“Updating position descriptions in People Admin”

PeopleAdmin
FSU Online Employment Management System

https://jobs.uncfsu.edu/hr/login
1. Visit [www.uncfsu.edu](http://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.
12. Once you’ve opened the position description, click on “Modify Existing Position” in the top right corner of the page.

13. Then click “Start”
14. Click on “**Position Details**” to begin updating the position description.
15. Once in the “Position Details” view, fill out the position details (follow the callout boxes below):

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

HR Tip:
To view the minimum education & experience requirements visit the OSHR website:

16e. Type in the knowledge, skills, & abilities required for the position
16f. Type in if the position will have any supervisory responsibilities.

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

16h. Type in the preferred qualifications that you desire for the position
16. While still in the “Position Details” view, click on “Add Competencies Entry”.

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

Please select
- Contributing
- Journey
- Advanced

HR Tip:
Competencies for all SHRA positions can be found on the OSHR website:
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%**.

<table>
<thead>
<tr>
<th>Name</th>
<th>Management/Supervision</th>
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<tbody>
<tr>
<td></td>
<td>• Plan, coordinate and manage all daily operations and special projects</td>
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<td></td>
<td>• Provide technical consultation for the physical plant</td>
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<td></td>
<td>• Perform personnel functions (e.g. interviewing, evaluating, supervising, etc.)</td>
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<tr>
<td></td>
<td>For the purpose of maintain adequate staffing, enhancing productivity of personnel and</td>
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<td></td>
<td>achieving objectives within budget.</td>
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<td>• Determine staff needs, interview and hire staff consistent with FSU hiring policies.</td>
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<td>• Perform annual performance evaluations and mid-year reviews of direct reports.</td>
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<td>• Prepare detailed costs estimates of proposed equipment and small projects. Formulate</td>
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<td>policies and procedures for the operations team.</td>
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<td></td>
<td>• Work closely with Planning and Construction department on all facilities development,</td>
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<td></td>
<td>including major and minor capital projects, as well as repairs, renovations, and</td>
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<tr>
<td></td>
<td>alterations of facilities.</td>
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<td></td>
<td>• Maintain personnel records for all employees.</td>
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<tr>
<td>Percentage of Time</td>
<td>30%</td>
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</table>

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”.

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