



“Updating position descriptions in People Admin”

PeopleAdmin

FSU Online Employment Management System

<https://jobs.uncfsu.edu/hr/login>

1. Visit www.uncfsu.edu

2. Click on "Faculty and Staff" in the top tabs



3. Click on "Administrative Resources"



4. Click on "Human Resources"



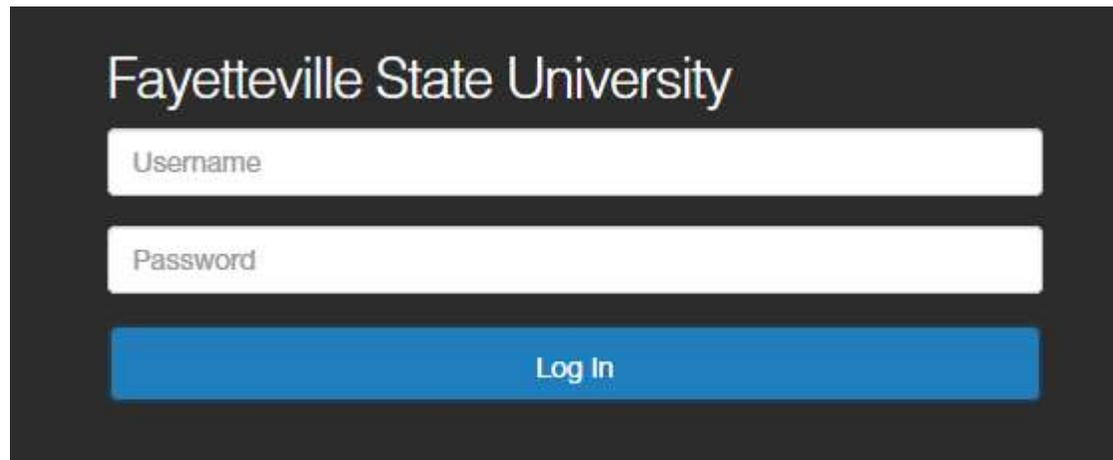
5. Click on "Employment"



6. Click on "Hiring Manager PeopleAdmin Access"



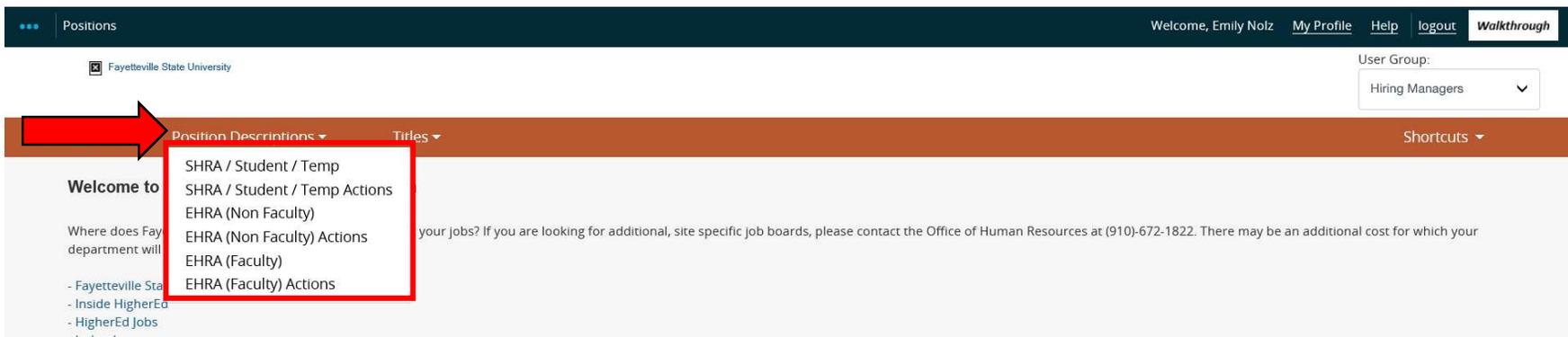
7. Login to the PeopleAdmin system using your Fayetteville State University authentication ID and password.



8. Once logged in, verify that you are in the “Position Module,” and are logged in as the appropriate approver (i.e. Hiring Manager) for the position that you are going to update.



9. Click on “Position Descriptions” and select the type of position that you want to update (SHRA, EHRA Non-Faculty, or EHRA Faculty).



10. Type in the position number or the classification title (e.g., Human Resources Consultant or Lecturer) you'd like to update in the search bar.
11. Once the results populate from your search, then click on the **blue title** of the position that has an **Active** status to open the position description.

Positions Welcome, Emily Nolz [My Profile](#) [Help](#) [logout](#)

 User Group: Hiring Managers ▼

Home **Position Descriptions** ▼ Titles ▼ Shortcuts ▼

Position Descriptions / SHRA / Student / Temp

SHRA / Student / Temp Position Descriptions

Saved Search  Search More Search Options ▼

Position Description Search Results Snippet

Ad hoc Search × All PDs III

Ad hoc Search 2 Save this search? Selected records 0 × Clear selection? Actions ▼

<input type="checkbox"/>	Classification Title	Position Number:	Position Description ID	Department	Status	(Actions)
<input type="checkbox"/>	Human Resources Consultant	000086	8650	Human Resources	Inactive	Actions ▼
<input type="checkbox"/>	Human Resources Consultant	000086	16654	Human Resources	Active	Actions ▼



12. Once you've opened the position description, click on **"Modify Existing Position"** in the top right corner of the page.

The screenshot shows the top navigation bar with 'Positions' on the left and 'Welcome, Emily Nolz', 'My Profile', 'Help', and 'logout' on the right. Below this is the Fayetteville State University logo and a 'User Group' dropdown menu set to 'HR Administrator'. A secondary navigation bar contains 'Home', 'Position Descriptions', 'Titles', and 'Shortcuts'. The breadcrumb trail reads 'Position Descriptions / SHRA / Student / Temp / Administrative Support Associate'. On the left, there is a document icon. On the right, a 'Take Action On Position Description' dropdown menu is open, listing 'Print Preview', 'Print Preview (Employee View)', 'View Supervisor', and 'Modify Existing Position'. A red box highlights the 'Modify Existing Position' option, and a red arrow points to it from the right.

13. Then click **"Start"**

This screenshot shows the same interface as above, but the breadcrumb trail now includes 'Modify Existing Position' with a star icon. Below the breadcrumb, the text reads 'Start Modify Existing Position Action on Administrative Support Associate?'. Underneath this text is a warning: 'Once it has been started, this action will lock the position description from other updates until the action has completed.' At the bottom left, there is a blue 'Start' button, which is highlighted with a red arrow pointing to it from the right.

Start Modify Existing Position Action on Administrative Support Associate?

Once it has been started, this action will lock the position description from other updates until the action has completed.



14. Click on **“Position Details”** to begin updating the position description.

The screenshot shows the Fayetteville State University HR system interface. At the top, there is a dark blue header with 'Positions' on the left and 'Welcome, Emily Nolz My Profile Help Logout' on the right. Below this is the Fayetteville State University logo and a 'User Group:' dropdown menu set to 'HR Administrator'. A navigation bar contains 'Home', 'Position Descriptions', 'Titles', and 'Shortcuts'. The breadcrumb trail reads 'Actions / ... / Modify Existing Position / Administrative Support Associate / Edit'. On the left, an 'Editing Action' sidebar lists several options: 'Proposed Classificatio...', 'Employee', 'Position Details' (highlighted with a red box and a red arrow), 'Supplemental Documenta...', 'Justification', 'ADA Checklist', 'HR Use Only', and 'Action Summary'. The main content area is titled 'Proposed Classification Details' and includes 'Save' and 'Next >>' buttons. Below this, there is a 'Selected Title' section with 'Title Details' and a table of classification information.

Title Details	
Classification Title:	Administrative Support Associate
Position Title:	Administrative Support Associate
SHRA/EHRA:	SHRA
Job Category:	Clerical and Secretarial
Overall Position Competency:	Journey

15. Once in the "Position Details" view, fill out the position details (follow the callout boxes below):

Position Details

ABC [Check spelling](#)
* **Required Information**

Position Details

Classification Title: Human Resources Consultant

* Reason For Request: Update Position

Position Number: 005198

Person Authorized To Interview: Terri Tibbs, Kay Faircloth

Telephone Number: 672-1679
Including Area Code (910)

Departmental Users With Permission To Access Position Information: Tibbs, Terri ✕
(Include All Departmental HMs And Contacts Accessing This Position)

Percent Employee: 100%

Description Of Work: *Primary Purpose of the Organizational Unit*
The purpose of the Human Resources Department at Fayetteville State University is to support the institutional mission by providing comprehensive and timely human resource services with respect to recruitment and employment, benefits

Description of Work Continued: *Primary Purpose of the Position*
The primary purpose of this position is to serve as the Manager of Employee Relations and Training, providing the following services to the administration, faculty, staff and employees of Fayetteville State University: This position supervising a

16a. Verify the following info:

- Reason for request
- Person(s) Authorized to Interview
- Telephone number
- Departmental Users

16b. In the "Description of Work" input the **Primary Purpose of the Organization**

16c. In the "Description of Work Continued" input the **Primary Purpose of the Position**

HR Tip:
If you insert an asterisk (*) on either side of a word/phrase it will be **bolded** in the posting

**Minimum Education
And Experience
Requirements**

Bachelor's degree and two years of progressively responsible professional human resources management experience; or equivalent combination of training and experience. Degrees must be from appropriately accredited institutions.

16d. Type in the minimum education and experience requirements for this position



**Knowledge, Skills And
Abilities:**

- Ability to manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.
- Knowledge of the principles and practices human resources management and supervision in a union environment.

16e. Type in the knowledge, skills, & abilities required for the position

Supervisory Responsibility

This position supervising a Specialist who will monitor performance management, conflict management and provide interpretation of regulations and policies as well as make recommendations as appropriate. The position also supervises a Training Specialist who provides coordination of all HR related university training.

16f. Type in if the position will have any supervisory responsibilities.

Work Schedule and Hours

Monday-Friday 8:00 am – 5:00 pm

16g. Type in the work schedule to include holidays, weekends, nights (if applicable)

Preferred Qualifications

Graduated from an accredited college or university with major course work in Business or Public Administration, Human Resources Management, or closely related field.

Six (6) years' experience in human resources management, three (3) years of which must

16h. Type in the preferred qualifications that you desire for the position

Replacement For:

Separation Date:

Budgeted Amount:

Sources Of Funds:

16i. Type in the following info:

- Replacement For
- Separation Date
- Budgeted Amount
- FOAP

16. While still in the "Position Details" view, click on "**Add Competencies Entry**".



17. Add in each individual competency that is required of the position including the functional competency with a short description and the level of the competency required (Contributing, Journey or Advanced).

Competencies

Functional Competency

Competency Level

Remove Entry?

Please select

Contributing

Journey

Advanced



18. While still in the “Position Details” view, click on “**Add Job Duties Entry**”.



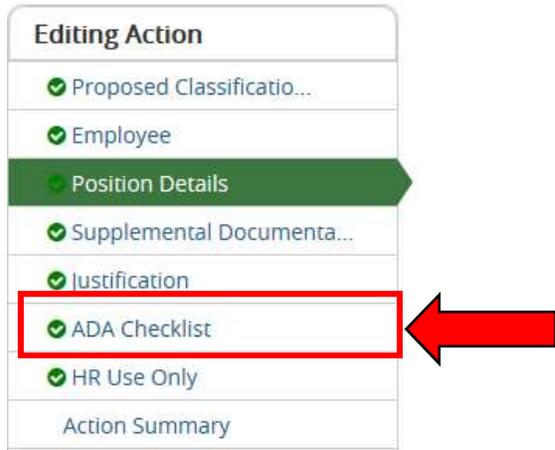
19. Add in each individual job duty that is required for this position including the name, description, and percentage of time. **All job duties added together must equal 100%.**

Name	Management/Supervision
Description	<ul style="list-style-type: none">• Plan, coordinate and manage all daily operations and special projects• Provide technical consultation for the physical plant.• Perform personnel functions (e.g. interviewing, evaluating, supervising, etc.) For the purpose of maintain adequate staffing, enhancing productivity of personnel and achieving objectives within budget.• Determine staff needs, interview and hire staff consistent with FSU hiring policies. Perform annual performance evaluations and mid-year reviews of direct reports.• Prepare detailed costs estimates of proposed equipment and small projects. Formulate policies and procedures for the operations team.• Work closely with Planning and Construction department on all facilities development, including major and minor capital projects, as well as repairs, renovations, and alterations of facilities.• Maintain personnel records for all employees.
Percentage of Time	30%

20. Click “**Save**” in the bottom right corner of your web page.

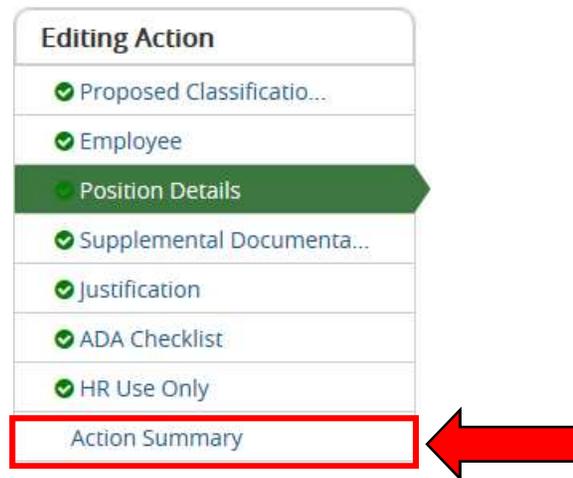


21. After you have saved your work, click on “ADA Checklist” on the left-hand side of your screen.



22. Fill out the American with Disabilities Act (ADA) Checklist completely and then click save.

23. Click on the “Action Summary” on the left-hand side of your page.



24. Review all the changes you have made once you are satisfied with your changes click on the **“Take Action on Action”** in the top right-hand corner of your web page. A drop-down menu will appear, click on **“Send to HR Comp and Class”**.

The screenshot shows the Fayetteville State University HR system interface. At the top, there is a navigation bar with 'Positions' and user information for 'Emily Nolz'. Below this is a breadcrumb trail: 'Home / Position Descriptions / Titles / Actions / ... / Modify Existing Position / Facilities Superintendent / Summary'. The main content area is titled 'Modify Existing Position: Facilities Superintendent (SHRA / Student / Temp)'. It includes details such as 'Current Status: Draft', 'Position Type: SHRA / Student / Temp', and 'Tier 1: Facilities Management'. In the top right corner, there is a 'Take Action On Action' dropdown menu. A red box highlights this menu, and a red arrow points to it. The dropdown menu is open, showing several options. A red box highlights the 'Send to HR Comp and Class (move to HR Comp and Class)' option, and a red arrow points to it.

25. A dialogue box will appear, insert a comment and click **“Submit”**.

The screenshot shows a 'Take Action' dialog box. The title bar is orange and contains the text 'Take Action' and a close button. Below the title bar, there is a text area with the comment 'PD Updated. Request to post as soon as approved. Thank you!'. Below the text area, there are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button.

The Point of Contact (POC) for this tutorial is Emily Nolz, HR Consultant – Classification & Compensation Manager.



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