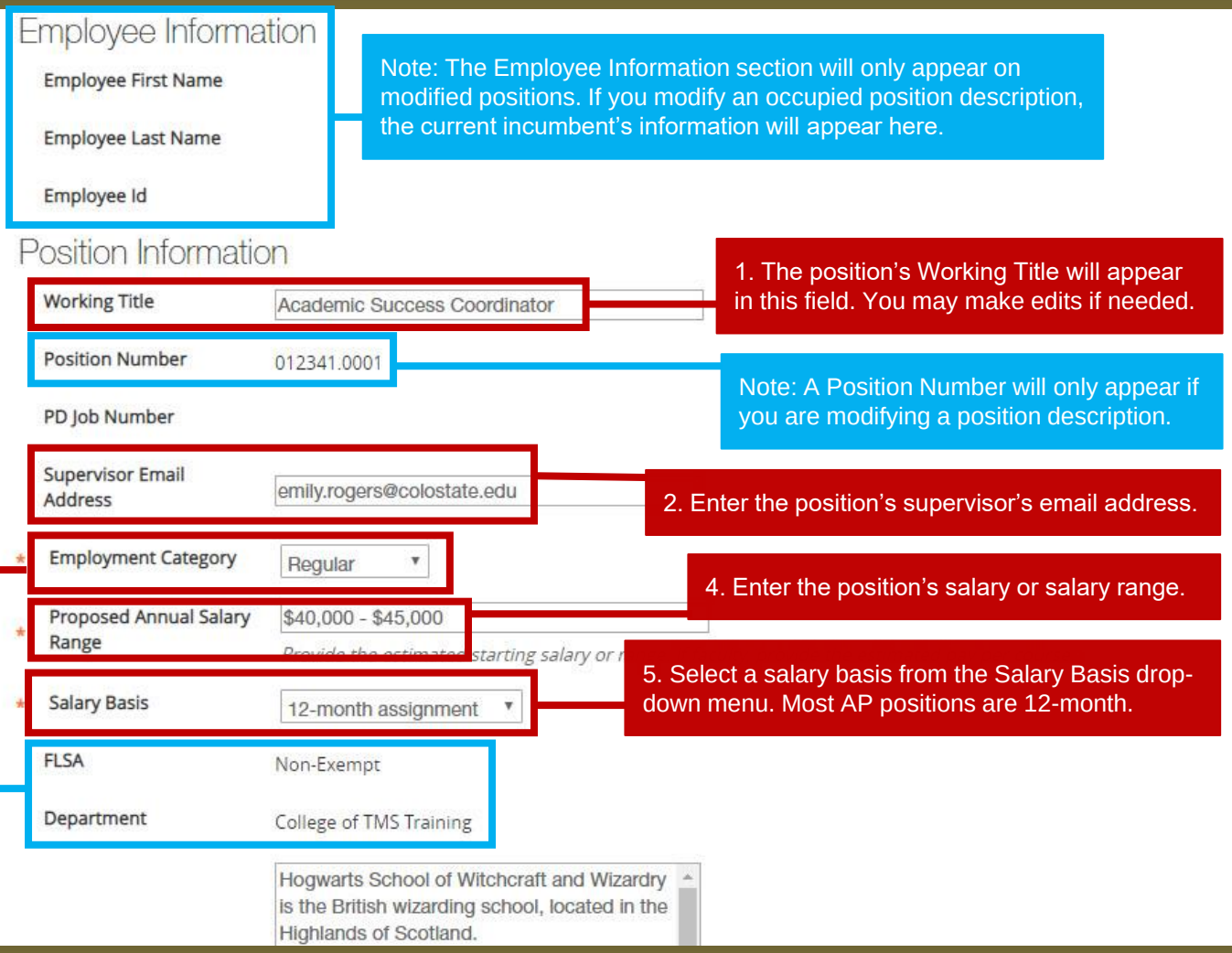
Classification Selection Page



Position Details Page



Position Details Page (cont.)



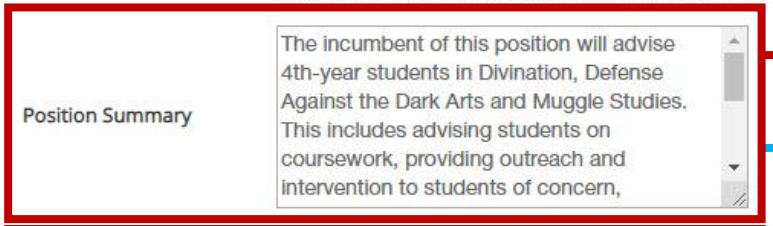
Position Details Page (cont.)

1. Fill in the Description of Work Unit field. Use the gray help text below this field if you need help crafting language. This information may be available on your department's website. For additional language about CSU, Fort Collins and employee benefits, please see the Sample Language Guide.

Mission statement, services provided by department, marke... posting. This information may be found on your department

Note: If you modified or cloned a position, many of these fields may already be filled in.

2. Fill in the Position Summary field. This should be a brief summary of what the position entails.



Note: Please do not include job duties in the Position Summary field. Job duties will need to be entered on the Essential Job Duties page.

3. Fill out the Position Supervises field. Use the help text below to determine what needs to be entered. If this position will not be supervising others, state "none" or "no one" in this field.

How many employees will this position supervise? Include titles and employment groups (SC/AP/Faculty/Student/etc.).

4. Fill in the Decision Making field. Use the help text below to determine what needs to be entered.

Provide specific examples of decisions at the highest level of significance that are related to the Essential Job Duties of the position, are regular and on-going, do not require supervisory approval, and determine how the duties are performed.

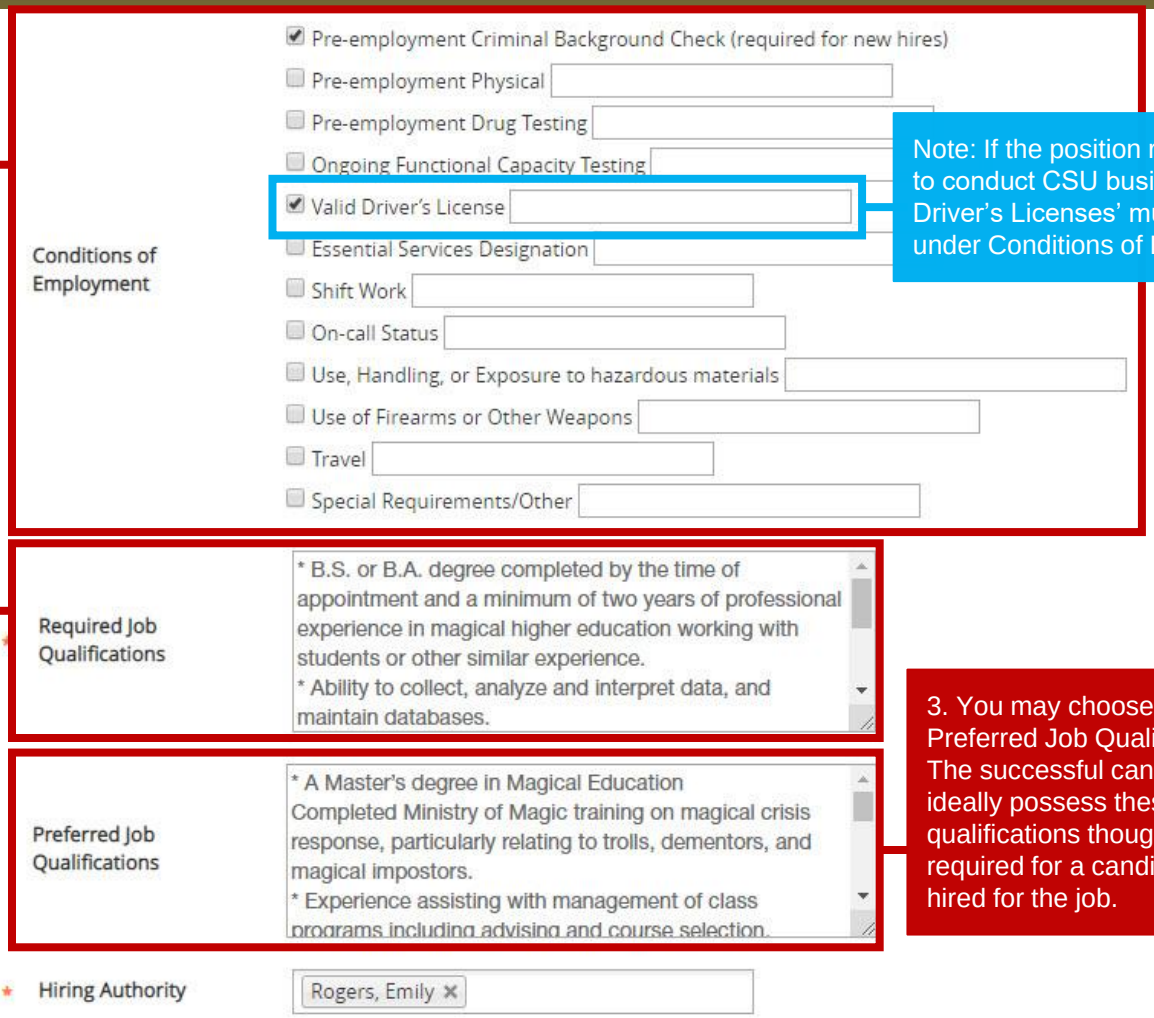
☑ Pre-employment Criminal Background Check (required for new hires)

Position Details Page (cont.)

1. In the Conditions of Employment multi-select field, select any items that are required for this position. If you are creating or modifying this position description to fill an open vacancy, be sure to check the top box as a 'Pre-employment Criminal Background Check' is required for all new hires and rehires.

2. Fill in the Required Job Qualifications field. These requirements must be met by candidates to be hired for the job. This field outlines the required education, experience, and skills needed to successfully perform the job.

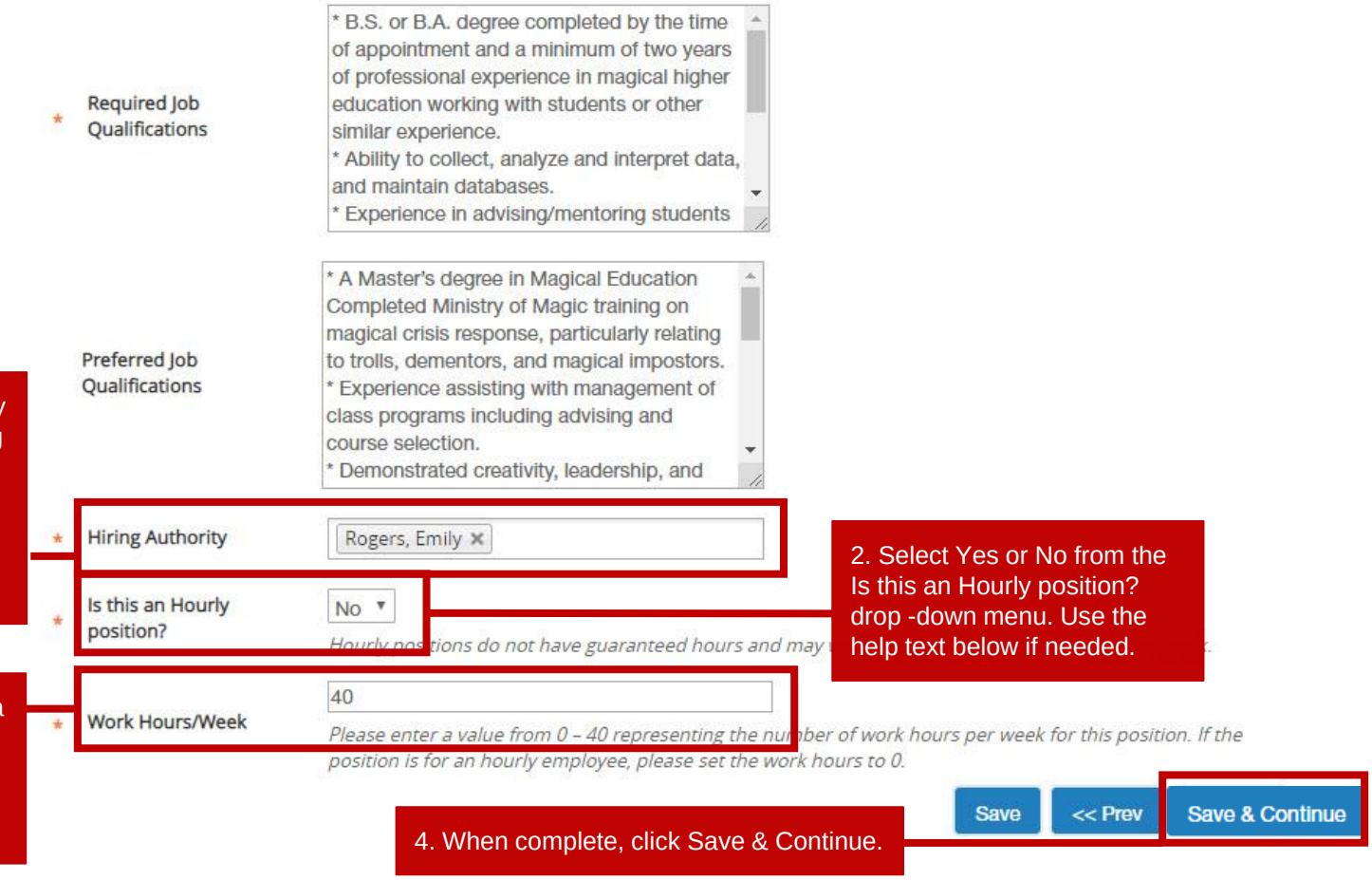
Note: For help formatting any text field with bullets, please see the TMS Formatting Guide.



Note: If the position requires driving to conduct CSU business, 'Valid Driver's Licenses' must be selected under Conditions of Employment.

3. You may choose to fill out the Preferred Job Qualifications field. The successful candidate will ideally possess these preferred qualifications though they are not required for a candidate to be hired for the job.

Position Details Page (cont.)



1. Enter at least one Hiring Authority in the Hiring Authority field by typing in their name. You may list multiple Hiring Authorities. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu

2. Select Yes or No from the Is this an Hourly position? drop -down menu. Use the help text below if needed.

3. Enter the amount of hours in a week the person in this position will be working in the Work Hours/Week field. If it is a full-time appointment, enter 40.

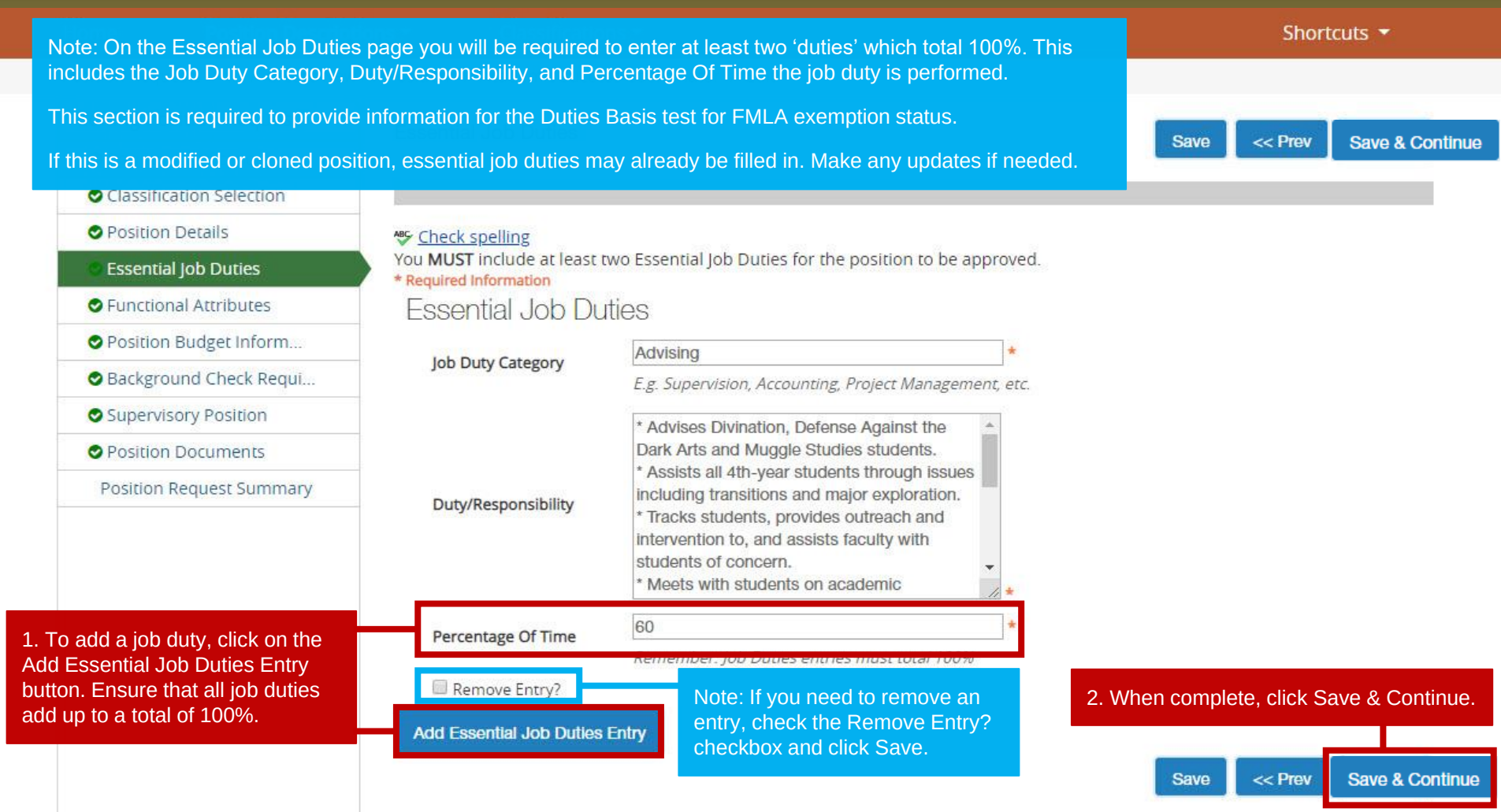
4. When complete, click Save & Continue.

Essential Job Duties Page

Note: On the Essential Job Duties page you will be required to enter at least two 'duties' which total 100%. This includes the Job Duty Category, Duty/Responsibility, and Percentage Of Time the job duty is performed.

This section is required to provide information for the Duties Basis test for FMLA exemption status.

If this is a modified or cloned position, essential job duties may already be filled in. Make any updates if needed.

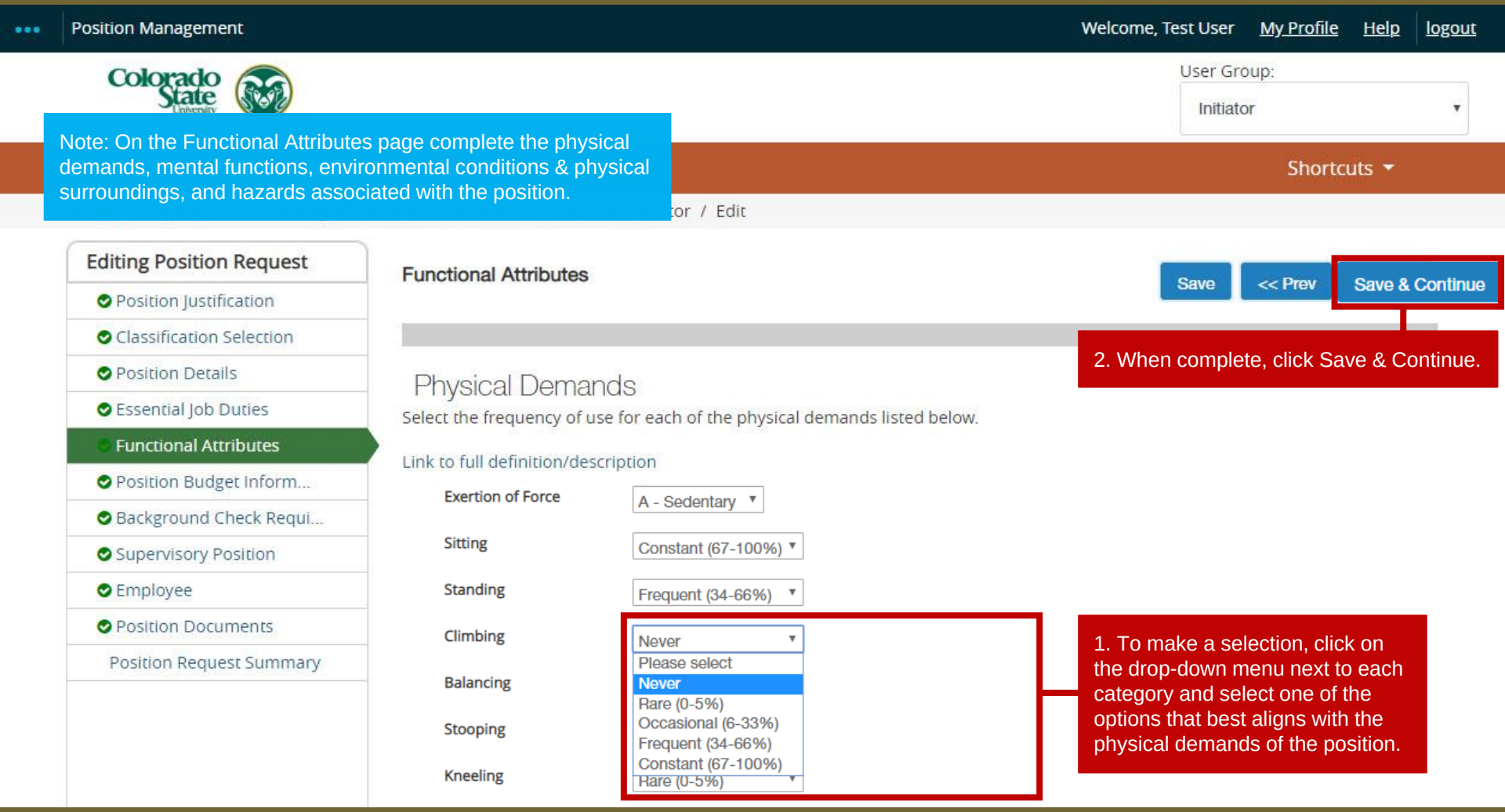


1. To add a job duty, click on the Add Essential Job Duties Entry button. Ensure that all job duties add up to a total of 100%.

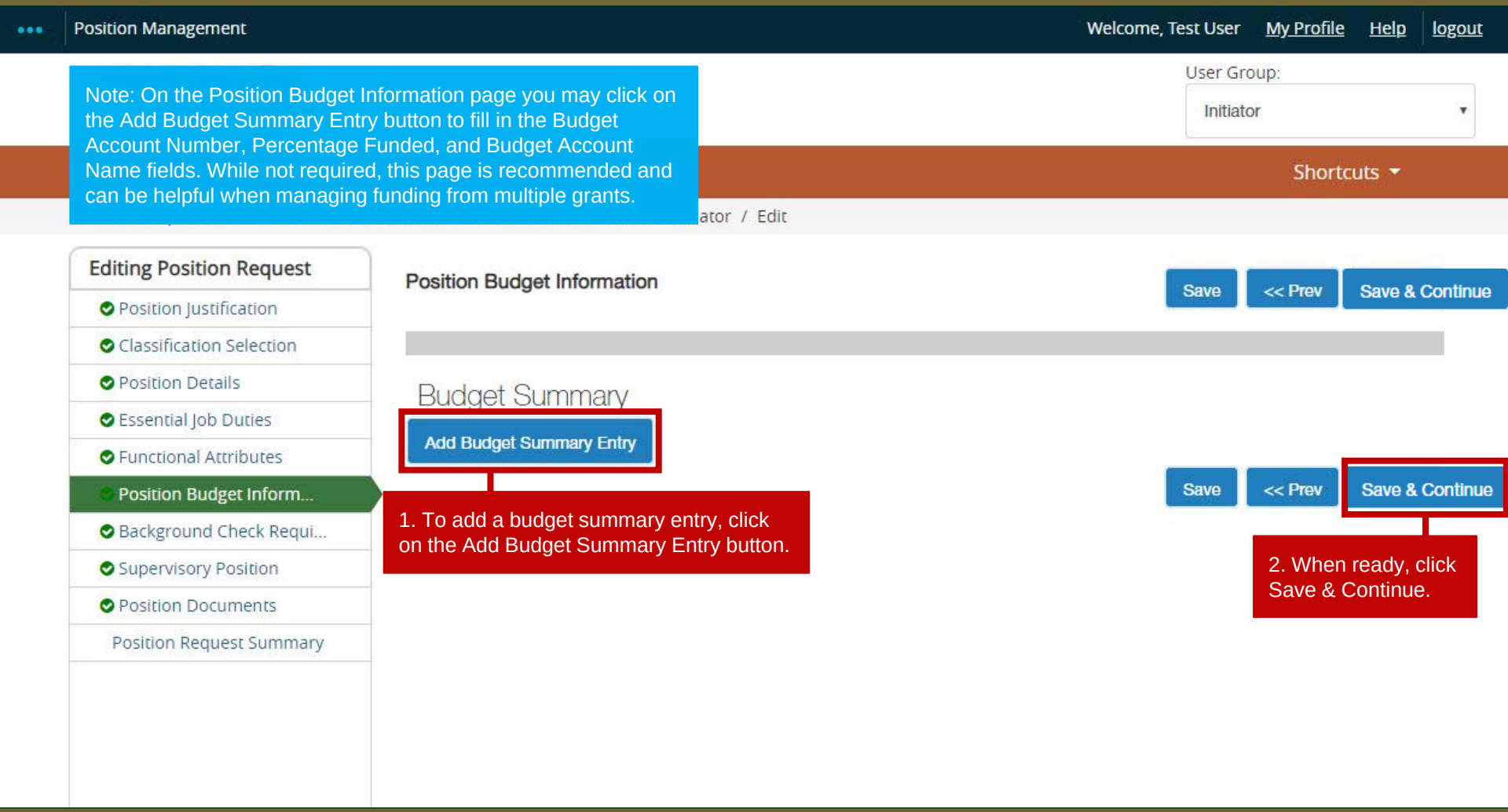
Note: If you need to remove an entry, check the Remove Entry? checkbox and click Save.

2. When complete, click Save & Continue.

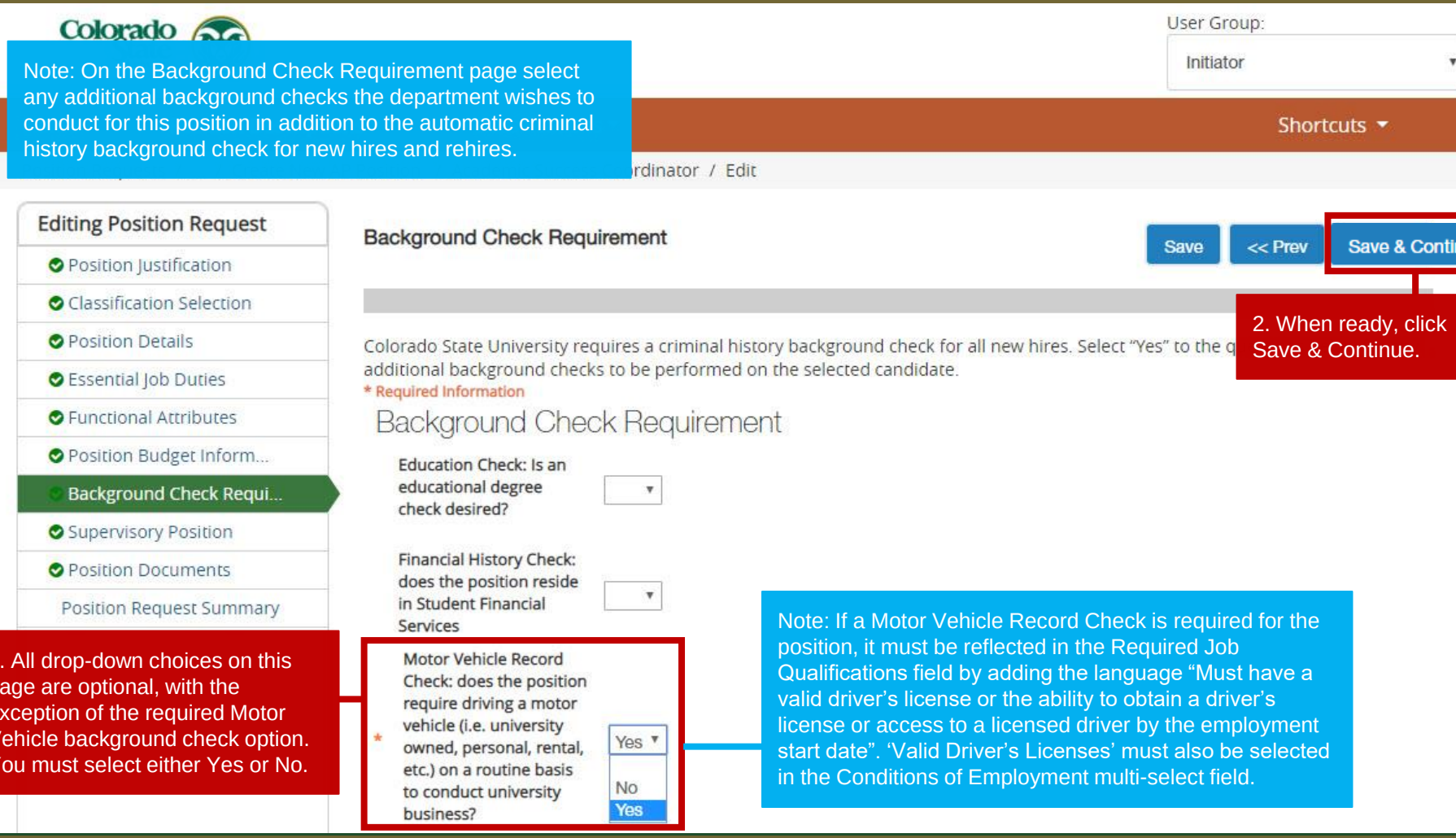
Functional Attributes Page



Position Budget Information Page

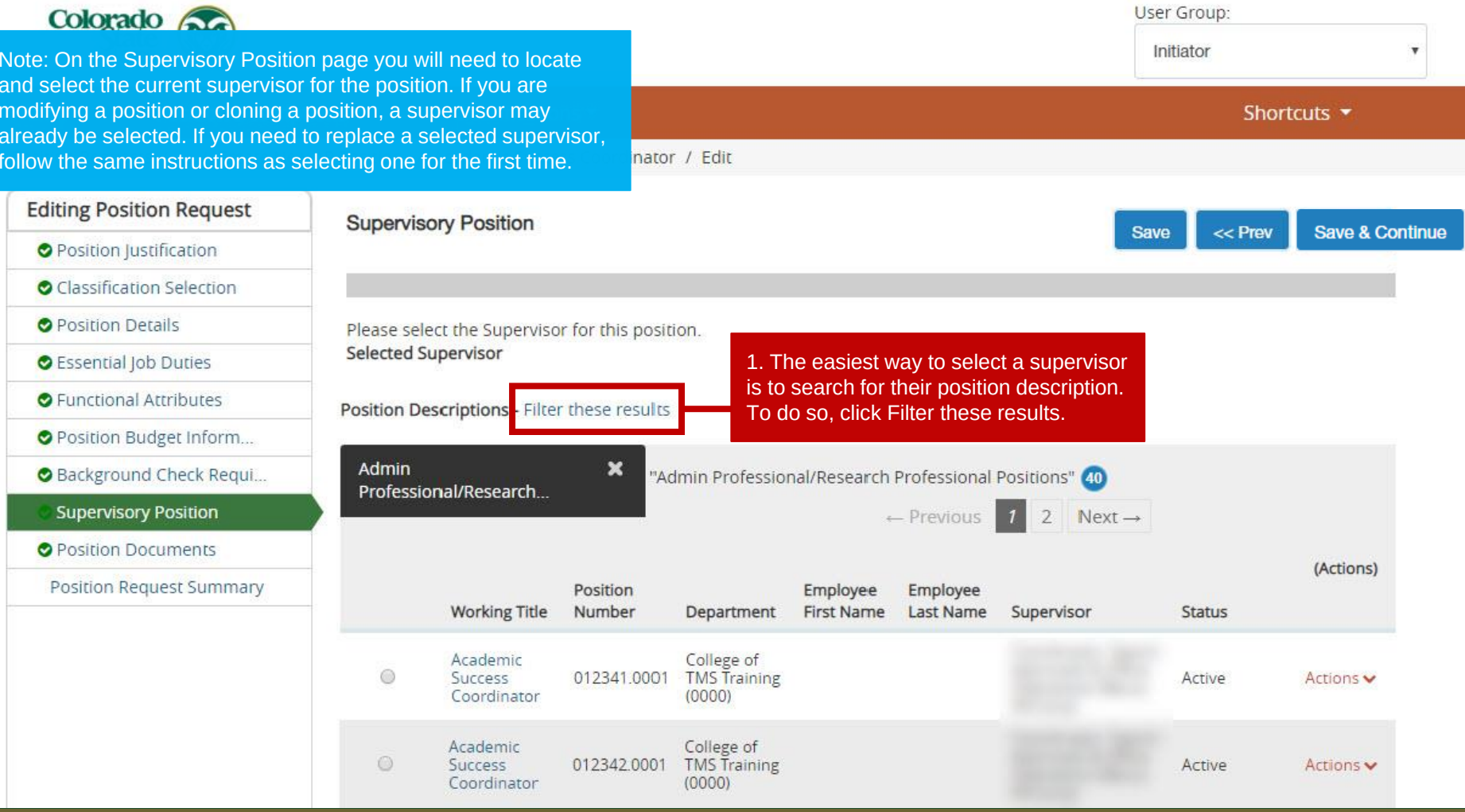


Background Check Requirement Page

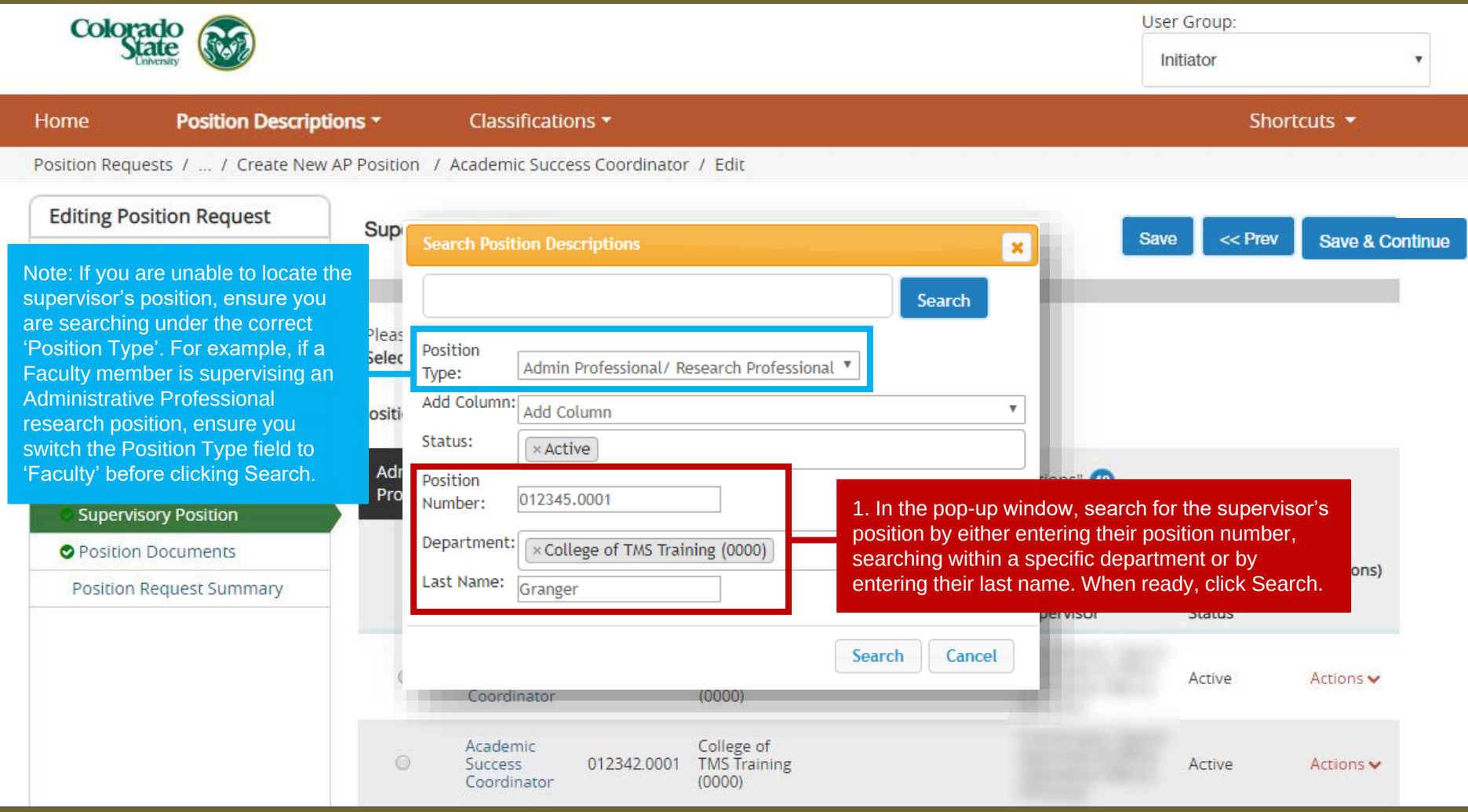


Supervisory Position Page

Note: On the Supervisory Position page you will need to locate and select the current supervisor for the position. If you are modifying a position or cloning a position, a supervisor may already be selected. If you need to replace a selected supervisor, follow the same instructions as selecting one for the first time.



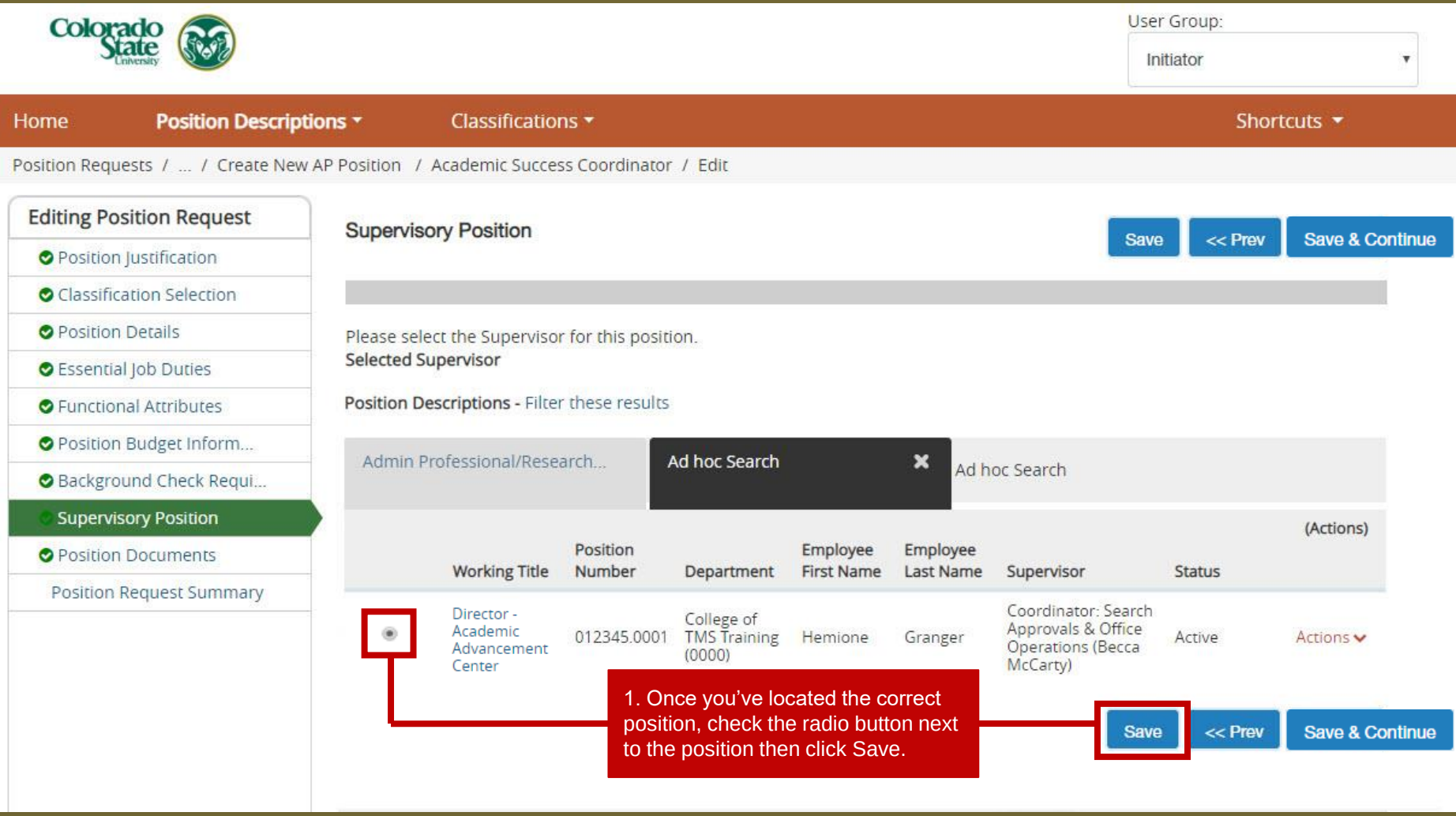
Supervisory Position Page (cont.)



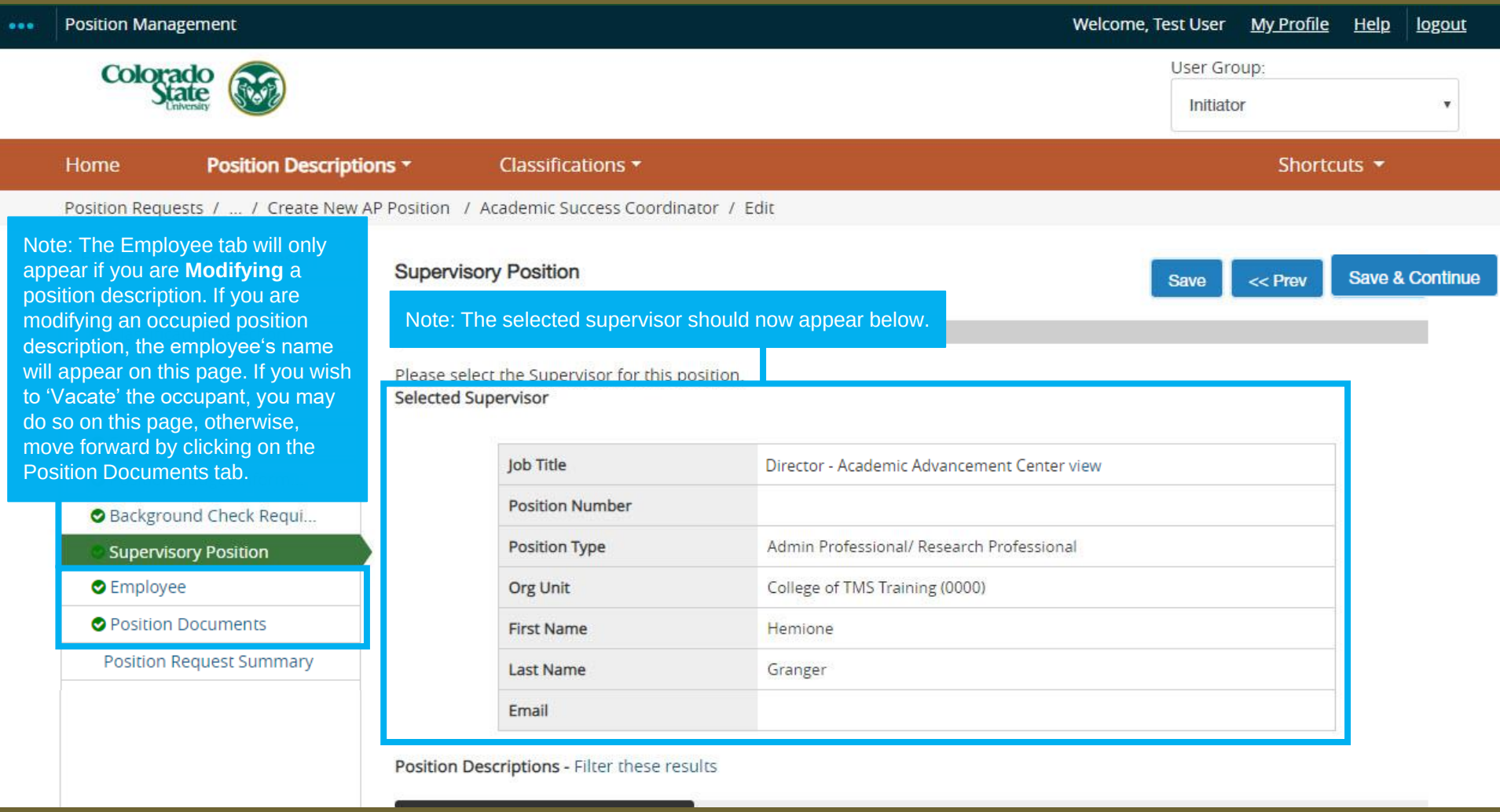
Note: If you are unable to locate the supervisor's position, ensure you are searching under the correct 'Position Type'. For example, if a Faculty member is supervising an Administrative Professional research position, ensure you switch the Position Type field to 'Faculty' before clicking Search.

1. In the pop-up window, search for the supervisor's position by either entering their position number, searching within a specific department or by entering their last name. When ready, click Search.

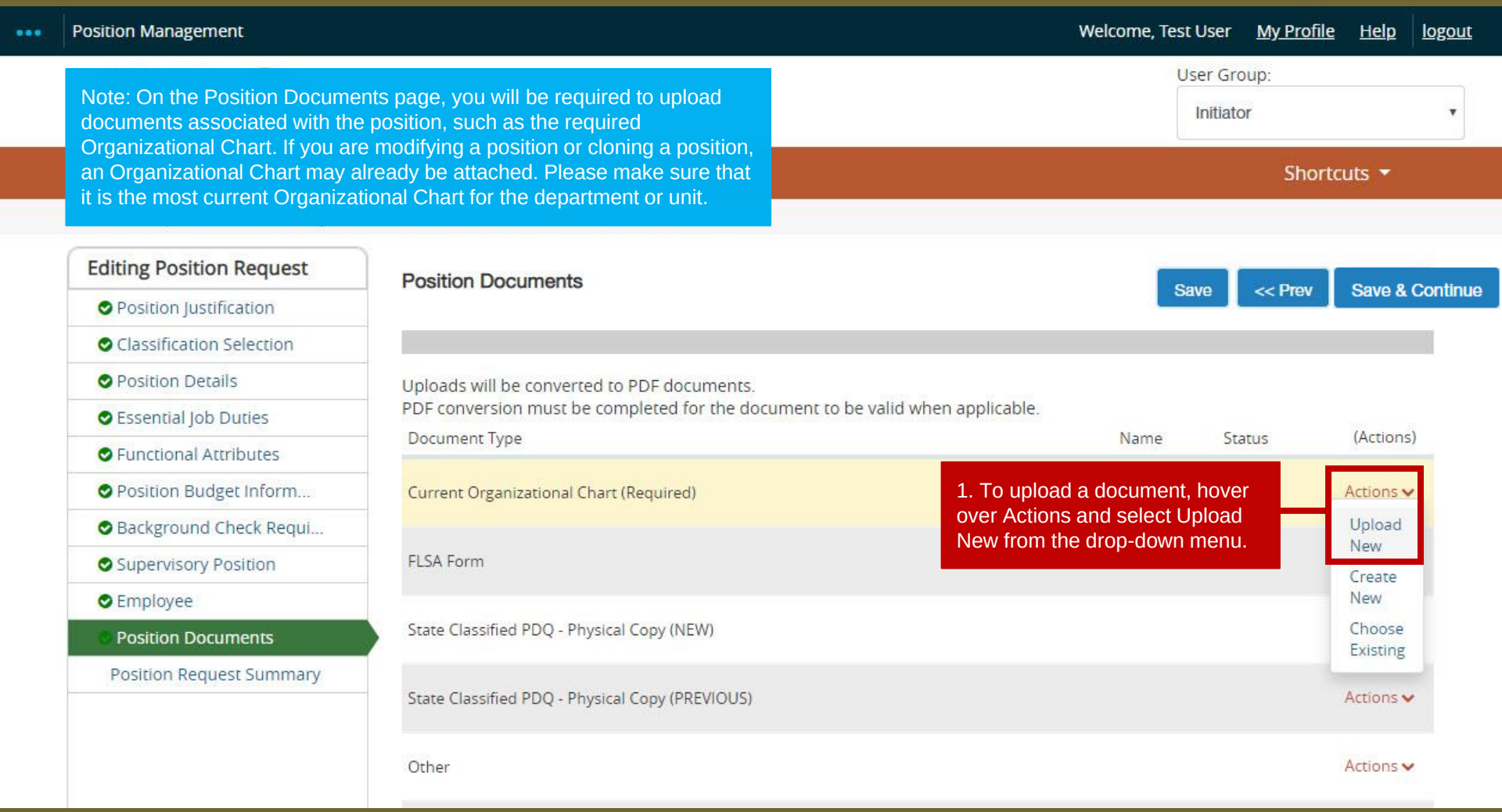
Supervisory Position Page (cont.)



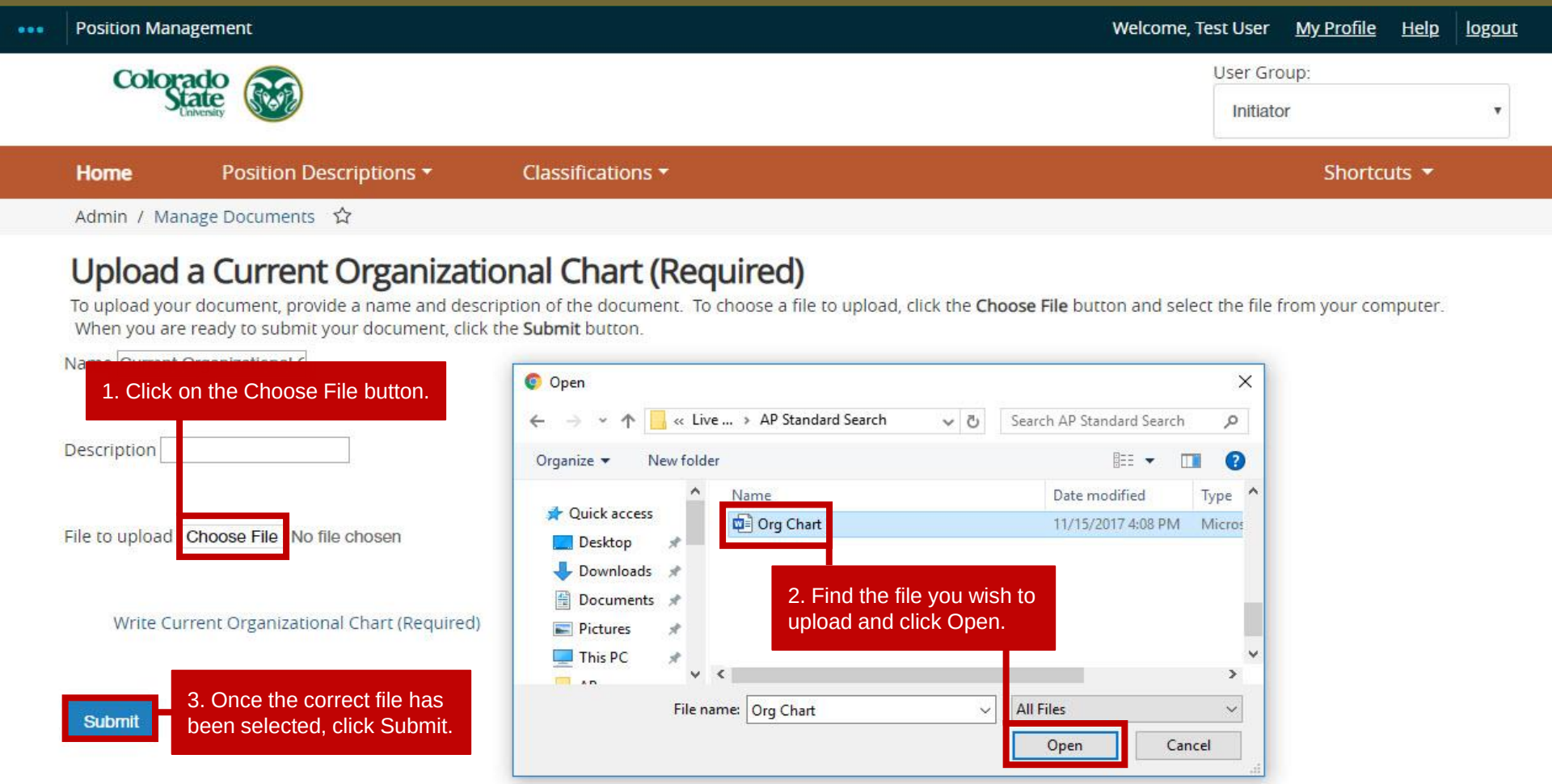
Supervisory Position Page (cont.)



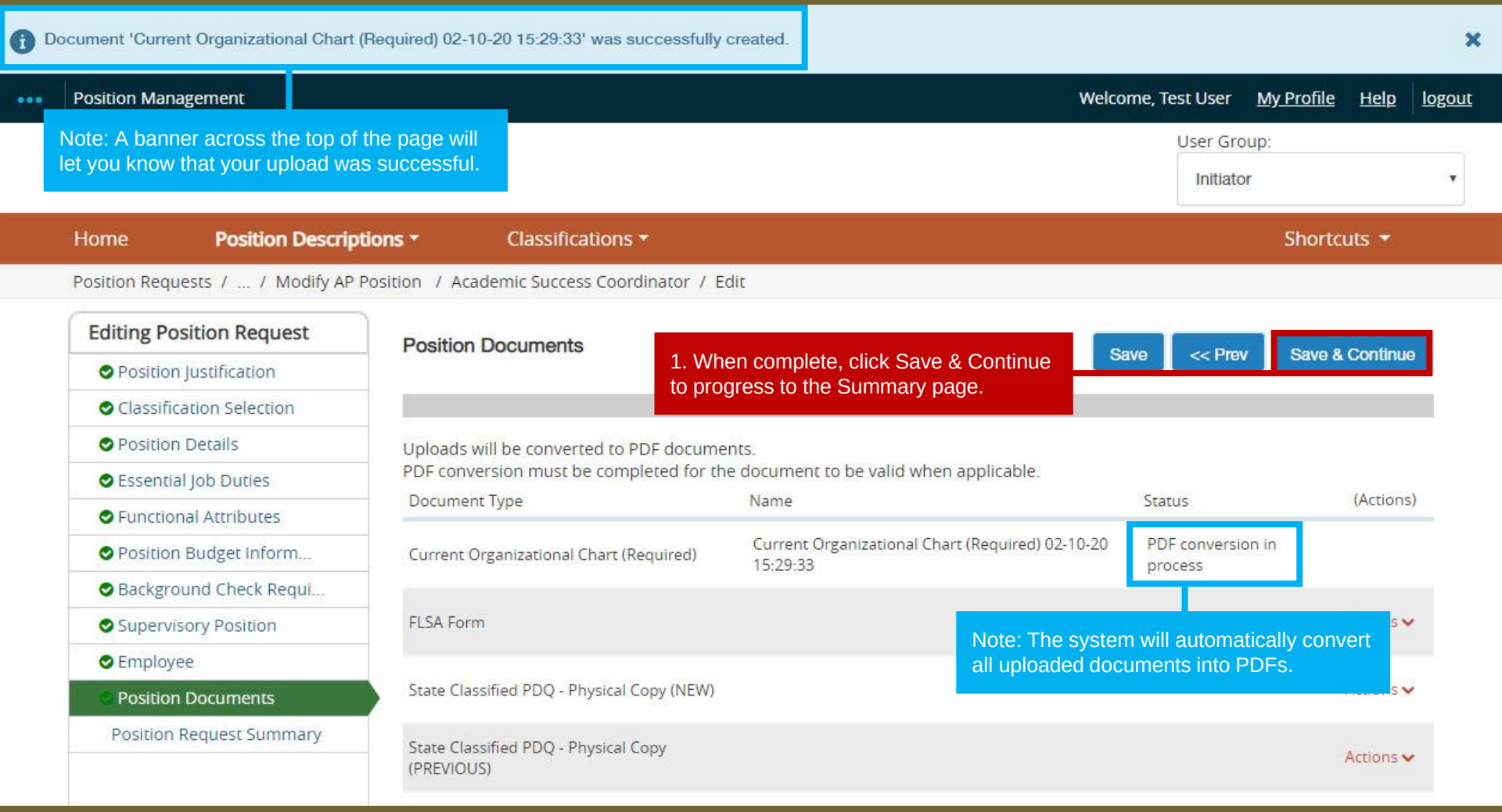
Position Documents Page



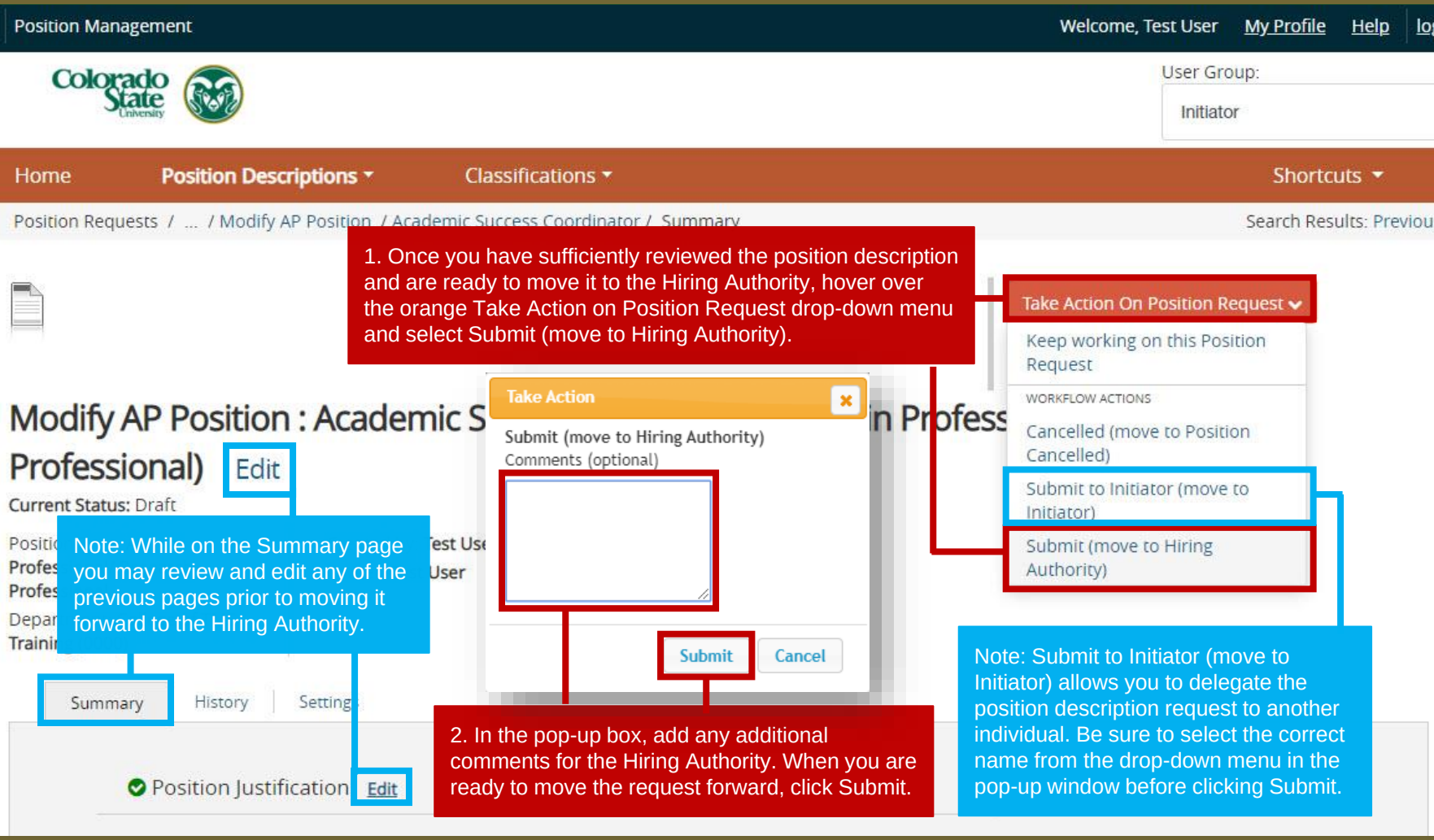
Position Documents Page (cont.)



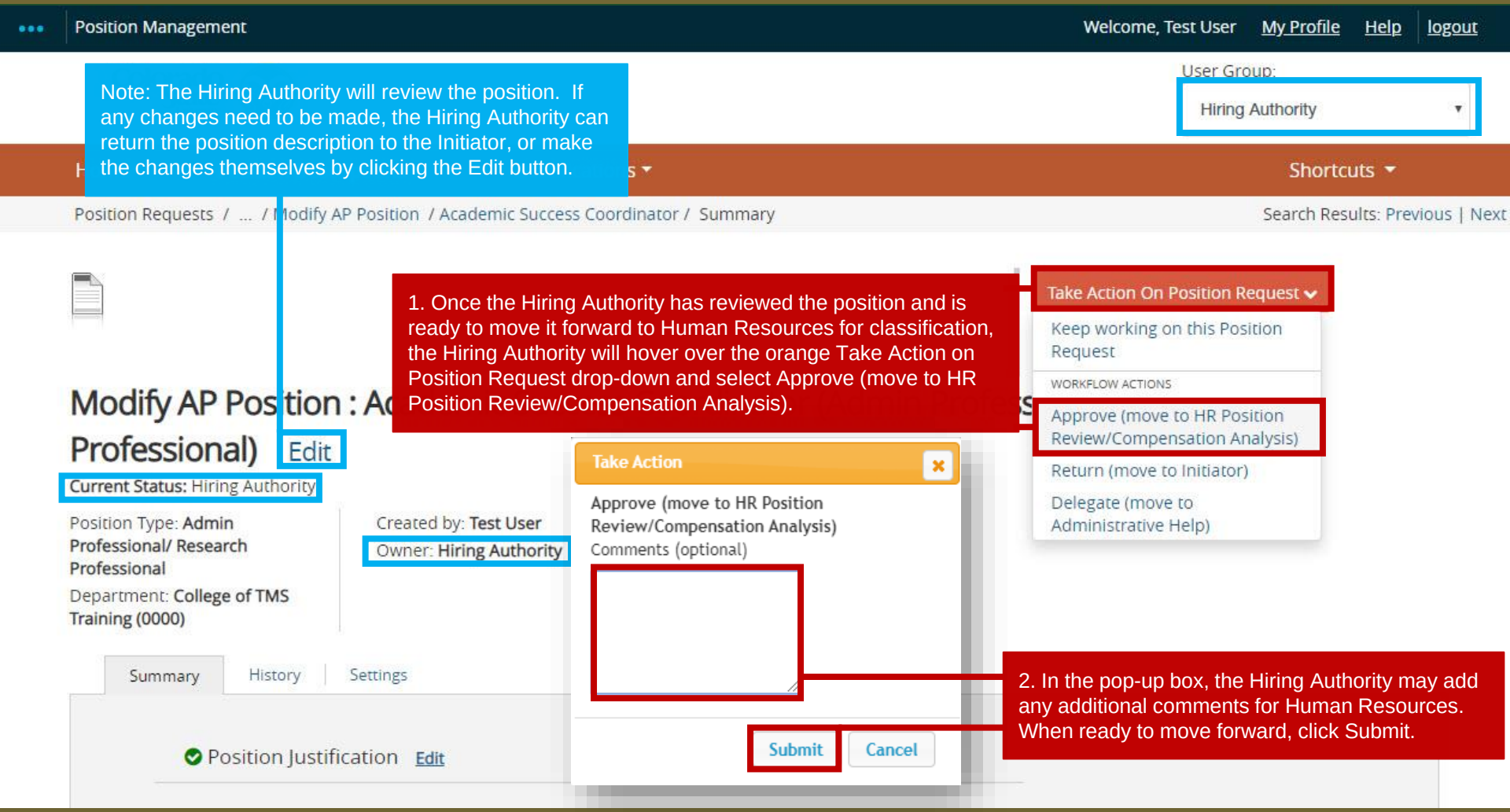
Position Documents Page (cont.)



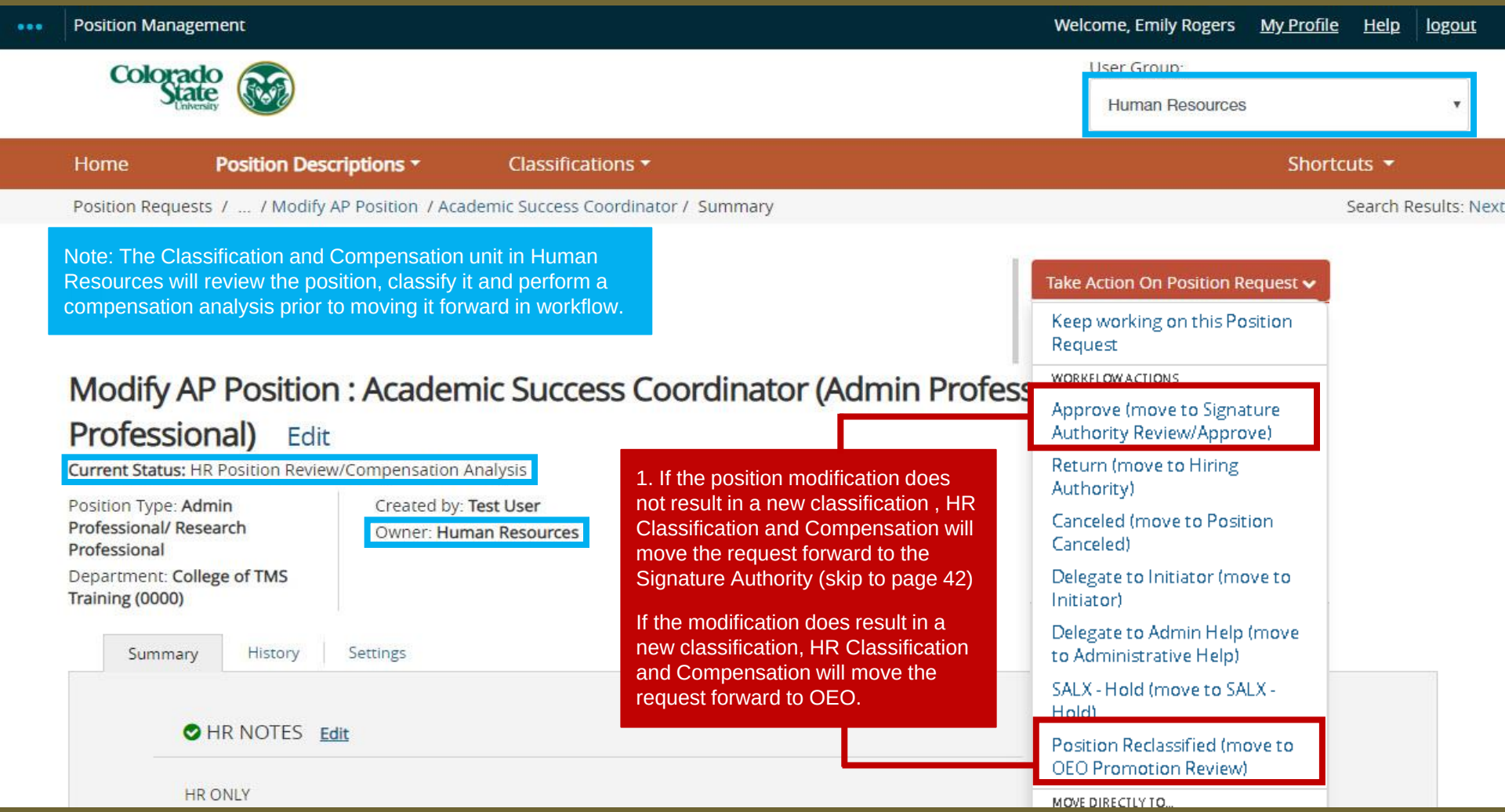
Summary Page



Review and Approval – Hiring Authority



Classification and Compensation Analysis – Human Resources



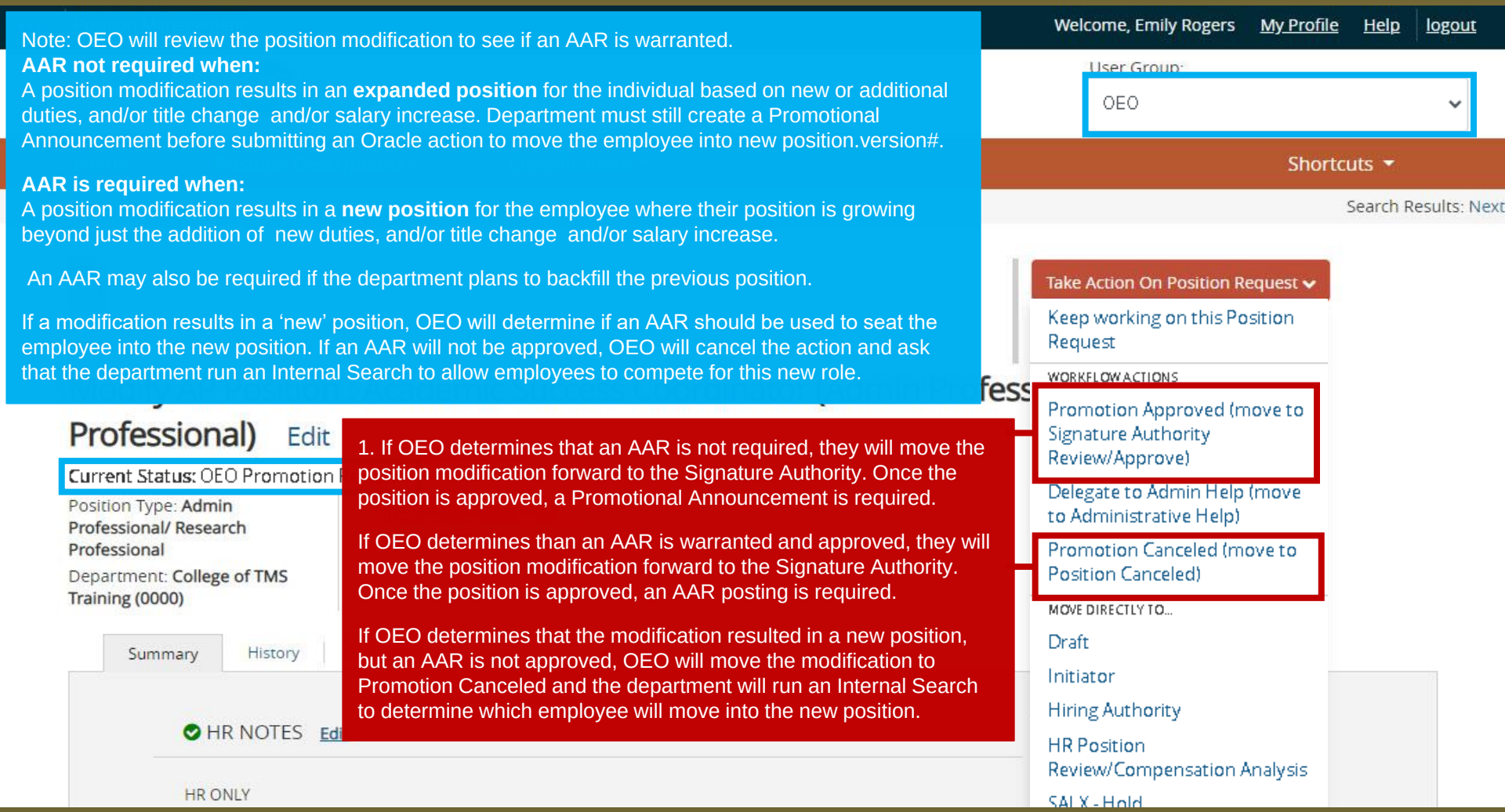
Alternative Appointment Review - OEO

Note: OEO will review the position modification to see if an AAR is warranted.
AAR not required when:
A position modification results in an **expanded position** for the individual based on new or additional duties, and/or title change and/or salary increase. Department must still create a Promotional Announcement before submitting an Oracle action to move the employee into new position.version#.

AAR is required when:
A position modification results in a **new position** for the employee where their position is growing beyond just the addition of new duties, and/or title change and/or salary increase.

An AAR may also be required if the department plans to backfill the previous position.

If a modification results in a 'new' position, OEO will determine if an AAR should be used to seat the employee into the new position. If an AAR will not be approved, OEO will cancel the action and ask that the department run an Internal Search to allow employees to compete for this new role.

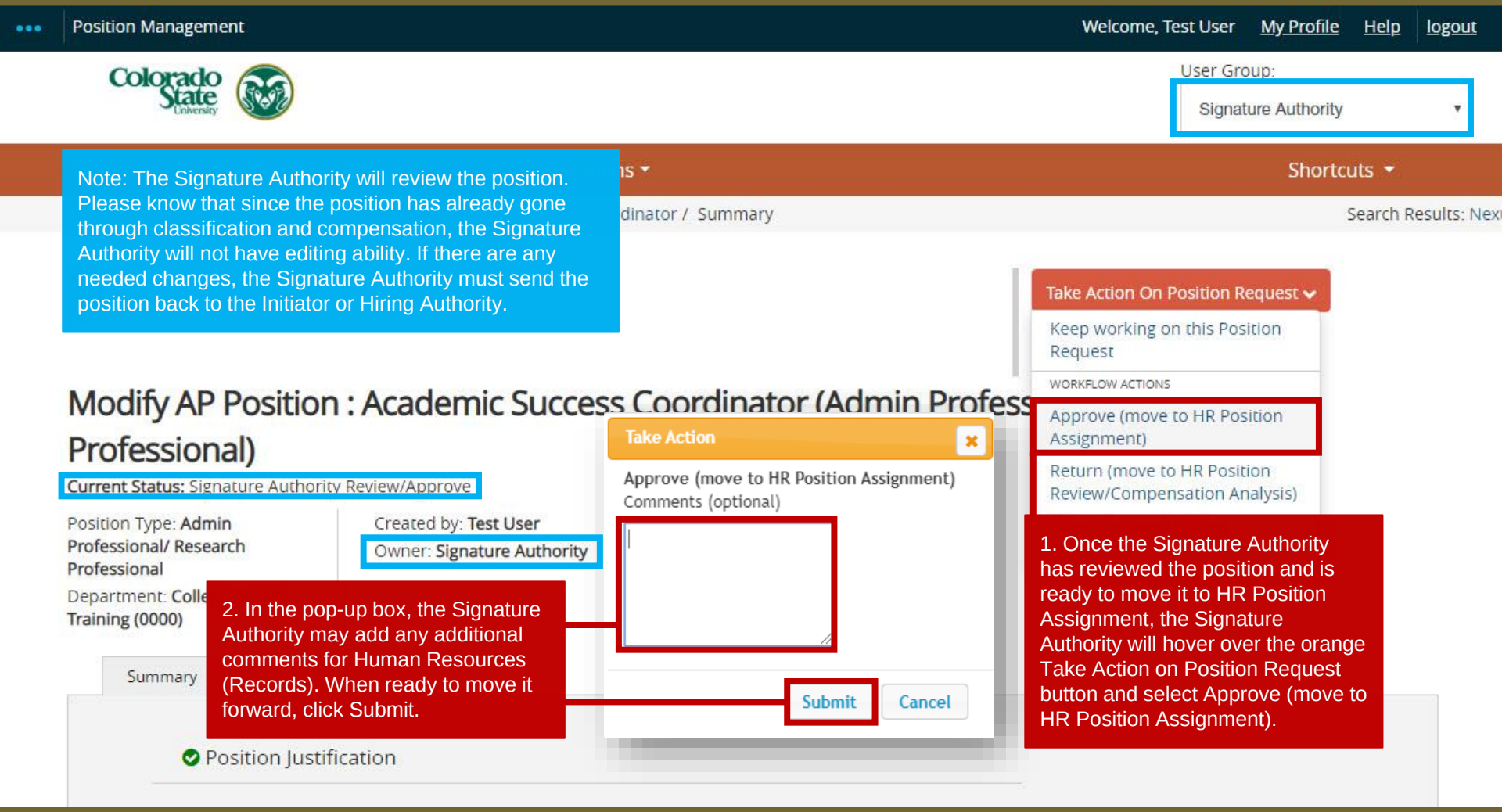


1. If OEO determines that an AAR is not required, they will move the position modification forward to the Signature Authority. Once the position is approved, a Promotional Announcement is required.

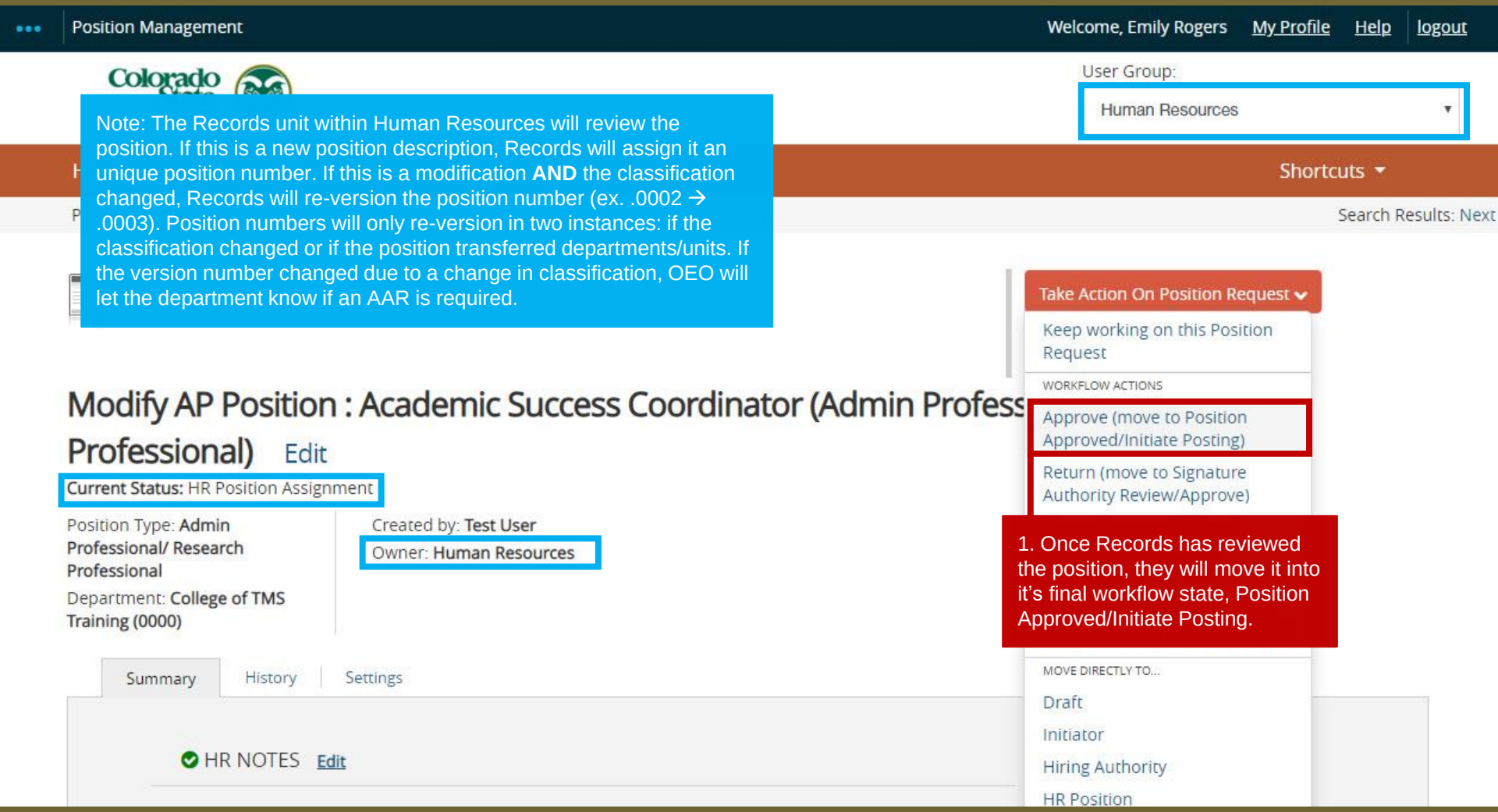
If OEO determines than an AAR is warranted and approved, they will move the position modification forward to the Signature Authority. Once the position is approved, an AAR posting is required.

If OEO determines that the modification resulted in a new position, but an AAR is not approved, OEO will move the modification to Promotion Canceled and the department will run an Internal Search to determine which employee will move into the new position.

Review and Approval – Signature Authority



Position Number Assignment and Final Approval – Human Resources



Position Approved E-mail Notification - Hiring Authority

Colorado State University

Hello Hiring Authority,
The {{action__job_title}} position has been placed in the status of "{{action__workflow_state}}"

****Please forward this email to your Initiator so that they may complete any of the TMS actions listed below****

If you are planning to **conduct a search** for this position, you may proceed by creating a posting from this position description.

- For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Job-Posting.pdf
- For further help with creating a Faculty posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf

If you are planning to **hire out of a general open pool**, please create a secondary open pool posting using this approved position description.

- For further help with creating a secondary open pool posting using the approved position description, please see our Open Pool Guide, Step 3 located here: https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Create-and-Utilize-Open-Pools-Step-3.pdf

If the position was **modified to update a current employee's position with new duties, and/or title, and/or salary and OEO determined that an AAR will not be required,** the department must now create a Promotional Announcement. Please note, if the modification did not result in a new classification and the employee is not receiving a new salary via an Off-Cycle Salary Adjustment form, a Promotional Announcement is still required.

- For further help on how to create a Promotional Announcement, please see this guide : https://oeo.colostate.edu/media/sites/160/2021/02/Create-and-Edit-a-Promotional-Announcement-Posting.pdf

If OEO determined that the **modification warrants an Alternative Appointment Request**, please create an Alternative Appointment Request posting from this position description.

- For further help on creating an Administrative Professional AAR posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf
- For further instructions for creating a Faculty AAR posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

For further help with **determining when a Promotional Announcement is required vs. an AAR**, please see the table located on OEO's Equal Work for Equal Pay webpage: https://oeo.colostate.edu/equal-pay-for-equal-work/

Position #: {{action__position_description-job_detail__external_job_number}}
Classification: {{action__position_description-title-title_detail__classification_title}}
Job Title: {{action__job_title}}
Department: {{action__organizational_unit}}
Status: {{action__workflow_state}}
Thank you,
Human Resources
Colorado State University

Note: The Hiring Authority will receive an email notification alerting them that the position has been approved.

Next Steps

If you intend to **conduct a search**, please proceed by creating a posting from this position description following along with one of the guides below.

Administrative Professional Posting guide
Faculty Posting guide

If you are planning to **hire from a general open pool**, please proceed with creating a secondary open pool posting using this approved position description following along with the guide below.

Secondary Open Pool guide - Step 3

In cases where the **position has been modified to update a current employee's duties, title, and/or salary**, and Talent Acquisition has determined that an AAR will not be necessary, the department should now create a Promotional Announcement posting. For additional guidance on when a Promotional Announcement is needed, please consult the table located on the Promotions webpage. For help with creating the Promotional Announcement posting, please follow along with the guide below.

Promotional Announcement posting guide

If Talent Acquisition has determined that the modification requires an **Alternative Appointment Request**, please create an Alternative Appointment Request posting from the position description. For further help with creating an AAR posting, please follow along with one of the guides below.

Administrative Professional AAR Posting guide
Faculty AAR posting guide

If this position was created for a **State Classified to Administrative Professional conversion**, no further actions in the TMS are necessary. Please note that a New Hire Compliance Packet is required before the changes to the employee's assignment can be finalized in Oracle. Please see the Onboarding webpage for additional information (SC to AP Conversions section).

Need further help?

Please visit the Talent Acquisition website for more resources on the CSU Talent Management System (TMS) at:

https://hr.colostate.edu/talent-acquisition/

For additional help, contact

the Talent Acquisition department at
hr_ta@colostate.edu

For assistance/questions regarding the creation of Position Descriptions, please contact the classification/compensation unit in Human Resources at
hr_cca@mail.colostate.edu