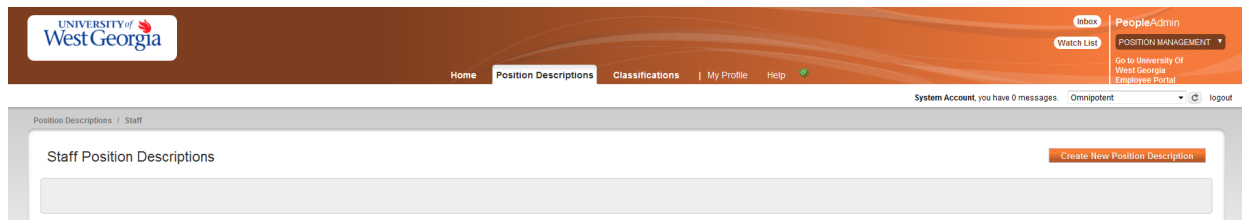


Position Description Actions

The Position Management Module will allow you to create a new position or modify an existing position. This will provide an online library of all our position description and will also provide you as departmental user's quick access to your employee's position.

- Create a new position for posting
- Modify an existing position



To create a new position:

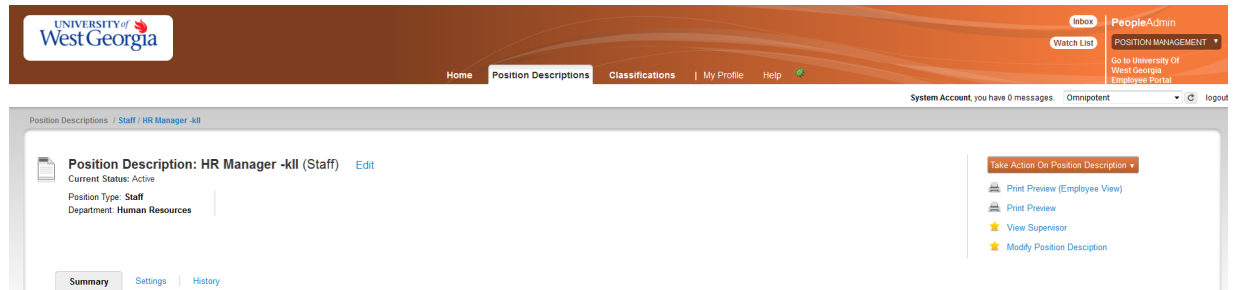
- Login to the PeopleAdmin site – Use Texas State User Name and Password
- Change user type to Initiator or Hiring Manager
- Select the Position Management module – Orange area in the system
- Hover over Position Description and select Staff
- Click on the Orange – Create New Position Description
- Choose – New Position
- Complete the information on New Position– add position title and all the organizational unit information will auto populate.
- Once completed – click start action
- Then move through the document completing each field on the form.
 - Complete the Justification Tab – click next
 - Classification Tab – select the classification that fits the position you are requesting.- click next
 - Position Detail
 - Primary Duties and Responsibilities – Add position job duties by clicking on Add Job Duties Entry
 - Supervisory Position – Select the Appropriate supervisor position (it may be yourself).
 - Applicant Documents- mark the documents you require applicants to submit as part of their application
 - Click on next
 - Then you will brought a Summary Tab

- Please review all the information you have entered

If you have Blue circles with checks marks you have completed all the required information and ready to take action on the request.

If you have Orange circles with an exclamation point then you have items that need to be completed.

Click on the Orange **Take Action** and submit to Department Manager



To modify a position:

- Login to the PeopleAdmin site –
- Change user type to H Hiring Manager
- Select the Position Management module – Orange area in the system ‘
- Hover over Position Description and select Staff
- Locate the position you are attempting to Modify and hover over **action** – select view
- Click on **Modify Position** on the right hand side of the screen
- Then move through the document completing each field on the form.
 - Complete the Position Justification Tab – click next
 - Classification Tab – select the classification that fits the position you are requesting.- click next
 - Supervisory Position – Select the Appropriate supervisor for the position (it may be yourself). Click on next
 - Then you will brought a Summary Tab

- Please review all the information you have entered
- Attach all of the documents you will need to submit to request an audit: GOJA, org chart, justification memo, any additional documents that support the change in title.

If you have Blue circles with checks marks you have completed all the required information and ready to take action on the request. If you have Orange circles with an exclamation point then you have items that need to be completed.

Click on the Orange **Take Action** and follow the workflows below:

