

Eva Martinez

State Classified Job Evaluation



Job Evaluation

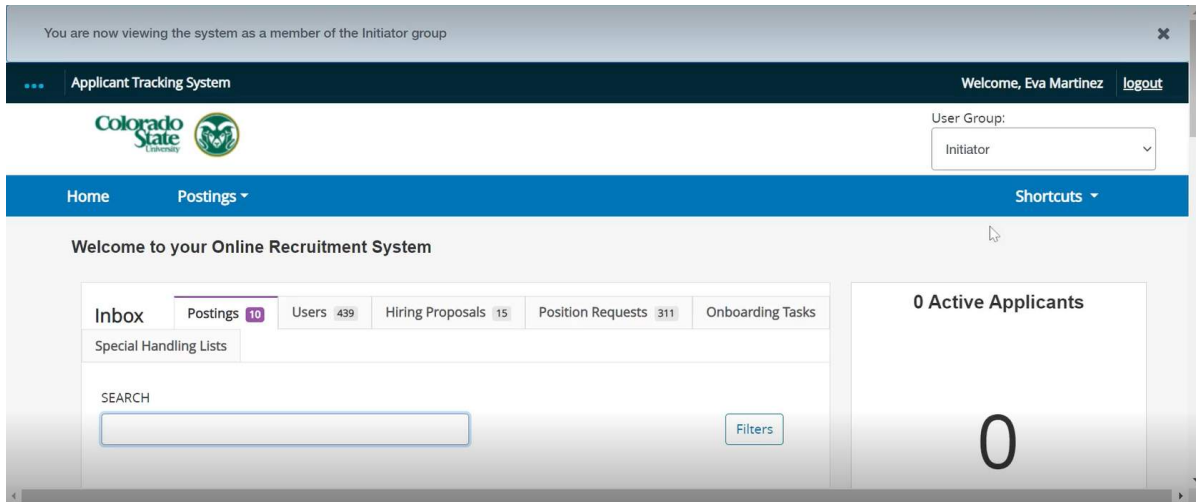
Job evaluation is the process of reviewing and classifying a position description into the State Classified system. They are reviewed by our HR department

State Classified Position Management in the TMS

The following guide will show you how to access the State Classified position management module to initiate a 'Creation' or 'Modification' position description request in the TMS.

Step 1

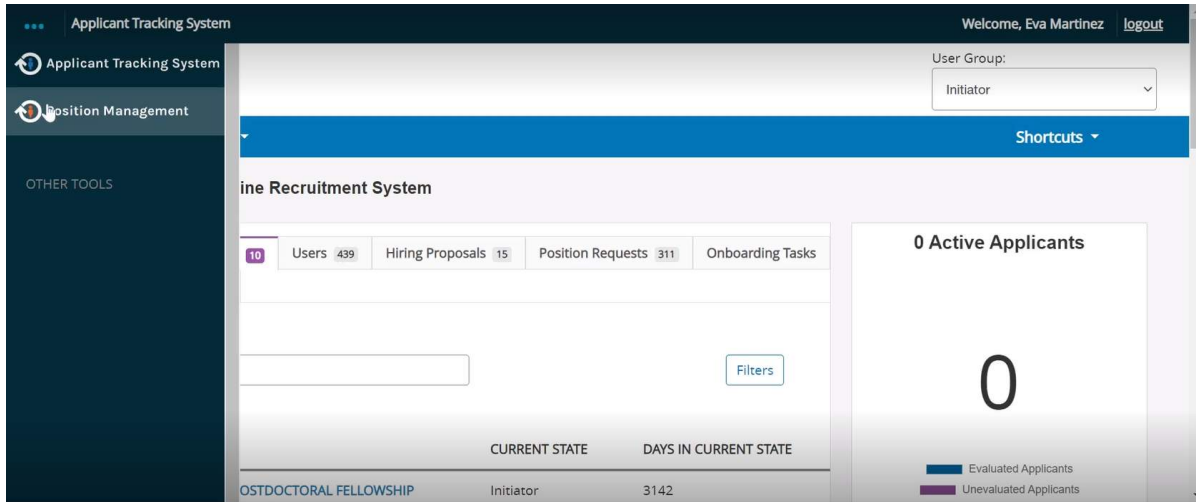
Start in the Initiator User Group



Ensure that you have 'Initiator' user group access and navigate to it using the 'User Group' drop down option in the upper right hand corner.

Step 2

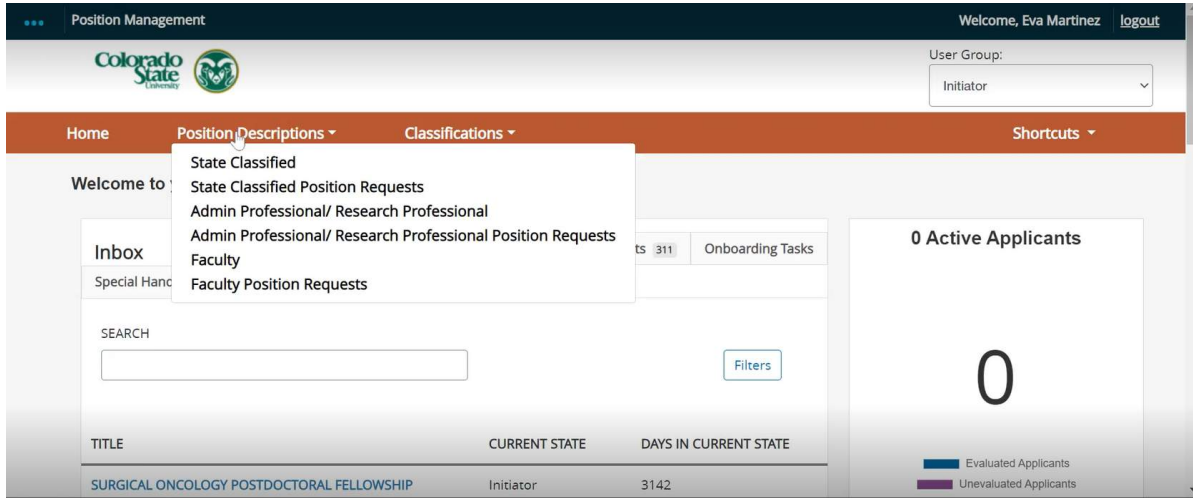
Find the Orange, 'Position Management' module



In the upper left hand corner of the screen, click on the three blue dots for the module options. There will be a side bar with the options for different TMS modules as pictured. Navigate to the orange, 'Position Management' module.

Step 3

Navigate to the 'State Classified Positions' library



The screenshot displays the 'Position Management' interface for Colorado State University. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. A dropdown menu is open under 'Position Descriptions', listing options: 'State Classified', 'State Classified Position Requests', 'Admin Professional/ Research Professional', 'Admin Professional/ Research Professional Position Requests', 'Faculty', and 'Faculty Position Requests'. The 'State Classified' option is highlighted. The main content area shows a search bar, a table with columns 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE', and a summary card for '0 Active Applicants'.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
SURGICAL ONCOLOGY POSTDOCTORAL FELLOWSHIP	Initiator	3142

Select 'State Classified' from the drop down located in the header labelled 'Position Description'. This will bring you to the State Classified Position Descriptions.

From this section you can Create or Modify an existing Position Description

The screenshot displays the 'Position Management' interface for Colorado State University. At the top, the user is logged in as 'Eva Martinez' with a 'logout' link. The navigation menu includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The current page is 'State Classified Position Descriptions', with a breadcrumb trail showing the path from 'Position Descriptions' to 'State Classified'. A red button labeled '+ Create New Position Description' is visible in the top right. Below the title, there is a search bar with a 'Search' button and a 'More Search Options' dropdown. A table of results is shown below, with a search filter 'State Classified Positions' applied. The table header includes columns for 'Position', 'Employee First', and 'Employee Last'. The table content shows a single record on page 1 of 260, with a 'Clear selection?' option and an 'Actions' dropdown menu.

Please see the guide appropriate to your specific request.

Creating a State Classified Position Description

The screenshot shows the 'Position Management' interface for Colorado State University. The user is logged in as 'Eva Martínez'. The main navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The current page is titled 'State Classified Position Descriptions' and features a '+ Create New Position Description' button. Below the title is a search bar with a 'Search' button and a 'More Search Options' dropdown. A table of 'State Classified Positions' is displayed, showing 1797 records. The table has columns for 'Position', 'Employee First', and 'Employee Last'. The table is currently empty, and the 'Actions' column is visible on the right.

In the 'State Classified Position Descriptions' section of TMS you can create a new position request

Step 1

Select the Orange button

The screenshot displays the 'Position Management' system interface. At the top, there is a dark blue header with 'Position Management' on the left and 'Welcome, Eva Martinez' with a 'logout' link on the right. Below this is a white navigation bar with the Colorado State University logo and a 'User Group' dropdown menu set to 'Initiator'. A brown navigation bar contains 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. Below this is a breadcrumb trail: '/ Position Descriptions / State Classified'. The main content area is titled 'State Classified Position Descriptions' and features a red button labeled '+ Create New Position Description' on the right. Below the title is a search bar with a 'Search' button and a 'Hide Search Options' dropdown. A light blue filter panel on the left contains several dropdown menus: 'Add Column' (set to 'Add Column'), 'Status' (set to 'Status'), 'Position Number', 'Department' (set to 'Department'), and 'Outstanding Actions' (set to 'Select outstanding actions').

Click the Orange button on the right side of the module. This button is labeled '+ Create New Position Description'.

Step 2

Enter Department Information and 'Start Position Request'

The screenshot shows a web application interface for 'Position Management' at Colorado State University. The user is logged in as 'Eva Martinez'. The main navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The current page is titled 'Create New State Classified Position'. It features a 'Cancel' button and a 'Start Position Request' button. Below the buttons, there is a text prompt: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' A form field labeled 'Working Title *' is visible, followed by a section for 'Organizational Unit'.

You will be directed to a new page (pictured above). Here you will be able to enter the Working Title of the position as well as the Department (Organizational Unit) information.

Step 3

Cloning an Existing Position

Search interface showing filters and search options:

- Search bar with "Search" button and "Hide Search Options" dropdown.
- Filter section with fields for:
 - Add Column: Add Column (dropdown)
 - Status: Status (text input)
 - Position Number: (text input)
 - Department: Department (text input)

Clone an existing Position Description?

Table titled "State Classified Positions" with 797 results:

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
2nd shift PMT I-	000000000	Facilities			Multi-Trades 2nd Shift		

You also have the option to clone an existing position. On the same page as the Working Title and Organization Unit information, scroll until you see "Clone an existing Position Description?". Just above that question, you will see a search function. Click 'More Search Options' and search for the position you would like to clone.

Step 4

'Start Position Request'

The screenshot shows the 'Position Management' interface. At the top, there is a header with the Colorado State University logo and the user's name 'Welcome, Eva Martinez' with a 'logout' link. Below the header is a navigation bar with 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The main content area is titled 'Create New State Classified Position' and contains a 'Cancel' button and a blue 'Start Position Request' button. Below the buttons, there is a text prompt: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' There is a text input field labeled 'Working Title *' and a link labeled 'Organizational Unit'.

Once you have selected position to clone OR entered the Working Title and Organizational Unit information, select the blue 'Start Position Request' button on the right side of the screen.

Step 5

Enter the Position Information

Home Position Descriptions ▾ Classifications ▾ Shortcuts ▾

Position Requests / [State Classified](#) / 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 Justification Save Save & Continue

[Check spelling](#)
* Required Information

Reason for Modification

Reason for Position Modification

Position Justification

Justification of Need

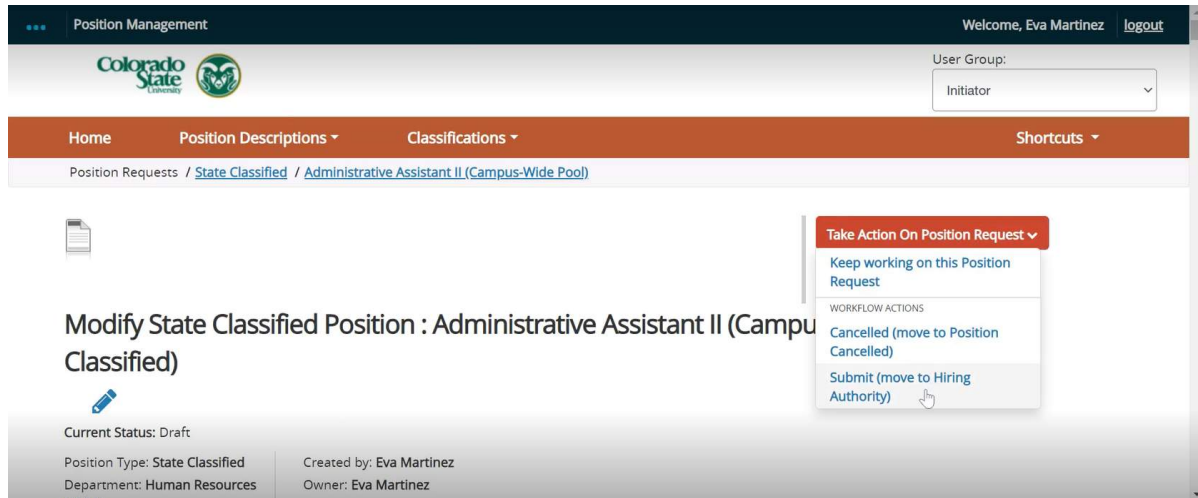
The current Administrative Assistant II - General Use List is expiring at the end of July 2014 so we need to create a new campus-wide candidate pool for the next 6-month duration.

Is this position 100% gift?

Enter the correct position information into the position description fields available. If you have specific questions about your position, please reach out to Human Resources.

Step 6

Moving the Position Request to the Hiring Authority



The screenshot displays the 'Position Management' interface for Colorado State University. The user is logged in as 'Eva Martinez'. The breadcrumb trail is 'Position Requests / State Classified / Administrative Assistant II (Campus-Wide Pool)'. The main heading is 'Modify State Classified Position : Administrative Assistant II (Campus-Wide Pool)'. The current status is 'Draft'. A dropdown menu titled 'Take Action On Position Request' is open, showing options: 'Keep working on this Position Request', 'Cancelled (move to Position Cancelled)', and 'Submit (move to Hiring Authority)'. The 'Submit' option is highlighted with a mouse cursor. Metadata at the bottom indicates the position type is 'State Classified', department is 'Human Resources', and it was created by 'Eva Martinez'.

Once the position description is complete, move the position request to be reviewed by the Hiring Authority. To do this, select the Orange dropdown labeled 'Take Action on Position Request'. From here you will have the option to 'Submit (move to Hiring Authority)'.

Job Evaluation Workflow and Approval process

Please see the Job Evaluation workflow outlined below for the complete Job Evaluation process.

Modifying a State Classified Position Description

The screenshot shows the 'Position Management' interface for Colorado State University. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The main heading is 'State Classified Position Descriptions', with a '+ Create New Position Description' button. Below the heading is a search bar with a 'Search' button and a 'More Search Options' dropdown. A table is displayed with columns for 'Position', 'Employee First', and 'Employee Last'. The table shows 1797 records, with the first record selected. A 'Clear selection?' button is visible above the table. The table header includes 'Position', 'Employee First', 'Employee Last', and '(Actions)'. The table content is mostly obscured by a grey selection bar.

In the 'State Classified Position Descriptions' section of TMS you can modify an existing position description.

Step 1

Search for the Existing Position Description

The screenshot displays the 'Position Management' interface for Colorado State University. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The main heading is 'State Classified Position Descriptions', with a '+ Create New Position Description' button. A search bar is present with a 'Search' button and a 'More Search Options' dropdown. Below the search bar, a table header is visible with columns for 'Position', 'Employee First', and 'Employee Last'. The table shows a single record on page 1 of 260, with a 'Clear selection?' option and an 'Actions' dropdown.

Search for an existing State Classified Position Description by Working Title, Department, or Position Number.

Step 2

Select the Position Description

Position Number: 000000
Department: Department
Outstanding Actions: Select outstanding actions

Ad hoc Search State Classified Positions

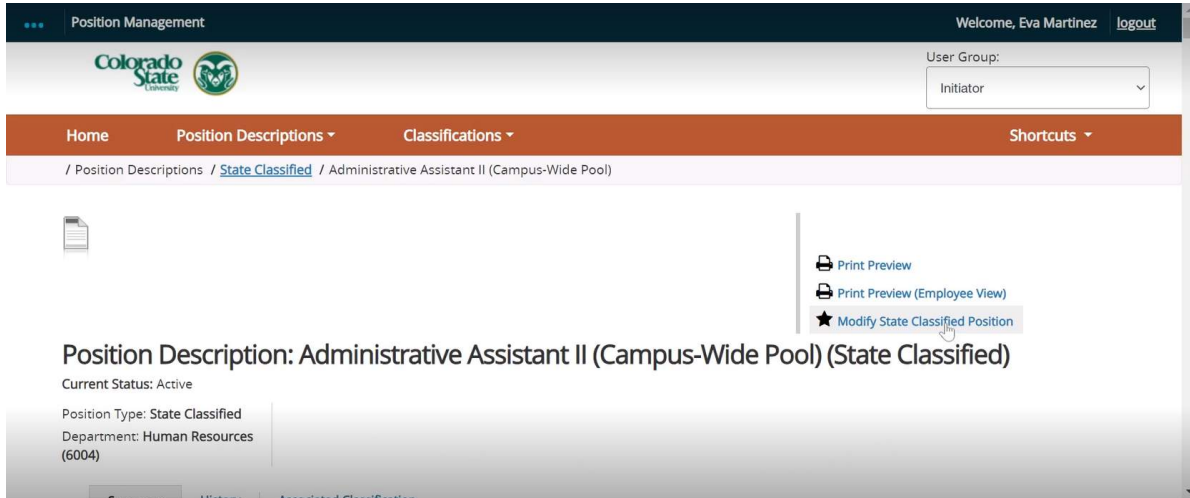
Ad hoc Search Save this search? Selected records Clear selection? Actions

<input type="checkbox"/>	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
<input type="checkbox"/>	Administrative Assistant II (Campus-Wide Pool)	000000.0000	Human Resources (6004)				Active	Actions

Select the Position Description you would like to edit by clicking on the 'Working Title'

Step 3

Modify the Position Description



The screenshot displays the 'Position Management' web application interface. At the top, the header includes the Colorado State University logo, the user name 'Welcome, Eva Martinez', and a 'logout' link. Below the header is a navigation bar with 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The breadcrumb trail shows the path: / Position Descriptions / [State Classified](#) / Administrative Assistant II (Campus-Wide Pool). The main content area features a document icon and a list of actions: 'Print Preview', 'Print Preview (Employee View)', and '★ Modify State Classified Position'. The 'Modify State Classified Position' option is highlighted with a mouse cursor. Below the actions, the title 'Position Description: Administrative Assistant II (Campus-Wide Pool) (State Classified)' is displayed, followed by details: 'Current Status: Active', 'Position Type: State Classified', and 'Department: Human Resources (6004)'. At the bottom, there are tabs for 'Summary', 'History', and 'Associated Classifications'.

By clicking the Working Title, you will be directed to the existing position description. To Modify the position description, click on the black star labeled 'Modify State Classified Position'.

Step 4

Start Position Request

The screenshot shows the 'Position Management' interface for Colorado State University. The user is logged in as 'Eva Martinez'. The main navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The current page is titled 'Create New State Classified Position'. Below the title, there are two buttons: 'Cancel' and 'Start Position Request'. A text prompt reads: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' There is a text input field for 'Working Title' with an asterisk indicating it is required. Below the input field, the text 'Organizational Unit' is visible, suggesting a dropdown menu for selection.

You will be asked to Confirm that you would like to start modifying the position description. Once you select 'Start', the position description will be locked for other changes until the request is approved.

Step 5

Enter the Position Information

The screenshot shows a web application interface for editing position information. The top navigation bar includes "Home", "Position Descriptions", "Classifications", and "Shortcuts". Below the navigation bar, the breadcrumb trail reads "Position Requests / State Classified / Edit".

On the left side, there is a sidebar titled "Editing Position Request" with a list of menu items: "Position Justification" (highlighted), "Classification Selection", "Position Details", "Essential Job Duties", "Functional Attributes", "Position Budget Inform...", "Background Check Requi...", "Supervisory Position", "Employee", "Position Documents", and "Position Request Summary".

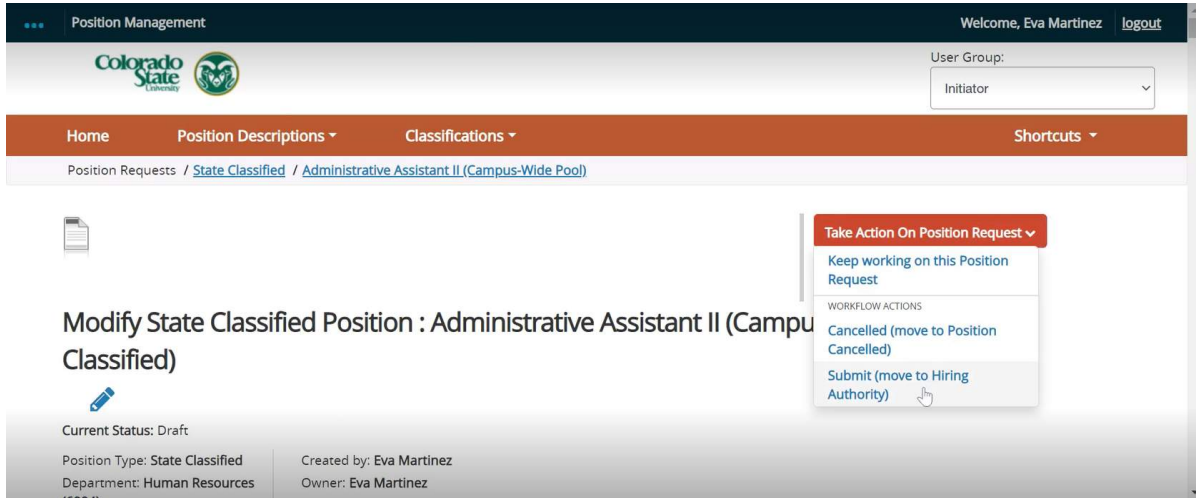
The main content area is titled "Position Justification" and contains a "Save" button and a "Save & Continue" button. Below the title, there is a "Check spelling" link and a "Required Information" section. The "Reason for Modification" section is currently empty. The "Position Justification" section contains a rich text editor with a toolbar and a text box containing the following text: "The current Administrative Assistant II - General Use List is expiring at the end of July 2014 so we need to create a new campus-wide candidate pool for the next 6-month duration."

At the bottom of the page, there is a partially visible question: "Is this position 100% gift?"

Enter the correct position information into the position description fields available. If you have specific questions about your position, please reach out to Human Resources.

Step 6

Moving the Position Request to the Hiring Authority



The screenshot displays the 'Position Management' interface for Colorado State University. The user is logged in as 'Eva Martinez'. The breadcrumb trail is 'Position Requests / State Classified / Administrative Assistant II (Campus-Wide Pool)'. The main heading is 'Modify State Classified Position : Administrative Assistant II (Campus-Wide Pool)'. The current status is 'Draft'. A dropdown menu titled 'Take Action On Position Request' is open, showing options: 'Keep working on this Position Request', 'Cancelled (move to Position Cancelled)', and 'Submit (move to Hiring Authority)'. The 'Submit' option is highlighted with a mouse cursor. Metadata at the bottom indicates 'Position Type: State Classified', 'Department: Human Resources', 'Created by: Eva Martinez', and 'Owner: Eva Martinez'.

Once the position description is complete, move the position request to be reviewed by the Hiring Authority. To do this, select the Orange dropdown labeled 'Take Action on Position Request'. From here you will have the option to 'Submit (move to Hiring Authority)'.

Job Evaluation Workflow and Approval process

Please see the Job Evaluation workflow outlined below for the complete Job Evaluation process.

State Classified Job Evaluation Roadmap

- Initiator Creates or Modifies a Position Description in the TMS, attaches necessary documentation (e.g. updated org chart, letter of resignation, etc.), and submits to the Hiring Authority
- Hiring Authority reviews and approves the Position Description contents, submits to HR Job Evaluation.
- HR Job Evaluation Specialist performs Job Evaluation, appropriately classifies the position within the State Classified system, and submits to the Signature Authority.
- Signature Authority reviews the classification decision and approves Position Description or edits PD to provide further information.
- HR Job Evaluation Specialist does a Final Review and approves edits if necessary.



If the Position Description is a creation request or needs to be approved, the HR Job Evaluation Specialist submits the Position Request to the Operations Resources team.



HR Job Evaluation specialist or Operations Resources team approves position request.



Position is Approved and State Classified employment team is notified to begin recruitment (if requested).