

## Reclassify/Modify Position Descriptions

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

### TERM APPOINTMENT

Term positions cannot be reclassified. For a reclassification action this should always be NO

**Reclassification** – a review of a position's existing duties and responsibilities to determine if the primary functions align with the current classification which would result in a change to the classification.

**Modification/Edit/Update** - a request to update job duties and responsibilities, primary functions (if still within classification). **The requested classification section should not be altered in any way.** See notes throughout for areas that should or should not be changed when *modifying* position.

1. From the Dashboard, click Hamburger menu under the **Job** section, click **Manage position descriptions**.

English (US) | Powered by PageUp

2. On the **Position Description** page, search and locate the relevant position description. Click **Edit**.
  - a. Note be sure to Click **clear** then **search** to make sure you are viewing all position descriptions available to you.

PageUp **BETA** Jobs People Reports Settings Recent Items Quick search PageUp (1125)

New position description

### Position Description

PD No. Classification Title Position Number Role Number Employee Name  
Employee No. Supervisor Name Work Type Company Department  
Sub department Approval status Status

Clear Search

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	Edit	View	Recruit for position	Archive
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

3. Note the below guidance text to initiate an edit.

PageUp **BETA** Jobs People Reports Settings Recent Items Quick search PageUp (1125)

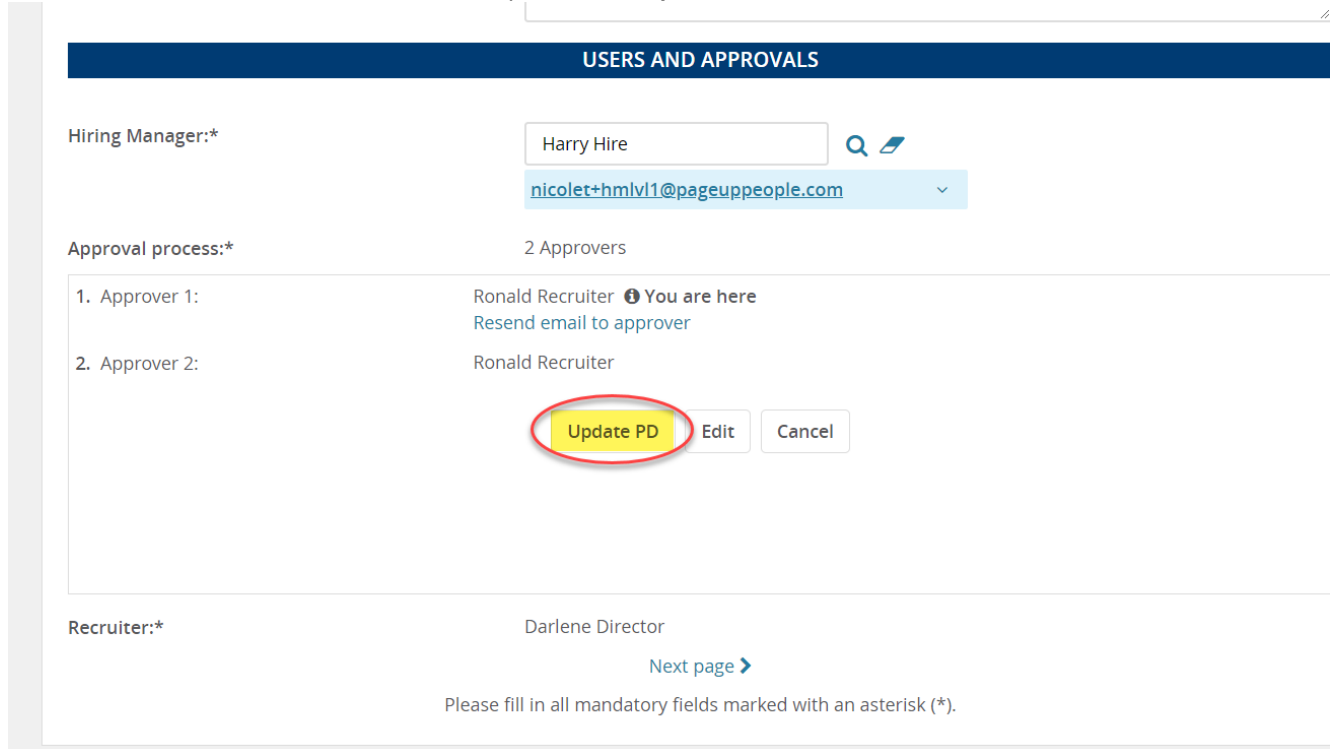
### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

Requisition Number: 492214  
System will automatically create a Requisition Number.

Position Title and Number:\* 50054452  
[Details](#)

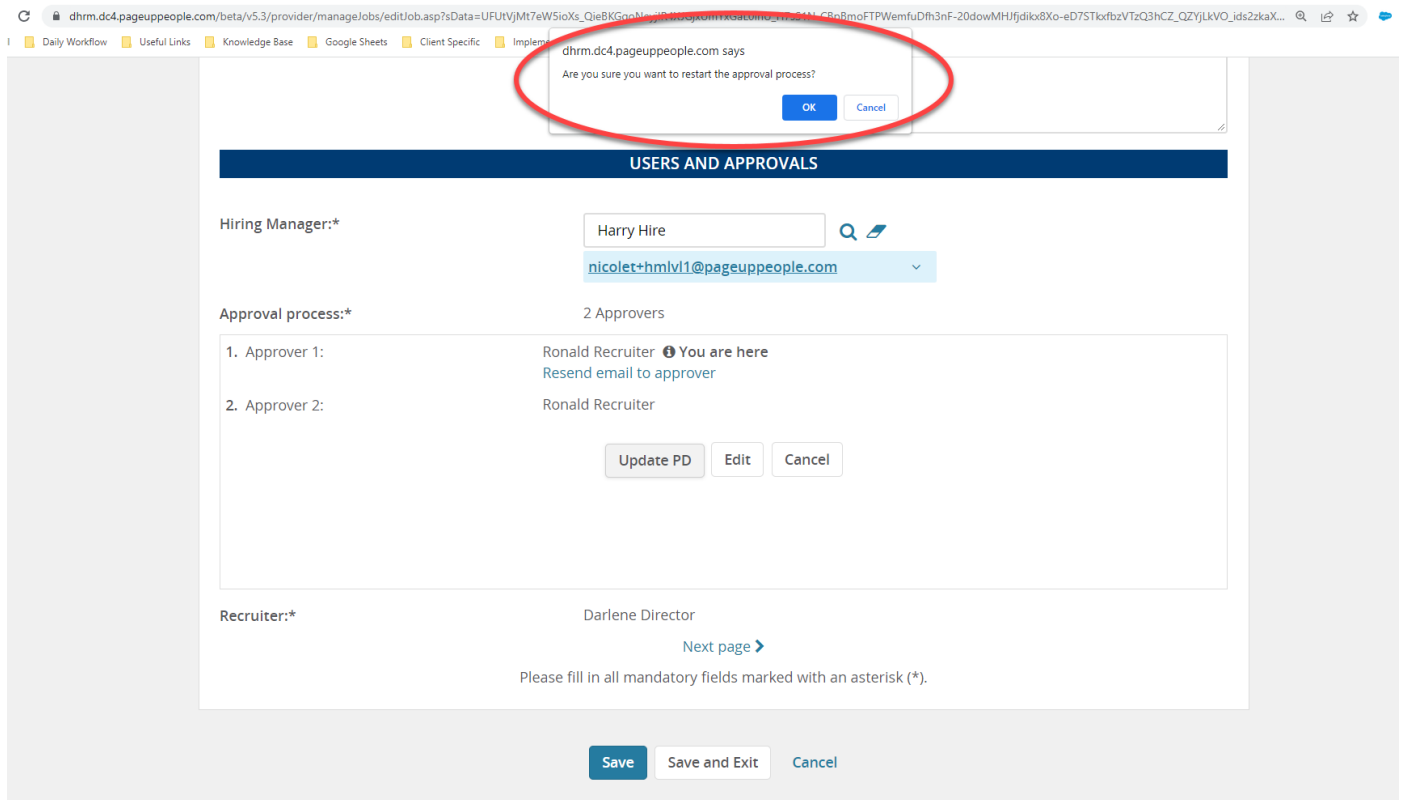
4. Scroll to the bottom of the Position Description, click **Update PD**.



The screenshot shows a web form titled "USERS AND APPROVALS". It contains several fields and buttons:

- Hiring Manager:\*** A dropdown menu showing "Harry Hire" and a search icon. Below it, a blue dropdown menu shows "nicolet+hmlv11@pageuppeople.com".
- Approval process:\*** A section with two approvers:
  - 1. Approver 1: Ronald Recruiter (with a "You are here" icon) and a "Resend email to approver" link.
  - 2. Approver 2: Ronald Recruiter.
- At the bottom of the approval section, there are three buttons: "Update PD" (highlighted with a red circle), "Edit", and "Cancel".
- Recruiter:\*** A field showing "Darlene Director" and a "Next page >" link.
- A footer note: "Please fill in all mandatory fields marked with an asterisk (\*)."

5. When the pop-up window appears, click **Ok** to restart the approval process.



6. The position description is now ready to be updated.
  - a. Type of Action requested:
    - 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. Modify Position Description to Post: This will update the Position Description (no change in classification) prior to posting.
    - iv. Modify Position Description (no posting): This will update a Position Description (no change in classification) 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.**

**POSITION DESCRIPTION**

To edit a previously approved Position/Position Description scroll to the bottom of the form and press Update PD, Click OK in the pop-up window that appears to reset the approval process

Type of action requested:

Classification Code (PCLS):

Select

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Select

Create a new position description

Create New Classification

Update Position description to post

Update position description (no posting)

Reclassification

7. RECLASSIFICATION - While some fields are not notated as a required field, the below fields will be required for users to complete
8. *MODIFY* - position none of these fields should be changed.

### POSITION DESCRIPTION

To edit a previously approved Position/Position Description scroll to the bottom of the form and press Update PD, Click OK in the pop-up window that appears to reset the approval process

Type of action requested:

### REQUESTED CLASSIFICATION

Do not update the standard classification details

Classification Code (PCLS):    
No classification code (pcls) selected.

Classification Title:

Job Family:

Appointment Type:

EEO Category:

Position Group:    
No Position Group selected.

FLSA Status:

Employee Class Code (ECLS):

Pay Level:    
No pay level selected.

Classification Summary:

## 9. Requested Classification Fields: RECLASSIFICATION ONLY

**FOR STAFF POSITIONS - YOU MUST COPY AND PASTE ALL OF THESE FIELDS**

**FOR FACULTY POSITIONS - YOU MUST FILL IN BASED ON REQUIREMENTS OF POSITIONS**

- a. You must select the New Classification Code you want your position to be reclassified to. You must update the following fields which can be found by **clicking the arrow** on the blue box right below the classification code:
  - i. Classification Title
    1. STAFF positions should match the Classification and should match the Position Number title.
    2. For FACULTY: This should match their Rank and/or discipline
  - ii. Job Family
  - iii. Appointment Type

- iv. EEO Category
- v. Position Group
- vi. FLSA Status
- vii. Employee Class Code (ECLS)
- viii. Pay Level
- ix. Classification Summary
- x. Classification Standard Duties
- xi. Classification KSA's
- xii. Required Education, Experience, Certification/License & Equivalency

Classification Code (PCLS):

Do not update the standard classification details

Acad Success Suprt Cntr Coord



Classification No: P3010

Classification Title: Acad Success Suprt Cntr Coord

Job Family: Student Affairs

Pay Level: 3S-04

**Summary:** Plans, coordinates and supervises academic success programs for a college/community college undergraduate programs. Provides coordination and supervision for academic programs such as academic student advising, proficiency/evaluation testing, student admissions, financial aid, and/or student retention. May supervise special tutors for students with language barriers or students requiring remedial education. Serves as a liaison with academic administrators and faculty.

**Duties:** Supervise, direct, delegate, and evaluate work of assigned staff. Advise students, solve problems. May perform degree checks, degree plans. May assist or advise student preparation of Financial Appeals/Satisfactory Academic Progress Appeals. Develop learning communities and strategies for student success. Develop method to identify at risk students. May develop and present training workshops. Perform related duties as required.

**KSAs:** KNOWLEDGE:University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation.; SKILLS:Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and



activities, analyze and evaluate information.

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**Requirements:** Required Education: Bachelor's degree in a related field.; Required Experience: Three (3) years of professional experience related to the standard duties as outlined.; Equivalency: None; Required Certification/License:

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**FLSA Status:** Exempt

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**Appt Type:** Staff, Exempt

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**EClass Code:** E1-Staff FT Reg - Exempt

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**EEO Category:** 30

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**Position Group:** Other Edu, Training, Library

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## 10. POSITION DETAILS – RECLASSIFICATION OR MODIFY POSITION

- a. Position Number: Should auto-populate based on your initial selection from your Position Management tab.
- b. Job Title: Working title
- c. College/Division: Should be populated, if not please select
- d. Department: Should be populated, if not please select
- e. Team: Selection is based on the TEAM assigned to the person filling out this form. NOTE if this is not the correct team, you must email [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu) after you submit the action for approval so that they can update the correct team which is necessary for all members of the team to see the action in their dashboard.
- f. Reason for Request: Please provide reason for request
- g. Location: please provide location
- h. Offsite Location: Optional
- i. Work site: Must match Department/Team
- j. Physical Location State: Please select
- k. Report to Position: You can type in name or position number directly, or do a search with the magnifying glass



**POSITION DETAILS**

Position number:

[Details](#)

Job Title:\*

College/Division:\*

Department:

Team:

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 of the action being requested.

Location:\*

Offsite Location:

Work Site:

No Site name selected.

Physical Location State:

Report To Position:

No position selected.

11. **Term Appointment** - ONLY needed for New position requests. Should **NOT** be used for reclassifications or *Modifying* positions
12. **Budget Details (DOES NOT UPDATE BANNER)**
  - a. Funding Type: Select appropriate based on position
  - b. Requested budget salary: Fill in requested new salary. If filled position, please follow policy guidelines.
  - c. 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

## BUDGET DETAILS

Funding Type:

I&G

Non I&G (unrestricted)

Restricted

Requested Budget/Salary:

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

### 13. Funding Details: RECLASSIFICATION – needed if additional funding will be needed

- Index/Fund/Percentage: If using multiple indexes, total percentage must equal 100%. Separate each index, fund and percentage by using a comma (Example 123456, 654321)

## FUNDING

If using multiple index:  
percentage by using a

Index:

Fund:

Percentage:

### 14. Position Attributes: Select appropriate attributes based on new position

**DO NOT** change if **“Modifying”** position

- Appointment Status: Regular full-time, Regular part-time etc.
- Appointment base: Annual or Academic
- Appointment Full-time Equivalency: (Example 1.0, .75, .5)
- Bargaining Unit Eligibility: Regular non-exempt positions only all others should be N/A
- Bargaining Unit Eligibility Posting Announcement: select based on above selection
- Pay Base: Salary or Hourly

## POSITION ATTRIBUTES

Appointment Status:	<input type="text" value="Regular, Full-time"/>
Appointment Base:	<input type="text" value="Annual"/>
Appointment Full-time Equivalency:	<input type="text" value="1.0"/>
Bargaining Unit Eligibility:	<input type="text" value="N/A"/>
	(Reg. Non-exempt positions only)
Bargaining Unit Eligible Posting Announcement Statement:	<input type="text" value="This is NOT a bargaining unit position with American Federation of State,...."/>
Pay Base:	<input type="text" value="Salary"/>

RECLASSIFICATION – THESE FIELDS SHOULD BE UPDATED BASED ON NEW JOB DUTIES & RESPONSIBILITIES AND PRIMARY FUNCTIONS OF THE POSITION.

**MODIFY** – THESE FIELDS CAN BE UPDATED

- 15. 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. Departments will use their own language for this field.
- 16. Primary Functions 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 in the table below 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%

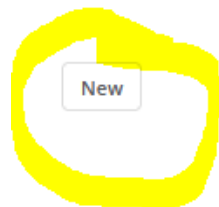
NOTE: FOR RECLASSIFICATIONS: Primary functions, click “Remove” if you need to remove current primary functions and click “add” for new primary functions.

## PRIMARY FUNCTIONS OF THE POSITION

Please list three to five (3-5) essential/core PRIMARY FUNCTIONS of the position and the percentage of time devoted to responsibility in the table below by clicking the NEW button. Description of primary function performed (provide an example that demonstrates the function). This description of primary duties which 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%

### PRIMARY FUNCTION

% of time performed	Example	Essential / Marginal
There are no items to show		



### 17. Other Clarifying Information:

- a. Special Certification/Licensure (optional):
- b. Special Requirements (optional):
- c. Decision Making Authority: Selection required.
- d. What is the impact of the decision made: Selection required
- e. Provide one specific example: Please add example
- f. Standard Work Schedule: Selection required
- g. If other Shift, Please indicate: May use this to also be more specific of what hours are expected for the position.
- h. Supervision Responsibilities for Regular Staff (If applicable): Supervisory responsibilities include: prepares performance evaluations, responds to complaints and grievances, makes recommendations on hiring, firing, adjustments in compensation, disciplinary actions, and or promotions. List the regular positions that will be directly supervised.
- i. Supervision Responsibilities for Temporary Staff/Students (if applicable): Enter the total number by head count of students/temporary positions supervised by this position (estimate based on an annual cycle without duplicating).

## OTHER CLARIFYING INFORMATION

Special Certification/Licensure:

Special Requirements:

Decision Making Authority:

What is the impact of the decision made?:

Provide one specific example to demonstrate the decision making authority and the impact of the decision as noted above.:

Standard Work Schedule:

If other shift, please indicate:

Supervision Responsibilities for Regular Staff (if applicable):

Supervisory responsibilities include: prepares performance evaluations, responds to complaints and grievances, makes recommendations on hiring, firing, adjustments in compensation, disciplinary actions, and or promotions. List the regular positions that will be directly supervised.

Supervision Responsibilities for Temporary Staff/Students (if applicable):

Enter the total number by head count of students/temporary positions supervised by this position (estimate based on an annual cycle without duplicating).

### 18. Working conditions and Physical Effort:

- a. Environment: Select appropriate for position from dropdown
- b. Physical Effort: Select appropriate for position from dropdown
- c. Lifting Requirements: Select appropriate for position from dropdown
- d. Risk: Select appropriate for position from dropdown

## WORKING CONDITIONS AND PHYSICAL EFFORT

Environment:	Work is normally performed in a typical interior/office work environment. ▾
Physical Effort:	No or very limited physical effort required. ▾
Lifting Requirements:	Requires handling of average-weight objects up to 10 pounds or some st... ▾
Risk:	No or very limited exposure to physical risk. ▾

### 19. Users and Approvals (ONLY use those highlighted in screenshot below)

- a. 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. Dean/Delegate (for faculty positions only):
  - iv. Budget: Budget Office
  - v. HRS: Always use Team HRS (Staff positions only)
  - vi. HR Representative: Always use [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu)

USERS AND APPROVALS

Notification will be sent to those indicated on the Department Originator and Hiring Manager.

Hiring Manager:\*

No user selected

Approval process:\*

- None
- Faculty - Modify position to post w/ Dean
- Faculty - New Position Request w/ Dean
- ██████████
- New Position Request - Staff
- ██████████
- Reclass/New Class - Staff with Budget
- Reclassification - Faculty
- Reclassification - Staff without Budget approval
- ██████████

HR Representative:\*

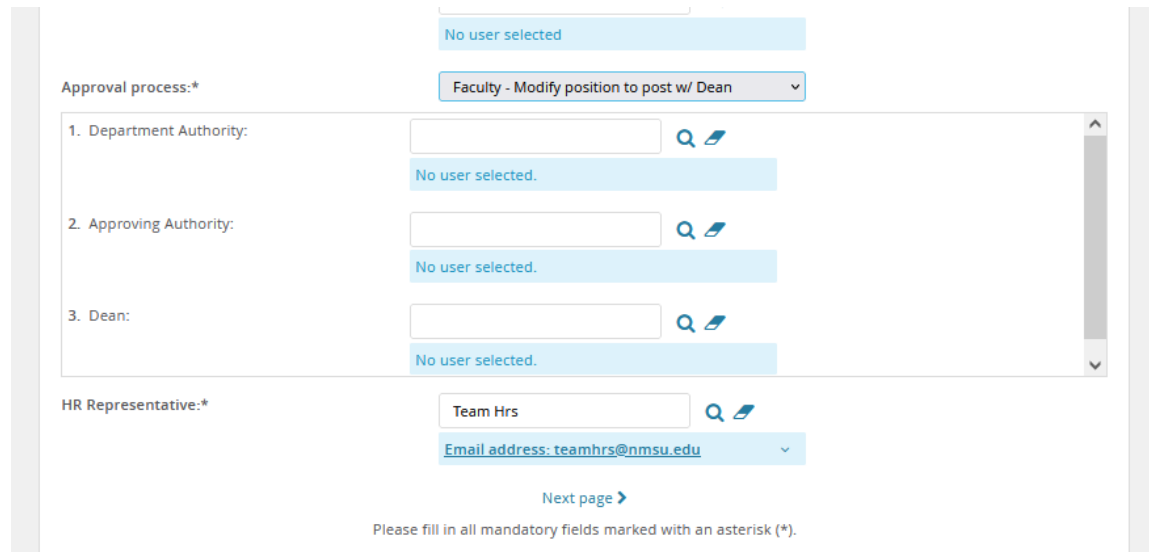
Email address: [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu)

[Next page >](#)

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

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

Example of Approval Process signature fields: Enter name, or Click on magnifying glass to search for name:



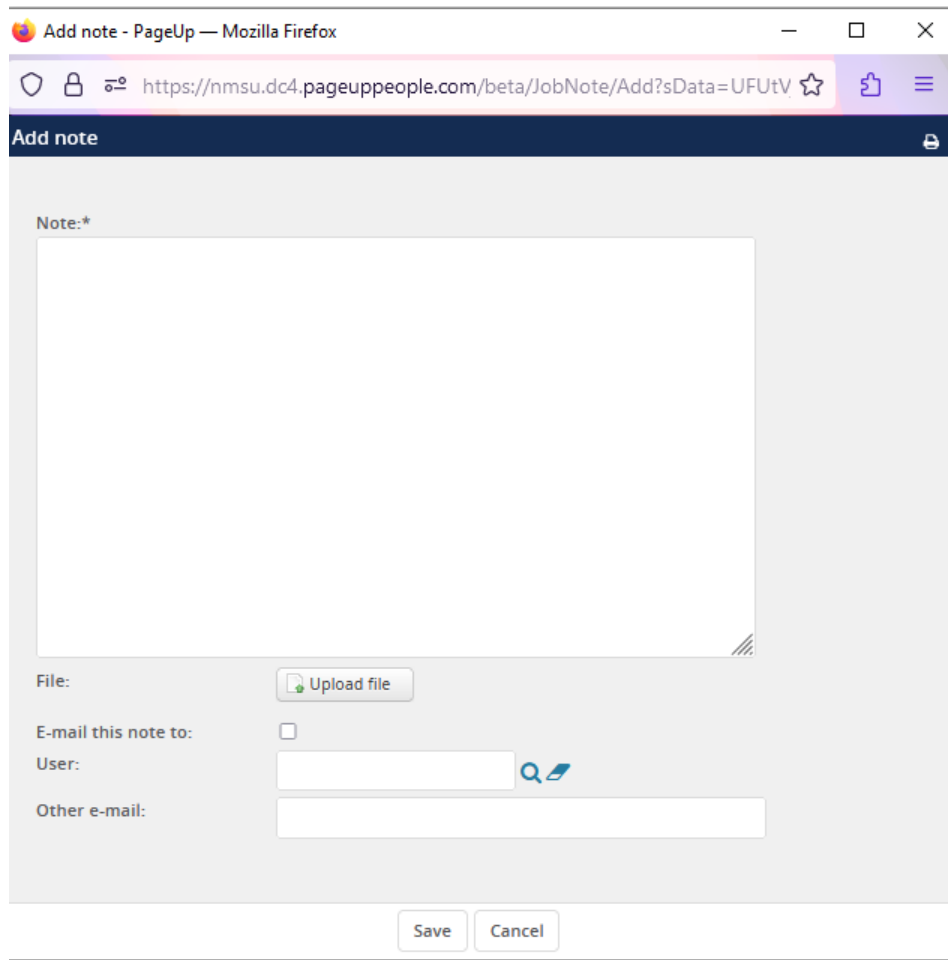
The screenshot shows a web form with the following elements:

- A dropdown menu at the top with the text "No user selected".
- A label "Approval process:\*" followed by a dropdown menu showing "Faculty - Modify position to post w/ Dean".
- A list of three mandatory fields, each with a search icon and a "No user selected." message:
  - 1. Department Authority:
  - 2. Approving Authority:
  - 3. Dean:
- An "HR Representative:\*" label followed by a search icon and a dropdown menu showing "Team Hrs" and "Email address: teamhrs@nmsu.edu".
- A "Next page >" button.
- A note at the bottom: "Please fill in all mandatory fields marked with an asterisk (\*)."

Click Next page

2. Notes: When you click next it will take you to the notes page
  - a. 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**)
  - b. You also have the ability to email the note to anyone else and they will see only note or document attached.
  - c. Click save





Add note - PageUp — Mozilla Firefox


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

Add note

Note:\*

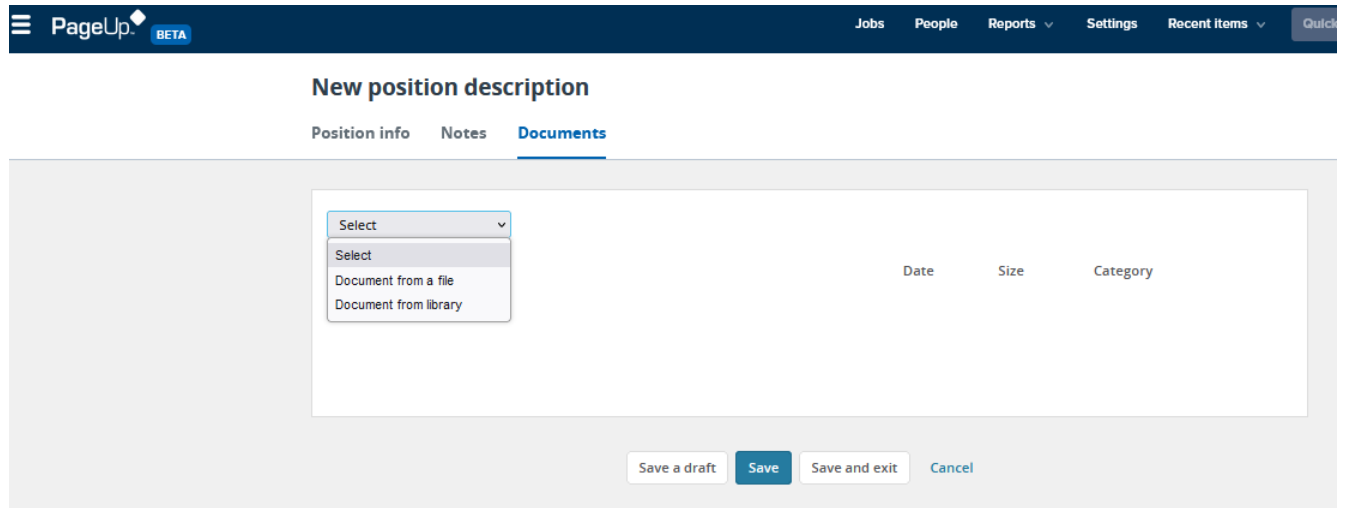
File:

E-mail this note to:

User:  

Other e-mail:

3. 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.



## SUMMARY

### TERM APPOINTMENT

Term positions cannot be reclassified. For a reclassification action this should always be NO

### RECLASSIFYING A POSITION DESCRIPTION ADDITIONAL NOTES:

1. Classification Code (PCLS): To change the position classification, use the eraser to delete current classification and click on magnifying glass to select the classification you are requesting.
2. Job Family – update this only if the reclassification is changing the job family of the position.
3. Appointment Type: update if position is changing from exempt to non-exempt or vice versa.
4. EEO Category: update if category is changing.
5. Position Group: update based on the Classification selected ([see Position Classification Lookup](#))
6. FLSA Staus: update if it is different
7. Employee Class Code (ECLS): update if changing based on new Classification
8. Pay Level: **click eraser** to remove current selection and **click** magnifying glass to select new pay level if applicable.
9. Classification Summary, FOR STAFF POSITIONS: Standard Duties, Job Knowledge, Skills and Abilities & Required Education, Experience, Certification/License and Equivalency must be copied and pasted from the Position Classification selected ([see Position Classification Lookup](#))
10. Position number: should pre-populate from initial selection, if not correct or blank click the magnifying glass to select correct position number.
11. Job Title: Required field Must match Classification

12. College/Division: Should populate with position selected, if you need to change, select from the dropdown menu. (Note: only those available to your department will be available).
13. Department : Should populate with position selected, if you need to change, select from the dropdown menu. (Note: only those available to your department will be available).
14. Team: ONLY TEAM OF PERSON SUBMITTING ACTION WILL BE AVAILABLE, YOU MUST CONTACT [TEAMHRS@NMSU.EDU](mailto:TEAMHRS@NMSU.EDU) IF THE TEAM NEEDS TO BE CORRECTED.
15. 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.
16. Location: select location from drop down
17. Offsite Location: only fill out if needed.
18. Work site: MUST MATCH DEPARTMENT
19. Physical Location State: Select appropriate state position is located.

#### **MODIFY A POSITION DESCRIPTION ADDITIONAL NOTES:**

1. Job Title: Working title
2. Department : Changes here will require an EPAF to also be processed for filled positions
3. Team: ONLY TEAM OF PERSON SUBMITTING ACTION WILL BE AVAILABLE, YOU MUST CONTACT [TEAMHRS@NMSU.EDU](mailto:TEAMHRS@NMSU.EDU) IF THE TEAM NEEDS TO BE CORRECTED.
4. Reason for the Request: Provide a brief explanation of the reason for requested action
5. Location: select location from drop down
6. Offsite Location: only fill out if needed.
7. Work site: MUST MATCH DEPARTMENT
8. Physical Location State: Select appropriate state position is located.
9. Job Duties & 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.
10. Primary Functions 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. Description of primary function performed (provide an example that demonstrates the function). This description of primary duties which 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%
11. Working Conditions and Physical Effort: Update if needed