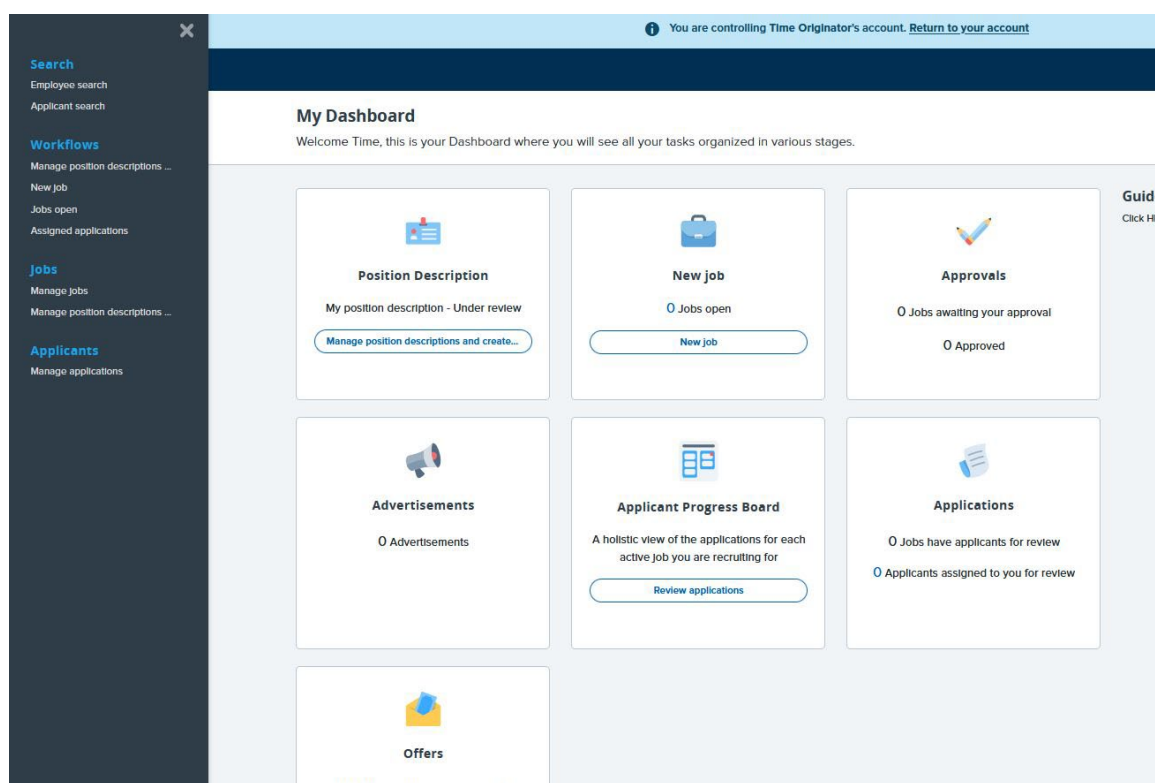


Creating a Position Description (New Position)

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

1. A new position may be created when there is a new function to perform, because workload has been increased, because there is a need to restructure the work of the organization; or because additional funding has been identified to create a position to meet a priority need.
2. From the Dashboard, click Hamburger Menu under the **Job** section, click **Manage position descriptions**.



3. On the **Position Description** page Click **New position description**.

The screenshot shows the PageUp BETA interface. At the top, there is a navigation bar with 'PageUp BETA' and a search bar. Below the navigation bar, there is a 'Position Description' form with fields for PD No., Classification Title, Position Number, Role Number, Employee Name, Employee No., Supervisor Name, Work Type, Company, Department, Sub department, Approval status, and Status. A red circle highlights the 'New position description' link in the top left corner of the form. Below the form is a table of existing position descriptions.

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status				
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Nov 2, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-2	Research Assistant - HRIS	44333				Aug 10, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-3	Human Resources Assistant	50054794		Ronald Recruiter		Sep 23, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-4	Director of Communications	50054436		Darlene Director		Sep 22, 2022	Approved	Edit	View	Recruit for position	Archive
PD-5	Iteration 1 demo - Director - Office of Workforce Engagement	50054436		Darlene Director		Aug 31, 2022	Approved	Edit	View	Recruit for position	Archive
PD-6	Special Agent (Investigator/Eastern Region/Multiple Positions)					Oct 4, 2022	Draft	Edit	View	Recruit for position	Archive
PD-7	Professor of Childcare	CCW13094				Dec 6, 2022	Approved	Edit	View	Recruit for position	Archive
PD-8	Administrative Assistant	321				Oct 6, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-9	User Support and Systems Security Specialist					Oct 25, 2022	Approved	Edit	View	Recruit for position	Archive
PD-10	Info Technology Specialist I					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive
PD-11	Sr. Talent Management Consultant					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive
PD-12	PAYROLL & BENEFITS ACCOUNTANT					Oct 28, 2022	Approved	Edit	View	Recruit for position	Archive
PD-13	Instructional Design Specialist					Oct 28, 2022	Approved	Edit	View	Recruit for position	Archive
PD-14	Part Time Museum Generalist Danville Science Center					Nov 4, 2022	Approved	Edit	View	Recruit for position	Archive

4. From Drop down menu select “Create a new position description”

a. Drop down Options available:

- i. Create New Position Description: This will create a new position in your department
- ii. Create New Classification: This is to request a NEW NMSU Classification (will rarely be used)
- iii. Update Position Description to Post: This will update the Position Description prior to posting.
- iv. Update Position Description (no posting): This will update a Position Description with intent of not posting or of a filled position that does not require a reclassification.
- v. Reclassification: Reclassify a vacant or filled position to a new Classification.

The screenshot shows two main sections: "POSITION DESCRIPTION" and "POSITION DETAILS".

POSITION DESCRIPTION:

- Type of action requested: A dropdown menu with options: "Create a new position description" (selected), "Select", "Create New Classification", "Update Position description to post", "Update position description (no posting)", and "Reclassification".
- Job Title*: A text input field.
- Classification Code (PCLS): A text input field.

POSITION DETAILS:

- Position number: A text input field with a search icon and a blue box below it that says "No position selected."
- College/Division*: A dropdown menu with "Select" and a downward arrow.
- Department: A dropdown menu with "No Department found" and a downward arrow.
- Team: A text input field with "Unassigned Team" entered.
- Reason for the Request: A large text area with a placeholder text: "Provide a brief explanation of the reason a new position is being requested or an existing position is being reclassified. Typically this field would include the business reason that prompted the need of the action being requested."
- Location*: A dropdown menu with "Select" and a downward arrow.
- Offsite Location: A text input field.

5. Begin to populate the position description with as much detail as possible (For Staff positions use the [Position Classification](#) lookup found on our website). Required fields will be notated with an asterisk "*" for reference. Note the below fields:
 - a. **Classification Code:** If you know the PCLS Code you can enter it direct into field and it will populate information, if you do not know the PCLS code, **click** magnifying glass and select Classification (Note: you can use the search function to narrow down your options by using part of title with the "%" before and after selection text)
 - i. FOR staff positions -Open position from the [NMSU Toolkit/Employment & Compensation/Position Management/Salary Tables & Compensation/Position Classification Descriptions](#)
 - b. **Job Family:** Select from drop down options
 - c. **Appointment Type:**

- i. Faculty
 - ii. Staff Exempt
 - iii. Staff Non-exempt
- d. EEO Category:
 - i. Clerical & Secretarial
 - ii. Executive/Admin & Managerial
 - iii. Faculty
 - iv. Instruction/Research Assistant
 - v. Other
 - vi. Other Administrative
 - vii. Other Professionals
 - viii. Service/Maintenance
 - ix. Skilled Crafts
 - x. Technical & paraprofessional
- e. Position Group: **click** magnifying glass and select correct position group or it can be entered directly into the field
 - i. Note for STAFF positions, this can be found on the [Position description](#) on the HR Website
- f. FLSA Status: Select from Dropdown
 - i. Exempt
 - ii. Non-exempt
 - iii. EFLSA
- g. Employee Class Code (ECLS): Select from dropdown
- h. Pay Level: **Click** magnifying glass and select correct pay level

FACULTY – Departments are responsible for entering appropriate information for the following sections

STAFF - Information for the following sections must be copied & pasted directly from the [Classification Position Description](#) found on the NMSU website:

- i. Classification Summary:
 - ii. Classification Standard Duties
 - iii. Job Knowledge, Skills and Abilities
 - iv. Required Education, Experience, Certification/License and Equivalency
- 6. POSITION DETAILS:
 - a. Position Number: For new positions Leave blank - Budget will create and input position from banner.
 - b. Job Title:
 - i. FACULTY – Enter working title
 - ii. STAFF – Must match Classification Title
 - c. College/Division: Select from dropdown
 - d. Department: Select from dropdown

- e. Team: Will auto populate based on user entering the position. If user has a drop-down field, select the appropriate Department in the list selection.
- f. Reason for the Request: Provide a brief explanation of the reason a new position is being requested or an existing position is being reclassified. Typically, this field would include the business reason that prompted the need for the action being requested.
- g. Location: Select from dropdown menu
- h. Offsite Location: Optional only fill in if different or to notate specific "Remote Location"
- i. Work Site: **click** magnifying glass and select work site.
- j. Physical Location State: Select work state

TERM APPOINTMENT

- 7. Term Appointment: "Yes" or "No"
 - a. Length of Term Appointment: IF yes, Enter length of appointment (i.e. 3 months, 6 months, etc.)

BUDGET DETAILS

- 8. Funding Type:
 - a. I&G
 - b. Non-I&G (unrestricted)
 - c. Restricted
- 9. Requested Budget/Salary:
- 10. Identify Source of Funding: If restricted provide grant #. If unrestricted, provide source for new/additional funding (i.e. operating, salary savings, student fees etc.). Identify position number if from existing line

FUNDING DETAILS

- 11. Index:
- 12. Fund:
- 13. Percentage:

POSITION ATTRIBUTES

- 14. Appointment Status:
 - a. Regular Full-Time
 - b. Regular Part-time
 - c. Term Full-Time
 - d. Term Part-Time
- 15. Appointment Base:
 - a. Academic
 - b. Annual
- 16. Appointment Full-time Equivalency: (i.e., 1.0, .50, .75)
- 17. Bargaining Unit Eligibility - (Reg. Non-exempt positions only)

18. Bargaining Unit Eligible Posting Announcement - Must select from dropdown
 - a. This is a bargaining unit position American Federation of State, County & Municipal Employees (AFSCME).
 - b. This is NOT a bargaining unit position American Federation of State, County & Municipal Employees (AFSCME).
19. Pay base
 - a. Salary
 - b. Hourly

JOB DUTIES AND RESPONSIBILITIES: General Purpose of the Position. Please summarize the job specific duties and responsibilities that this position will hold. These are the job specific duties that will be included on the position description and posted to prospective applicants.

PRIMARY FUNCTION OF THE POSITION - Please list three to five (3-5) essential (core) **PRIMARY FUNCTIONS** of the position and the percentage of time devoted to each responsibility by **clicking** the **NEW** button. Description of primary function performed (provide an example that demonstrates the function). This description of primary duties indicates the reason the position exists. Please use your own language and provide your own examples rather than quoting from an existing classification description. Total percentage should equal 100%

(NOTE: The system does not validate percentage, you are responsible for making sure primary functions equal 100%)

OTHER CLARIFYING INFORMATION

- c. Other Clarifying Information
- d. Special Certification/Licensure:
- e. Special Requirements:
- f. Decision Making Authority: Select from Dropdown
- g. What is the impact of the decision made? Select from Dropdown
- h. Provide one specific example to demonstrate the decision-making authority and the impact of the decision as noted in previous selection
- i. Standard Work Schedule: Select from Dropdown
 - i. If other shift, please indicate:
- j. Supervision Responsibilities for Regular Staff (If applicable): A number of positions or list of position titles is acceptable in this field.
- k. Supervision Responsibilities for Temporary Staff/Students (If applicable): A number of positions or list of position titles is acceptable in this field.

WORKING CONDITIONS AND PHYSICAL EFFORT

NOTE: THESE ARE REQUIRED FIELDS

- l. Environment: Select from Dropdown
- m. Physical Effort: Select from Dropdown

- n. Lifting Requirements: Select from Dropdown
- o. Risk: Select from Dropdown

FACULTY POSITIONS

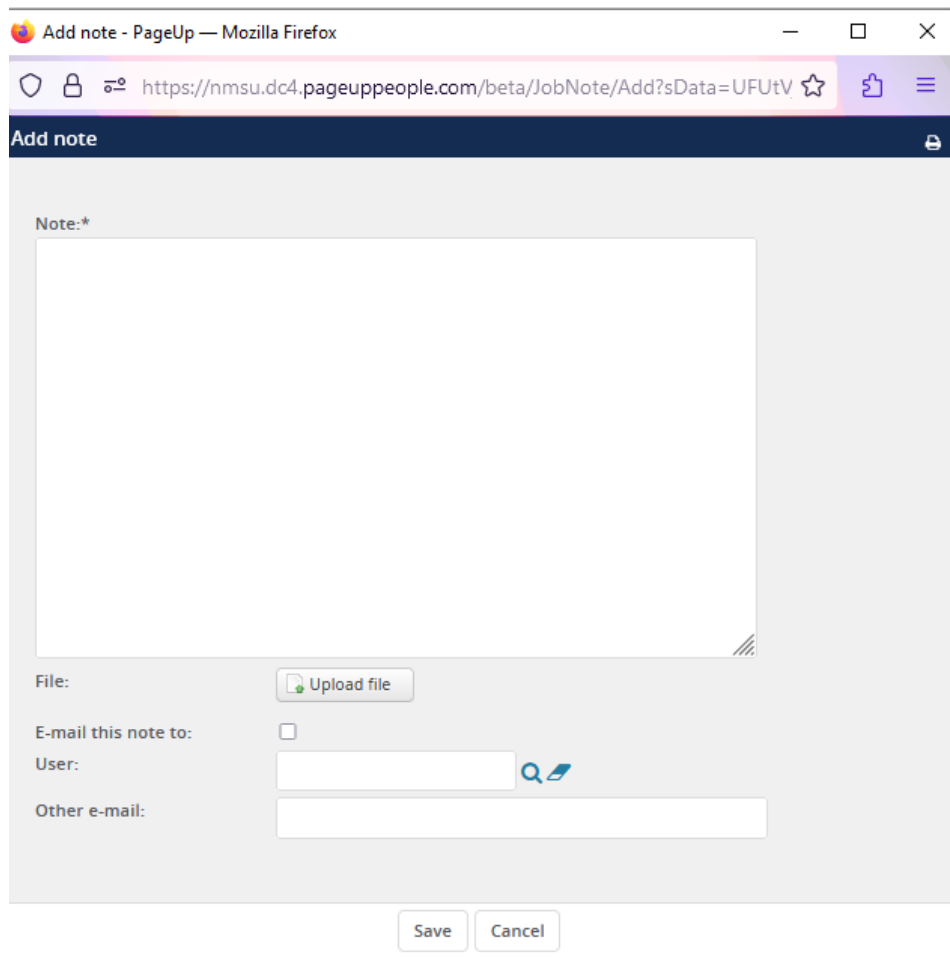
- p. Rank: May select more than one rank
- q. Tenure Track – Select from dropdown
- r. Faculty Appointment Type: Select from dropdown
- s. CIP (Changes or New positions only): Select from dropdown
- t. NORC (Changes or New positions only): Select from dropdown
- u. Position Group: Select from dropdown
- v. TERM Faculty
 - i. Yes or No
- w. Length of TERM Appointment: Select from dropdown
- x. Primary Activity: Select from dropdown

HRS/PROVOST PROCESSING DETAILS – FOR HRS/PROVOST USE ONLY

20. At the **Users and Approvals** section, complete the following areas:
- a. Hiring Manager: Will default to the person completing the job card, update if different by clicking “Eraser” then “Magnifying Glass” to select the hiring manager.
 - b. Approval Process: Select ***New Position Request Staff or New Position Request Faculty***
 - i. Department Authority: Department Head/Director/Hiring Manager.
 - ii. Approving Authority: VP/Dean/CC President or Designee
 - iii. Provost (for faculty positions only): Provost Authorized approver
 - iv. Budget: position@nmsu.edu
 - v. HRS: Always use teamhrs@nmsu.edu
 - vi. HR Representative: Always use teamhrs@nmsu.edu

Click Next page

21. Notes: When you click next it will take you to the notes page
- Click select/note - This opens a box so that you can enter a note and/or upload a document that anyone in the approval queue can see (**supported document formats: .doc, .docx .docm, .pdf, .txt, .rtf, .xls, .xlsm**)
 - You also have the ability to email the note to anyone else and they will see only note or document attached.
 - Click save



Add note - PageUp — Mozilla Firefox


https://nmsu.dc4.pageuppeople.com/beta/JobNote/Add?sData=UFUtV

Add note

Note:*

File:

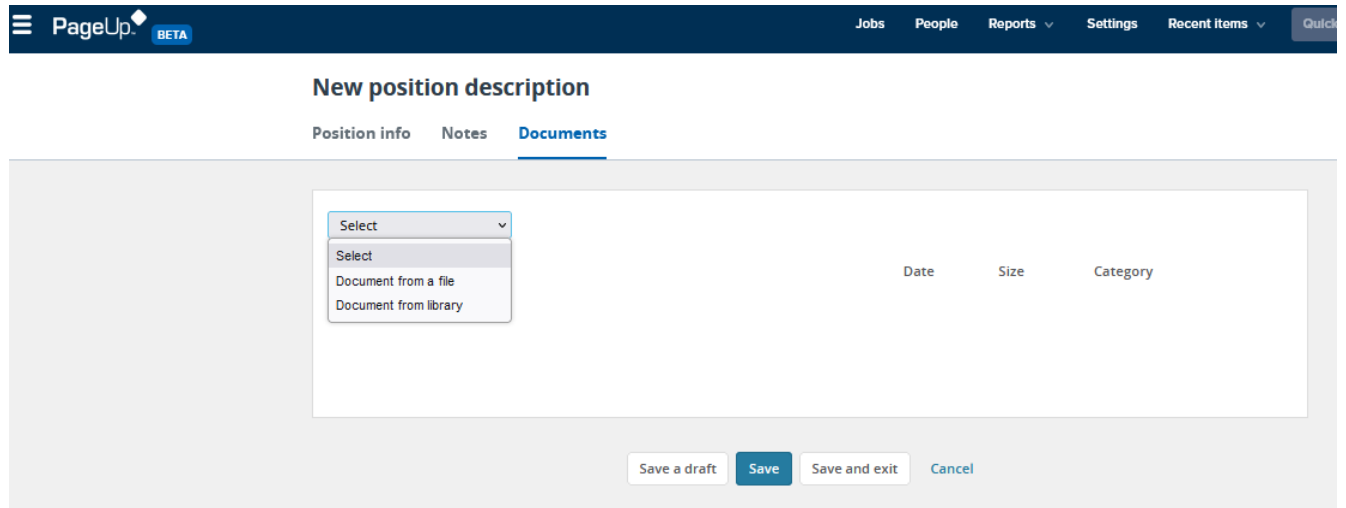
E-mail this note to:

User: 

Other e-mail:

22. Click Next Page

- a. Documents tab will open and give you the ability to attach any additional information
 - i. All in the approval queue can see any attached documents.



23. Save the position description using one of the below options:
- Save as Draft: Save and return to a later time.
 - Save: Kicks off the approval process.
 - Save and Exit: Will show any required fields need to be completed yet, plus that it has moved to the first approver.

USERS AND APPROVALS

Hiring Manager:*
[nicolet+hmlv1@pageuppeople.com](#)

Approval process:*

2. Budget representative:
[nicolet+e eo@pageuppeople.com](#)

3. Agency Director or designee:
[nicolet+search@pageuppeople.com](#)

4. HR Supervisor:
[nicolet+sally@pageuppeople.com](#)

Recruiter:*
[nicolet+recruiter@pageuppeople.com](#)

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

[Save a draft](#) [Save](#) [Save and Exit](#) [Cancel](#)