CSU Talent Management
User Guide – State Classified
How to Create a New Position Description
Position Descriptions represent a job within the University and describe the job in its present state.

* Note: If you already have a position number, you will need to modify the existing position – do not create a new position description

State Classified Position Descriptions may be created by the Initiator, Hiring Authority, Human Resources, and the Office of Equal Opportunity.

Below are the steps in the creation and approval of a Position Description.

The steps in the following slides explain how to create and edit position descriptions.
How to Create a Position Description

You are now viewing the system as a member of the Hiring Authority group.

1. Ensure that you have selected the 'Position Management' module (orange background).

2. Ensure that you have changed your role to Initiator or Hiring Authority.

3. Remember to click the refresh button, (green banner - confirms your role change).

Welcome to your Online Recruitment System

Inbox (61 items need your attention)

Displaying items for group "Hiring Authority".

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Tech - Digitization/Binding Specialist</td>
<td>State Classified</td>
<td>Closed</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>

Watch List (7 Items)

Displaying items for group "Hiring Authority".

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Tech - Digitization/Binding Specialist</td>
<td>State Classified</td>
<td>Closed</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>
Welcome to your Online Recruitment System

Inbox (81 items need your attention)
Displaying items for group “Hiring Authority”.

Postings (4)  Hiring Proposals (10+)  Position Requests (10+)  Special Handling Lists (0)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>See more...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Watch List (7 items)
Postings (7)  Hiring Proposals (6)  Position Requests (6)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Tech - Digitization/Bindery Specialist</td>
<td>State</td>
<td>Classified</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Online Sales &amp; Marketing Specialist</td>
<td>State</td>
<td>Classified</td>
<td>Human Resources</td>
</tr>
<tr>
<td>TRANSFER/REINSTATEMENT - Economics Administrative Assistant III - Statistics Online Learning - Part-</td>
<td>State</td>
<td>Closed List</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>

1. Hover over the ‘Position Descriptions’ tab and select ‘State Classified’
How to Create a Position Description

State Classified Position Descriptions

1. Click on 'Create New Position Description' button

Search:

Add Column:

Status:

Position Number:

State Classified Positions

Ad hoc Search (0 Items Found)
How to Create a Position Description

1. Click on 'Create New Position Description' button

Choose the position request you would like to start.
How to Create a Position Description

1. Enter your position information into all fields
   (Note: Working Title is specific to the work performed, do not use the State Classified Title)

2. Click on ‘Start Position Request’

Create New State Classified Position

- Working Title
- Organizational Unit
  - Division
  - Academic/Reporting Area
  - Department
- Talent Management System Trained
- Vice Pres for University Operations (6001DV)
- Human Resources Rptg Area (6004RA)
- Human Resources (6004)

Clone an existing Position Description?

Filter these results

Saved Search: "State Classified Positions" (113 Items Found)
Position Justification Tab

1. Fill in the reason for creating this position. The Position Justification Tab will show a check spelling link, and the Position Justification Tab will show a when complete.

2. Options: Save = saves changes, stay on this page Next>> = saves changes, proceed to next Tab

<TIP> These Tabs and the information collected replace the PDQ.

<TIP> The Justification of Need should include any organizational changes, business need (i.e. extended hours, new services etc.), and/or employee vacancies which explain the need for a position creation. (See example above)
1. This Tab allows you to select the Class Job Title for your state classified position. Note: this Tab is not required, but helpful during Job Evaluation to know the desired class of a position when we complete the classification.

2. You can quickly locate the classification by filtering your search (specific instructions, next slide).

3. Options: Save = saves changes, stay on this page
Next >> = saves changes, proceed to next Tab
<< Prev = does NOT save changes, return to previous Tab

### Classification Selection

Saved Search: "All Classifications"  (291 Items Found)

<table>
<thead>
<tr>
<th>Position Class Job Title</th>
<th>Classification Code</th>
<th>Position Class Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant I</td>
<td>H6A1XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accountant II</td>
<td>H6B2XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accountant III</td>
<td>H6A3XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accountant IV</td>
<td>H6A4XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accounting Technician I</td>
<td>H6B1XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accounting Technician II</td>
<td>H6B2XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accounting Technician III</td>
<td>H6B3XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Accounting Technician IV</td>
<td>H6B4XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Admin Assistant I</td>
<td>G3A2TX</td>
<td>Approved</td>
</tr>
<tr>
<td>Admin Assistant II</td>
<td>G3A3XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Admin Assistant III</td>
<td>G3A4XX</td>
<td>Approved</td>
</tr>
<tr>
<td>Admin Assistant Int</td>
<td>G3A1X</td>
<td>Approved</td>
</tr>
<tr>
<td>Animal Care I</td>
<td>C5A1TX</td>
<td>Approved</td>
</tr>
<tr>
<td>Animal Care II</td>
<td>C5A2XX</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Classification Selection Tab (continued)

1. When clicking on "Filter these results" to quickly locate Classification, the box below will appear.

2. Initiate the Classification search by entering keywords from the Classification Title (i.e. Technician, or Tech), then click 'Search'.
1. Click on the radio button next to the appropriate Classification in order to select.

2. Options: Save = saves changes, stay on this page  
   Next >> = saves changes, proceed to next Tab  
   <<Prev = does NOT save changes, return to previous Tab

<TIP> All Classifications that include your keyword appear.  
By clicking directly on the Job Title, you can view the class description which defines the Classification.
If you need to change the Classification, please click on the “Classification Selection” tab. 

If you choose a Classification, this section is auto-populated. If you do not choose a classification, this section will be blank until HR completes Job Evaluation.

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Position Details Tab

1. Scroll down on this page to fill in the required information in the Position Details Tab.
1. Complete the fields in Position Information.

2. Employment Category = 'Regular', the other options are for AP / Faculty position descriptions.

3. This information could be found on the 1st page of the PDQ. Complete and scroll down for more.

4. This information should directly correlate with your updated organizational chart.

<TIP> Asterisks and red outlined boxes draw attention to the required fields. If required fields are blank - you will be able to move to the next Tab(s), BUT you will not be able to move the position in the Job Evaluation Workflow.

<TIP> Help text located under the field, provides further guidance when completing your position description. Look for it...

Position Information:
- **Working Title**: Talent Management System Trainee
- **Position Number**
- **Employment Category**: Please select
- **Supervisor Email Address**
- **FLSA**: Please select
- **Is this position Full- or Part-time?**
- **Is this an Hourly position?**
- **Work Hours/Week**

Description of Work Unit:
- This field is required.

Position Summary:
- This field is required.

Position Supervises:
- This field is required.
Position Details Tab (continued)

1. Decision Making & Complexity are critical to Job Evaluation, please review help text when completing.

2. Fill in the boxes next to the Conditions of Employment to further define the requirement. (See Example for “Valid Driver’s License”)

3. These fields are NOT required, but information provided is helpful when we work together to generate the verbiage for the job posting.

4. Typically, the direct supervisor OR HR Manager/Liaison. First line of approval.

5. Options: Save = saves changes, stay on this page
   Next >> = saves changes, proceed to next Tab
   <<Prev = does NOT save changes, return to previous Tab
1. Complete Essential Job Duties, previously referred to in the PDQ as Duty Statements A, B, C, etc.

2. Click 'Add Essential Job Duties Entry' to begin each entry.

<TIP> Help Text: we highly recommend more than two Essential Job Duties
In order for your position to be reviewed, a minimum of two Essential Job Duties must be provided.

**Required Information**

| Job Duty Category | Position Management  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E.g. Supervision, Accounting, Project Management, etc.</td>
</tr>
</tbody>
</table>

- **Enter position descriptions into THM by typing or copying/pasting position content into electronic format.**

<table>
<thead>
<tr>
<th>Duty/Responsibility</th>
<th></th>
</tr>
</thead>
</table>

**Percentage Of Time**

- **50**

**Remember: Job Duties entries must total 100%**

- **Remove Entry?**
- **Add Essential Job Duties Entry**

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1. **Summarize the Duties/Responsibilities with a title for the ‘Job Duty Category’**.

2. **Each job duty should begin with a verb and end with an explanation of how the action is completed.**

3. **All Essential Job Duties should add up to 100% for the ‘Percentage of Time’ - even for part-time positions.**

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4. **Options:** Save = saves changes, stay on this page  
   Next>> = saves changes, proceed to next Tab  
   <<Prev = does NOT save changes, return to previous Tab
### Functional Attributes Tab

#### Functional Attributes

**Physical Demands**

Select the frequency of use for each of the physical demands listed below.

<table>
<thead>
<tr>
<th>Link to full definition/description</th>
<th>Exertion of Force</th>
<th>Sitting</th>
<th>Standing</th>
<th>Climbing</th>
<th>Balancing</th>
<th>Stooping</th>
<th>Kneeling</th>
<th>Crouching</th>
<th>Crawling</th>
<th>Reaching</th>
<th>Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/tip" alt="" /> Click 'Link to full definition/description' to better understand the terms.</td>
<td>B - Light</td>
<td>Please select</td>
<td>A = All of the time (90% or more of the time)</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
<td>Please select</td>
</tr>
</tbody>
</table>

1. Use the drop-down menu options to complete sections for Physical Demands, Mental Functions, Environmental Conditions, Physical Surroundings, and Hazards associated with the position.

**NOTE:** These may be used for ADA, Worker’s Compensation, etc.
Position Budget Information Tab

1. Complete Position Budget Information. This Tab is optional, but will allow your department to generate budget reports.

2. Click ‘Add Budget Summary Entry’ to begin each entry.
1. To delete an **Budget Account**, select 'Remove Entry?'.

2. Finish removing a blank entry by clicking either:
   - Save = saves changes, stay on this page
   - Next>> = saves changes, proceed to next Tab
   - <<Prev = does NOT save changes, return to previous Tab
Background Check Requirement

Colorado State University requires a criminal history background check for all new hires. Responses to the questions below will determine any additional background checks to be performed on the selected candidate.

**Required Information**

- **Education Check**: Is an educational degree check desired? [Yes] [No]
- **Financial History Check**: Does the position reside in Student Financial Services? [Yes] [No]
- **Motor Vehicle Record Check**: Does the position require operation of University owned vehicle (regardless of frequency)? [Yes] [No]
- **Motor Vehicle Record Check**: Does the position require driving a motor vehicle (i.e. personal, rental) on a routine basis to conduct University business? [Yes] [No]

**Tips**
- Enter 'Y' for Yes and 'N' for No, then tab to the next field to move through the list quickly.

1. Complete the Background Check Information as it directly relates to the position, and the Conditions of Employment (i.e. if a Regular Driver’s License is required, ‘Yes’ should be answered the appropriate Motor Vehicle Record check questions).

2. Same as previous instructions
Supervisory Position Tab

1. Choose the Direct Supervisor for this position. 
NOTE: the Direct Supervisor over the position may be different than the Hiring Authority previously designated.

2. Click on 'Filter these results' to quickly locate the Direct Supervisor and attach them to this position.
1. When clicking on ‘Filter these results’ to quickly locate the supervisor, the box below will appear.

2. Initiate the Supervisor search by entering their last name.

3. Confirm the Supervisor's position type as State Classified Administrative Professional, or Faculty.

4. Click ‘Search’.
Supervisory Position

Please select the Supervisor for this position.

Position Descriptions - Filter these results

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Position Number</th>
<th>Department</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Supervisor</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Professional II</td>
<td>008459 0005</td>
<td>Human Resources (6004)</td>
<td>Lyn</td>
<td>Martin</td>
<td>Active</td>
<td>Actions</td>
<td></td>
</tr>
</tbody>
</table>

1. Click the bullet next to the correct supervisor’s title and employee information.

2. Finish selecting the direct supervisor by clicking either: Save = saves changes, stay on this page Next>> = saves changes, proceed to next Tab <<Prev = does NOT save changes, return to previous Tab
Position Documents Tab

Position Documents

In order for your position to be reviewed, you must include an Organizational Chart. Uploads will be converted to PDF documents. PDF conversion must be completed for the document to be valid when applicable.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLSA Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified PDQ - Physical Copy (NEW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified PDQ - Physical Copy (PREVIOUS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified - Individual Allocation Notice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified - Individual Allocation Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Complete the position description by uploading an updated Organizational Chart.

<TIP> When creating a new position description, these documents are not needed, or they are the responsibility of HR Job Evaluation expert to upload.

2. Hover over ‘Actions’, when the dropdown menu appears, click on ‘Upload New’
Position Documents Tab (continued)

Upload an Organizational Chart

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.

Name: Organizational Chart 02-2

Description: Updated - 3/1/2015

1. The description should include when the Org Chart was last updated.

2. Click ‘Choose File’ to attach the appropriate Org Chart from your computer files.
Position Documents Tab (continued)

Upload a Organizational Chart

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.

Name: Organizational Chart 02-24
Description: Updated - 1/1/2015

File to upload: Choose File: ORG.CHART.docx

1. Located and select the appropriate Org Chart, and click "Open".

2. Click on 'Submit', and note Org Chart.doc now appears.
<TIP> Confirmation that your document has successfully been attached to the position description.

In order for your position to be reviewed, you must include an Organizational Chart. Uploads will be converted to PDF documents. PDF conversion must be completed for the document to be valid when applicable.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Chart</td>
<td>Organizational Chart 02-20-15 14:00:55</td>
<td>PDF conversion in process</td>
</tr>
<tr>
<td>FLSA Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified PDQ - Physical Copy (NEW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified PDQ - Physical Copy (PREVIOUS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified - Individual Allocation Notice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Classified - Individual Allocation Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Finish selecting the direct supervisor by clicking either: Save = saves changes, stay on this page Next>> = saves changes, proceed to next Tab <<Prev = does NOT save changes, return to previous Tab

<TIP> ALMOST FINISHED!!! Notice all of the Tabs are completed with a ☑️
Create New State Classified Position: Talent Management System Trainee (State Classified)

Position Type: State Classified
Department: Human Resources (6004)

A = You are now on the summary of the position.
B = You can edit by clicking in multiple places.

Position Justification

Justification of Need
The Employment Office has implemented a new Talent Management System (TMS), we now have a need for a system expert, and this position will be the point person for every department at CSU regarding TMS’s Position Management.
Additionally, this position will absorb some of the technical responsibilities of the Employment Consultants in order to balance the increase of Selection work.

Is this position 100% gift or grant funded? No

Classification Selection

1. Hover over 'Take Action on Position Request', and click on 'Approve (move to HR Job Evaluation)'.

NOTE: This position started w/ the Hiring Authority, if starting w/ the Initiator the step to move position forward will be 'Submit (move to Hiring Authority)'.

TIP: A = You are now on the summary of the position.
B = You can edit by clicking in multiple places.
Summary Tab - Move in Workflow (from Hiring Authority)

1. The Take Action box will appear for you to enter comments (viewable by clicking 'History', circled in yellow).
2. For easy access to the position, check the box to add to your Watch List.
3. Click Submit.
Review and Approval – HR Job Evaluation

Create New State Classified Position: Talent Management System Trainee (State Classified)

Current Status: HR Job Evaluation
Position Type: State Classified
Department: Human Resources (6004)
Created by: Rachel Wilkinson
Owner: Human Resources

<TIP> A = The position status is now with HR Job Evaluation in the Workflow.
B = Owner has been updated to Human Resources to complete classification.
C = The 'Take Action on Position Request' and 'Edit' options are removed because the Hiring Authority is no longer the Owner of this position description.

Position Justification

Justification of Need
The Employment Office has implemented a new Talent Management System (TMS); we now have a need for a system expert, and this position will be the point person for every department at CSU regarding TMS’s Position Management. Additionally, this position will absorb some of the technical responsibilities of the Employment Consultants in order to balance the increase of Selection work.
Currently: blank

Is this position 100% gift or grant funded?
No
Currently: blank

Classification Selection
1. Human Resources completes job evaluation by classifying the position, and moves the position to the Signature Authority.

2. Upon clicking ‘Approve (move to Signature Authority)’, the Take Action box appears for HR to enter comments and click ‘Submit’.
1. Signature Authority reviews the position description and job classified selected by HR. Click ‘Approve (move to HR Final Review)’ to move position forward in the Workflow.

2. Upon clicking ‘Approve (move to HR Final Review)’, the Take Action box appears for the Signature Authority to enter comments and click ‘Submit’.
1. HR Final Review checks for edits/ comments from the Signature Authority. Click 'Approve (move to HR Position Assignment)' to generate the creation of a position number.

2. Upon clicking 'Approve (move to HR Position Assignment)', the Take Action box appears for HR to enter comments and click 'Submit'.
1. HR Records creates a position # in Oracle, and enters the new # in Position Details. HR Records will click 'Approve (move to Position Approved)'.

2. Upon clicking 'Approve (move to Position Approved)', the Take Action box appears for HR Records to enter comments and click 'Submit'.
Create New State Classified Position: Talent Management System Trainee (State Classified)

Current Status: Position Approved

Position Type: State Classified
Department: Human Resources
(6004)

Created by: Rachel Wilkinson
Owner: Human Resources

Position Justification

Justification of Need
The Employment Office has implemented a new Talent Management System (TMS); we now have a need for a system expert, and this position will be the point person for every department at CSU regarding TMS’s Position Management. Additionally, this position will absorb some of the technical responsibilities of the Employment Consultants in order to balance the increase of Selection work.

Is this position 100% gift or grant funded?
No

Classification Selection

FINISHED!!!
What's Next?
Your position will be assigned to an Employment Consultant in the HR Employment Unit. Your consultant will reach out to you in order to schedule the initial Selection Meeting/Discussion.

POSITION APPROVED!!!