Colorado State University

Talent Management System (TMS)

How to Create or Modify a Position Description in TMS

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.

COLORADO STATE UNIVERSITY

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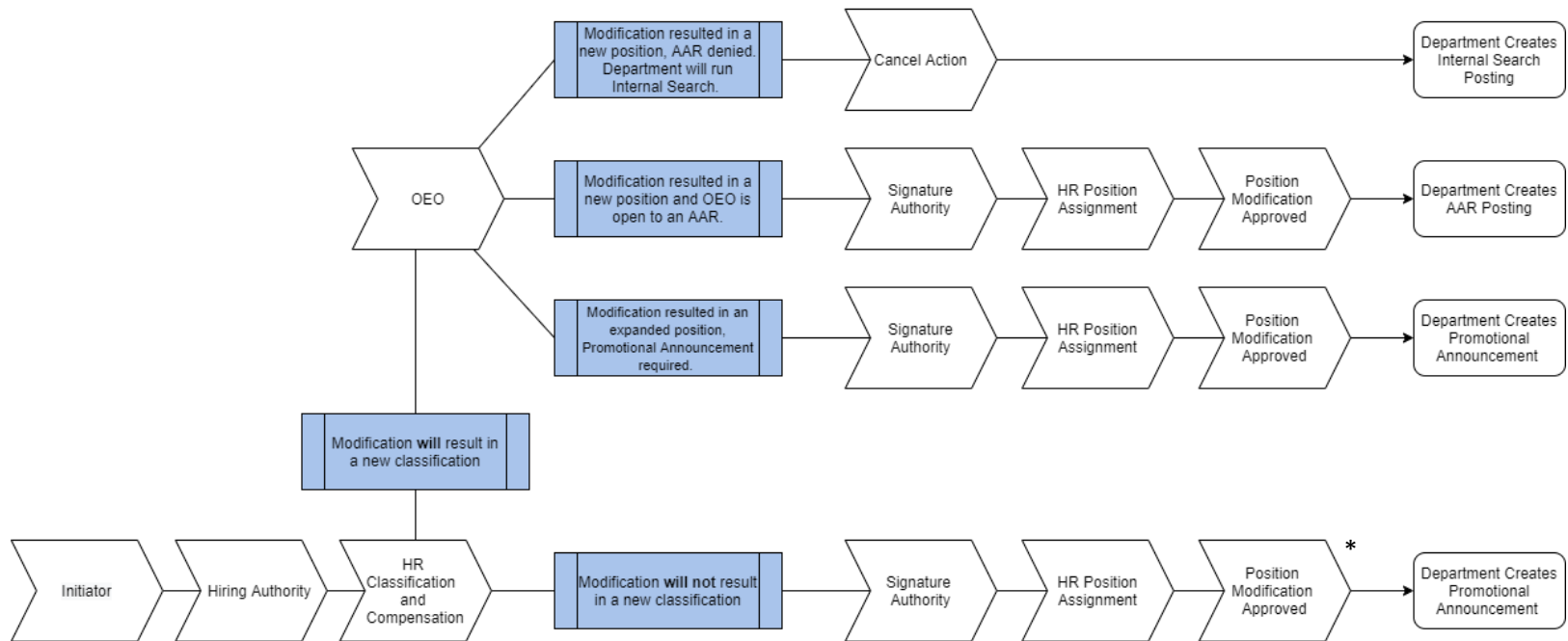
* New (created) position will follow the bottom approval path workflow.

COLORADO STATE UNIVERSITY

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.

    o 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.

COLORADO STATE UNIVERSITY

How to *Modify* a Position Description

Position Management

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University Employee Portal

1. Select the Position Management module by clicking the three dots in the top-left corner of the screen.

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

Descriptions ▼   Classifications ▼   Shortcuts ▼

ine Recruitment System

2. Select Initiator from the User Group drop-down menu.

Postings **3**   Hiring Proposals   Position Requests **3**   Onboarding Tasks

Filters

0

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1900
	Initiator	1867
essor	Initiator	896

Evaluated Applicants
Unevaluated Applicants

14 Committees Served By Department last 365 Days

COLORADO STATE UNIVERSITY

How to _Modify_ a Position Description

COLORADO STATE UNIVERSITY

How to search for and _Modify_ a Position Description

Position Descriptions / Admin Professional/ Research Professional

Note: When you first navigate to the position library, you will be able to see every active position description within the department(s) for which you have the Initiator user group assigned.

...Professional

+ Create New Position Description

Position Descriptions

Saved Searches ⌄ | | Search | Q More Search Options ⌄

Add Column: Add Column
Status: ×Active
Position Number: 012348.0001
Department: Department
Last Name: Granger

1. To search for the specific position description you wish to modify, click the More Search Options Button to expand the additional search option fields.

Note: There are two ways to search for a position description in the library. If you know the position number, enter it into the Position Number field then click Search. Or, if someone currently occupies the position description you are wishing to modify, type in their last name into the Last Name field then click Search.

Ad hoc Search ✖ | Admin Professional/Research...

...rds 0 ✖ Clear selection?

Actions ⌄
(Actions)

2. When you have located the position you wish to modify, click on its working title.

	Working Title	Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	
☐	Academic Success Coordinator	012348.0001	College of TMS Training (0000)	Hemione	Granger	Coordinator: Search Approvals & Office Operations (Becca McCarty)	Active	Actions ⌄

COLORADO STATE UNIVERSITY

How to _Modify_ a Position Description

Position Management

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Descriptions / Admin Professional/ Research Professional / Academic Success Coordinator

🖨 Print Preview
🖨 Print Preview (Employee View)
★ View Supervisor
★ Modify AP Position

1. Click Modify AP Position.

Position Description: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Active

Position Type: **Admin Professional/ Research Professional**

Department: **College of TMS Training (0000)**

Summary | History | Associated Classification

COLORADO STATE UNIVERSITY

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.

COLORADO STATE UNIVERSITY

How to *Create* a Position Description

1. Select the Position Management module by clicking the three dots in the top-left corner of the screen.

2. Select Initiator from the User Group drop-down menu.

COLORADO STATE UNIVERSITY

How to _Create_ a Position Description

COLORADO STATE UNIVERSITY

How to *Create* a Position Description

How to *Create* a Position Description

Position Management

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Descriptions / Admin Professional/ Research Professional / Create New AP Position ☆

Create New AP Position

2. When ready, click the Start Position Request button.

Start Position Request   Cancel

To create a r... ...t. Select a Position Description below to clone from an existing Position Description.

1. Enter the title of the position in the Working Title field.

Working Title * [   ]

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

Academic/Reporting Area *   College of TMS Training Rptg Area (0000RA)

Department *   College of TMS Training (0000)

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.

COLORADO STATE UNIVERSITY

How to _Create_ a Position Description – _Cloning_

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Descriptions / Admin Professional/ Research Professional / Create New AP Position ☆

Create New AP Position   **Start Position Request**   Cancel

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Working Title *   [   ]

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

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.

Saved Searches ▾   [   ]   Search   Q More Search Options ▾

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

Clone an existing Position Description?

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COLORADO STATE UNIVERSITY

How to _Create_ a Position Description – _Cloning_

Saved Searches ⌄　　　[   ]　Search　Q Hide Search Options ⌄

Add Column: [Add Column]
Status: [× Active]
Position Number: [012341.0001]
Department: [Department]
Last Name: [   ]

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.　**Start Position Request**　Cancel

COLORADO STATE UNIVERSITY

Position Justification Page – *Creating a New Position*

Editing Position Request
- Position Justification
- Classification Selection
- Position Details

Position Justification

Save   Save & Continue

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.

ABC Check spelling
* Required Information

Position Justification

Justification of Need

We are cloning a position description to use it for a second hire out of a current search. The position is exactly the same as the one that was cloned (02341.0001).

Please elaborate on reason why position is being submitted for review

Is this position gift or grant funded?   No ▼

Please indicate the percentage of gift or grant funding for this position.   0

If this position is not gift or grant funded, please enter in 0.

Source Funding   0

Please indicate which funds. (ie. 64, 53) or 0 if not grant or gift funded

Check the box if this position is a State Classified to Administrative Professional conversion   ☐

If this position is SC to AP conversion please provide the State Classified title, name of employee, and position number.

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.

COLORADO STATE UNIVERSITY

Position Justification Page – *Modifying a Position*

COLORADO STATE UNIVERSITY

User Group:
Initiator

Home | Position Descriptions ⌄ | Classifications ⌄ | Shortcuts ⌄

Position Requests / **Admin Professional/ Research Professional** / Edit

Editing Position Request

- ✓ **Position Justification**
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes

Position Justification

Save | Save & Continue

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.

📄 Check spelling
* Required Information

Reason for Modification

* **Reason for Position Modification**

- ☐ Vacant/Need for Posting
- ☐ Change to Current Employee's Position - With Salary Adjustment
- ☐ Change to Current Employee's Position - Without Salary Adjustment
- ☐ Research Series Promotion - Not Skipping Levels
- ☐ Research Series Promotion - Skipping Levels (AAR required)
- ☐ SalX Position Modification
- ☐ Transfer position to new Department/Unit
- ☐ Degree Exception Review
- ☐ Reorganization
- ☐ FLSA Review
- ☐ Change in Employment Category
- ☐ Position Reclassification
- ☐ Replacement of Supervisor
- ☐ Budget Update
- ☐ Other [   ]

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

B | I | S | 🔗 | T̄ | 99 | ‹› | ☰ | ☰ | | | ↩ | ↪

Why are you modifying [   ]

COLORADO STATE UNIVERSITY

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

Position Justification

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. 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.

Why are you modifying this position description?

Please elaborate on reason why position is being submitted for review in order to assist HR/OE

New Requested Salary

If this position modification is associated with a salary adjustment for the current occupant, plea...

Is this position gift or grant funded?

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

Please indicate the percentage of gift or grant funding for this position.

If this position is not gift or grant funded, please enter in 0.

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.

Source Funding

Please indicate which funds, (ie. 64, 53) or 0 if not grant or gift funded.

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

Check the box if this position is a State Classified to Administrative Professional conversion

If this position is SC to AP conversion please provide the State Classified title, name of employee, and position number.

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

5. When ready, click Save & Continue

Save   Save & Continue

COLORADO STATE UNIVERSITY

Classification Selection Page

Position Management

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   **Position D...**   Shortcuts ▾

Position Requests / ... / Mod...

Note: The Classification Section page is optional. The classification selection will be finalized once the Human Resources Classification and Compensation team reviews the position description and determines the AP Framework classification at the workflow state 'HR Position Review/Compensation Analysis'.

If you are **modifying** a position, a classification may already be selected.

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Employee
- ✓ Position Documents
- Position Request Summary

Classification Selection   Save   << Prev   **Save & Continue**

1. When ready, click Save & Continue.

It is optional to complete this information. This tab will be reviewed and completed b...
Job Family Definitions
Job Levels
Selected Classification

Classifications - Filter these results

All Classifications   ✕   "All Classifications" 568

← Previous **1** 2 3 4 5 6 7 8 9 ... 18 19 Next →

	Classification Title	Classification Code	Classification Status	(Actions)
○	Admin Asst to President	009521	Approved	Actions ▾
○	Administrator	008000	Approved	Actions ▾

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Position Details Page

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

Shortcuts ▾

Note: The following slides will demonstrate what needs to be included on the Position Details page. All fields highlighted in red are required.

If this is a cloned or modified position description, many of these fields may already be filled in. Be sure to review the information to ensure it is correct and make any edits/updates as needed.

Note: For additional help/information regarding writing/creating position descriptions, please see the How to Write an Effective Position Description guide.

Prev   Save & Continue

- ✓ Classification Selection
- ● Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Employee
- ✓ Position Documents
- Position Request Summary

ᴬᴮᶜ Check spelling
* Required Information

Classification Information

If you need to change the Classification, please click on the "Classification Selection" tab.

Classification Title   Prof/Indiv Contrib II

Classification Code   ACPI02

Salary Grade

Min Salary

Mid Salary

Max Salary

1. Many of the top fields on the Position Details page will not be editable. Scroll down to continue filling out the page. If this is a new position description, the Classification Title and Classification Code may be blank.

Employee Information

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Position Details Page (cont.)

Employee Information

Employee First Name

Employee Last Name

Employee Id

Note: The Employee Information section will only appear on modified positions. If you modify an occupied position description, the current incumbent's information will appear here.

Position Information

Working Title — Academic Success Coordinator

1. The position's Working Title will appear in this field. You may make edits if needed.

Position Number — 012341.0001

Note: A Position Number will only appear if you are modifying a position description.

PD Job Number

Supervisor Email Address — emily.rogers@colostate.edu

2. Enter the position's supervisor's email address.

Employment Category — Regular

3. Select the position's employment category from the drop-down menu. If this is a modified or cloned position, a selection may already be made.

4. Enter the position's salary or salary range.

Proposed Annual Salary Range — $40,000 – $45,000

Provide the estimated starting salary or ...

Salary Basis — 12-month assignment

5. Select a salary basis from the Salary Basis drop-down menu. Most AP positions are 12-month.

FLSA — Non-Exempt

Department — College of TMS Training

Note: These two fields will not be editable by you.

Hogwarts School of Witchcraft and Wizardry is the British wizarding school, located in the Highlands of Scotland.

COLORADO STATE UNIVERSITY

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.

Description of Work Unit

Hogwarts School of Witchcraft and Wizardry is the British wizarding school, located in the Highlands of Scotland.

Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding

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.

Position Summary

The incumbent of this position will advise 4th-year students in Divination, Defense Against the Dark Arts and Muggle Studies. This includes advising students on coursework, providing outreach and intervention to students of concern,

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.

Position Supervises

None

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

Decision Making

Guide students towards making informed decisions on 2- and 4-year course completion plans

Design and implement introductory undergraduate courses, including

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)

COLORADO STATE UNIVERSITY

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.

Conditions of Employment

- ☑ Pre-employment Criminal Background Check (required for new hires)
- ☐ Pre-employment Physical
- ☐ Pre-employment Drug Testing
- ☐ Ongoing Functional Capacity Testing
- ☑ Valid Driver's License
- ☐ Essential Services Designation
- ☐ Shift Work
- ☐ On-call Status
- ☐ Use, Handling, or Exposure to hazardous materials
- ☐ Use of Firearms or Other Weapons
- ☐ Travel
- ☐ Special Requirements/Other

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

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.

Required Job Qualifications

* B.S. or B.A. degree completed by the time of appointment and a minimum of two years of professional experience in magical higher education working with students or other similar experience.
* Ability to collect, analyze and interpret data, and maintain databases.

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.

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

Preferred Job Qualifications

* A Master's degree in Magical Education Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, dementors, and magical impostors.
* Experience assisting with management of class programs including advising and course selection.

Hiring Authority

Rogers, Emily ✕

COLORADO STATE UNIVERSITY

Position Details Page (cont.)

Required Job Qualifications

* B.S. or B.A. degree completed by the time of appointment and a minimum of two years of professional experience in magical higher education working with students or other similar experience.
* Ability to collect, analyze and interpret data, and maintain databases.
* Experience in advising/mentoring students

Preferred Job Qualifications

* A Master's degree in Magical Education Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, dementors, and magical impostors.
* Experience assisting with management of class programs including advising and course selection.
* Demonstrated creativity, leadership, and

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

Hiring Authority

Rogers, Emily ✕

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

Is this an Hourly position?

No ▾

Hourly positions do not have guaranteed hours and may

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.

Work Hours/Week

40

Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.

Save   << Prev   Save & Continue

4. When complete, click Save & Continue.

COLORADO STATE UNIVERSITY

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.

Save   << Prev   Save & Continue

- ✔ Classification Selection
- ✔ Position Details
- ✔ Essential Job Duties
- ✔ Functional Attributes
- ✔ Position Budget Inform...
- ✔ Background Check Requi...
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

ᴬᴮᶜ Check spelling
You **MUST** include at least two Essential Job Duties for the position to be approved.
* Required Information

Essential Job Duties

Job Duty Category

Advising *

E.g. Supervision, Accounting, Project Management, etc.

Duty/Responsibility

* Advises Divination, Defense Against the Dark Arts and Muggle Studies students.
* Assists all 4th-year students through issues including transitions and major exploration.
* Tracks students, provides outreach and intervention to, and assists faculty with students of concern.
* Meets with students on academic   *

Percentage Of Time

60 *

Remember: Job Duties entries must total 100%

☐ Remove Entry?

Add Essential Job Duties Entry

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.

Save   << Prev   Save & Continue

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COLORADO STATE UNIVERSITY

Functional Attributes Page

Position Budget Information Page

Welcome, Test User   My Profile   Help   logout

Note: On the Position Budget Information page you may click on the Add Budget Summary Entry button to fill in the Budget Account Number, Percentage Funded, and Budget Account Name fields. While not required, this page is recommended and can be helpful when managing funding from multiple grants.

User Group:

Initiator

Shortcuts ▾

ator / Edit

Editing Position Request

- ✔ Position Justification
- ✔ Classification Selection
- ✔ Position Details
- ✔ Essential Job Duties
- ✔ Functional Attributes
- ✔ Position Budget Inform...
- ✔ Background Check Requi...
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

Position Budget Information   Save   << Prev   Save & Continue

Budget Summary

Add Budget Summary Entry

1. To add a budget summary entry, click on the Add Budget Summary Entry button.

Save   << Prev   Save & Continue

2. When ready, click Save & Continue.

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COLORADO STATE UNIVERSITY

Background Check Requirement Page

Colorado 🐏

User Group:

Initiator ▾

Note: On the Background Check Requirement page select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

Shortcuts ▾

...rdinator / Edit

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Position Documents
- Position Request Summary

Background Check Requirement

Save   << Prev   Save & Continue

2. When ready, click Save & Continue.

Colorado State University requires a criminal history background check for all new hires. Select "Yes" to the q... additional background checks to be performed on the selected candidate.

* Required Information

Background Check Requirement

Education Check: Is an educational degree check desired? ▾

Financial History Check: does the position reside in Student Financial Services ▾

Note: If a Motor Vehicle Record Check is required for the position, it must be reflected in the Required Job Qualifications field by adding the language "Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date". 'Valid Driver's Licenses' must also be selected in the Conditions of Employment multi-select field.

* Motor Vehicle Record Check: does the position require driving a motor vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business?

Yes ▾
No
Yes

1. All drop-down choices on this page are optional, with the exception of the required Motor Vehicle background check option. You must select either Yes or No.

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🐏 **COLORADO STATE UNIVERSITY**

Supervisory Position Page

User Group:

Initiator ▾

Shortcuts ▾

nator / Edit

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.

Editing Position Request

- ✔ Position Justification
- ✔ Classification Selection
- ✔ Position Details
- ✔ Essential Job Duties
- ✔ Functional Attributes
- ✔ Position Budget Inform...
- ✔ Background Check Requi...
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

Supervisory Position

Save | << Prev | Save & Continue

Please select the Supervisor for this position.

Selected Supervisor

1. The easiest way to select a supervisor is to search for their position description. To do so, click Filter these results.

Position Descriptions - Filter these results

Admin Professional/Research... ✖   "Admin Professional/Research Professional Positions" 40

← Previous | 1 | 2 | Next →

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
○	Academic Success Coordinator	012341.0001	College of TMS Training (0000)				Active	Actions ✔
○	Academic Success Coordinator	012342.0001	College of TMS Training (0000)				Active	Actions ✔

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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 Management

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Requests / ... / Create New AP Position / Academic Success Coordinator / Edit

Note: The Employee tab will only appear if you are **Modifying** a position description. If you are modifying an occupied position description, the employee's name will appear on this page. If you wish to 'Vacate' the occupant, you may do so on this page, otherwise, move forward by clicking on the Position Documents tab.

Supervisory Position

Save   << Prev   Save & Continue

Note: The selected supervisor should now appear below.

Please select the Supervisor for this position.

Selected Supervisor

Job Title	Director - Academic Advancement Center view
Position Number	
Position Type	Admin Professional/ Research Professional
Org Unit	College of TMS Training (0000)
First Name	Hemione
Last Name	Granger
Email	

- Background Check Requi...
- Supervisory Position
- Employee
- Position Documents
- Position Request Summary

Position Descriptions - Filter these results

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Position Documents Page

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

Note: On the Position Documents page, you will be required to upload documents associated with the position, such as the required Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

Shortcuts ▾

Editing Position Request

- ✔ Position Justification
- ✔ Classification Selection
- ✔ Position Details
- ✔ Essential Job Duties
- ✔ Functional Attributes
- ✔ Position Budget Inform...
- ✔ Background Check Requi...
- ✔ Supervisory Position
- ✔ Employee
- ✔ **Position Documents**
- Position Request Summary

Position Documents

Save   << Prev   Save & Continue

Uploads will be converted to PDF documents.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)			Actions ▾
			Upload New
FLSA Form			Create New
State Classified PDQ - Physical Copy (NEW)			Choose Existing
State Classified PDQ - Physical Copy (PREVIOUS)			Actions ▾
Other			Actions ▾

1. To upload a document, hover over Actions and select Upload New from the drop-down menu.

COLORADO STATE UNIVERSITY

Position Documents Page (cont.)

Position Documents Page (cont.)

Document 'Current Organizational Chart (Required) 02-10-20 15:29:33' was successfully created.   ✕

••• | Position Management | Welcome, Test User | My Profile | Help | logout

Note: A banner across the top of the page will let you know that your upload was successful.

User Group:

Initiator ▾

| Home | Position Descriptions ▾ | Classifications ▾ | | Shortcuts ▾ |

Position Requests / ... / Modify AP Position / Academic Success Coordinator / Edit

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Employee
- ✓ **Position Documents**
- Position Request Summary

Position Documents

1. When complete, click Save & Continue to progress to the Summary page.

Save | << Prev | Save & Continue

Uploads will be converted to PDF documents.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)	Current Organizational Chart (Required) 02-10-20 15:29:33	PDF conversion in process	
FLSA Form			s ✔
State Classified PDQ - Physical Copy (NEW)			s ✔
State Classified PDQ - Physical Copy (PREVIOUS)			Actions ✔

Note: The system will automatically convert all uploaded documents into PDFs.

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COLORADO STATE UNIVERSITY

Summary Page

Review and Approval – Hiring Authority

Position Management

Welcome, Test User   My Profile   Help   logout

User Group:
Hiring Authority ▼

Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or make the changes themselves by clicking the Edit button.

Shortcuts ▼

Position Requests / ... / Modify AP Position / Academic Success Coordinator / Summary

Search Results: Previous | Next

1. Once the Hiring Authority has reviewed the position and is ready to move it forward to Human Resources for classification, the Hiring Authority will hover over the orange Take Action on Position Request drop-down and select Approve (move to HR Position Review/Compensation Analysis).

Take Action On Position Request ▾

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to HR Position Review/Compensation Analysis)

Return (move to Initiator)

Delegate (move to Administrative Help)

Modify AP Position : Ad... Professional) Edit

Current Status: Hiring Authority

Position Type: Admin Professional/ Research Professional

Department: College of TMS Training (0000)

Created by: Test User
Owner: Hiring Authority

Take Action ✖

Approve (move to HR Position Review/Compensation Analysis)
Comments (optional)

2. In the pop-up box, the Hiring Authority may add any additional comments for Human Resources. When ready to move forward, click Submit.

Submit   Cancel

Summary   History   Settings

● Position Justification   Edit

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COLORADO STATE UNIVERSITY

Classification and Compensation Analysis – Human Resources

Position Management | Welcome, Emily Rogers | My Profile | Help | logout

User Group: Human Resources

Home | Position Descriptions ▼ | Classifications ▼ | Shortcuts ▼

Position Requests / ... / Modify AP Position / Academic Success Coordinator / Summary | Search Results: Next

Note: The Classification and Compensation unit in Human Resources will review the position, classify it and perform a compensation analysis prior to moving it forward in workflow.

Modify AP Position : Academic Success Coordinator (Admin Profess... Professional) Edit

Current Status: HR Position Review/Compensation Analysis

Position Type: Admin Professional/ Research Professional

Created by: Test User

Owner: Human Resources

Department: College of TMS Training (0000)

Summary | History | Settings

✔ HR NOTES Edit

HR ONLY

Take Action On Position Request ✔

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to Signature Authority Review/Approve)

Return (move to Hiring Authority)

Canceled (move to Position Canceled)

Delegate to Initiator (move to Initiator)

Delegate to Admin Help (move to Administrative Help)

SALX - Hold (move to SALX - Hold)

Position Reclassified (move to OEO Promotion Review)

MOVE DIRECTLY TO...

1. If the position modification does not result in a new classification , HR Classification and Compensation will move the request forward to the Signature Authority (skip to page 42)

If the modification does result in a new classification, HR Classification and Compensation will move the request forward to OEO.

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COLORADO STATE UNIVERSITY

Alternative Appointment Review - OEO

Welcome, Emily Rogers   My Profile   Help   logout

User Group:
OEO

Shortcuts ▼

Search Results: Next

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.

Take Action On Position Request ✔

Keep working on this Position Request

WORKFLOW ACTIONS

Promotion Approved (move to Signature Authority Review/Approve)

Delegate to Admin Help (move to Administrative Help)

Promotion Canceled (move to Position Canceled)

MOVE DIRECTLY TO...

Draft

Initiator

Hiring Authority

HR Position Review/Compensation Analysis

SALX - Hold

Professional)   Edit

Current Status: OEO Promotion

Position Type: Admin Professional/ Research Professional

Department: College of TMS Training (0000)

Summary   History

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.

⊘ HR NOTES   Edi

HR ONLY

COLORADO STATE UNIVERSITY

Review and Approval – Signature Authority

Position Management

Welcome, Test User   My Profile   Help   logout

User Group:
Signature Authority

Note: The Signature Authority will review the position. Please know that since the position has already gone through classification and compensation, the Signature Authority will not have editing ability. If there are any needed changes, the Signature Authority must send the position back to the Initiator or Hiring Authority.

Shortcuts ▾

...dinator / Summary

Search Results: Next

Take Action On Position Request ▾

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to HR Position Assignment)

Return (move to HR Position Review/Compensation Analysis)

Modify AP Position : Academic Success Coordinator (Admin Profess... Professional)

Current Status: Signature Authority Review/Approve

Position Type: **Admin Professional/ Research Professional**

Department: **Colle... Training (0000)**

Created by: **Test User**

Owner: **Signature Authority**

Take Action   ✖

Approve (move to HR Position Assignment)
Comments (optional)

Submit   Cancel

1. Once the Signature Authority has reviewed the position and is ready to move it to HR Position Assignment, the Signature Authority will hover over the orange Take Action on Position Request button and select Approve (move to HR Position Assignment).

2. In the pop-up box, the Signature Authority may add any additional comments for Human Resources (Records). When ready to move it forward, click Submit.

Summary

✔ Position Justification

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COLORADO STATE UNIVERSITY

Position Number Assignment and Final Approval – Human Resources

Welcome, Emily Rogers   My Profile   Help   logout

Colorado State

User Group:

Human Resources ▾

Shortcuts ▾

Search Results: Next

Note: The Records unit within Human Resources will review the position. If this is a new position description, Records will assign it an unique position number. If this is a modification **AND** the classification changed, Records will re-version the position number (ex. .0002 → .0003). Position numbers will only re-version in two instances: if the classification changed or if the position transferred departments/units. If the version number changed due to a change in classification, OEO will let the department know if an AAR is required.

Modify AP Position : Academic Success Coordinator (Admin Profess

Professional) Edit

Current Status: HR Position Assignment

Position Type: **Admin Professional/ Research Professional**

Created by: **Test User**

Owner: **Human Resources**

Department: **College of TMS Training (0000)**

Summary	History	Settings

✅ HR NOTES   Edit

Take Action On Position Request ✓

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to Position Approved/Initiate Posting)

Return (move to Signature Authority Review/Approve)

1. Once Records has reviewed the position, they will move it into it's final workflow state, Position Approved/Initiate Posting.

MOVE DIRECTLY TO...

Draft

Initiator

Hiring Authority

HR Position

COLORADO STATE UNIVERSITY

Colorado State University

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

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

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

COLORADO STATE UNIVERSITY

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).

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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

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