

Position Description Update Instructions AstateJobs (PeopleAdmin)

A position description (job standards) should be updated anytime the duties and responsibilities of the position change. This provides the employee with a clear understanding of their responsibilities and provides a current description for posting of vacancies.

Instructions are provided below to serve as a step-by-step guide for reviewing, updating, and approving position descriptions through the online system.

Review of Position Description (Job Standards)

This document should be printed, signed and forwarded to HR on all new hires.

- Login to AstateJobs at <https://jobs.astate.edu/hr> using your network username (username@astate.edu) and password or through <http://in.astate.edu> by selecting the AstateJobs Admin link.
- Check your Current User Group as listed under your name at the top of the page. Your group should be hiring manager/dept chair to begin a position description update.
- If not, select Change User Type from the menu on the red navigation bar.
 - Select Hiring Manager/Dept. Chair.
 - Click Change Group.
- Select “Search Positions” from the POSITION DESCRIPTIONS menu on the navigation bar.
- Search by one of the available options. For all positions in the department, select the department from the drop down list. For one position at a time, enter the employee’s last name, ID, or Position Number.
- The position(s) will display as a list. Select the position desired by clicking [View Summary](#) under the Classification Title.
- The position description will display in a printer friendly format. Print the page for review or cut and paste to a Word document if edits are needed.
- Review and prepare the updated information, paying particular attention to the following:
 - Working Title – Indicate the working title for the position.
 - Department – Indicate the department the employee is assigned to.
 - Division – Indicate the employee’s division (Academic Affairs, Chancellor’s Office, Finance & Administration, Student Affairs, University Advancement, or System).
 - Indicate the Departmental Users with Access to the employee’s information (Usually the supervisor(s)).
 - General Days/Hours – Indicated days of week and hours including any required evenings, weekends, or “on call” hours as required.
 - Position Summary – Include a short overall summary of the position.
 - Duties/Responsibilities – Provide actual duties and responsibilities for the position in a numbered format as used for the annual performance evaluations. This information will feed into the annual performance review due each May.
 - Working Relationships – Indicate the groups (i.e. students, staff, parents, vendors, etc...) which the position will work with and serve.
 - Special Job Dimensions – Indicate items such as travel, handling of hazardous materials, etc... required by the position.
 - Minimum Qualifications – Classified positions can not be changed from the state description. Non-classified positions should be updated. All like titles must have the same minimum requirements. The measurable, more concrete requirements should be listed here.
 - Desired Qualifications – List items that are desired but not absolutely required along with skills, licenses, etc. which are desired for the position.

Update of Position

Complete, Print (Printer Friendly Version), obtain signatures, and forward to HR.

Information may be pasted into fields from another document to avoid manual entry if desired. The Google toolbar (a free download) provides a spell-check feature that can be used with PeopleAdmin. Go to toolbar.google.com to download.

- Login to AstateJobs at <https://jobs.astate.edu/hr> using your network username (username@astate.edu) and password or go to <http://in.astate.edu> and select AstateJobs Admin.
- Check your Current User Group as listed under your name at the top of the page. Your group should be hiring manager/dept chair to begin a position description update.
 - If not, select Change User Type from the menu on the red navigation bar.
 - Select Hiring Manager/Dept. Chair.
 - Click Change Group.
- Select “Begin New Action” from the POSITION DESCRIPTIONS menu on the navigation bar.
- Select the Classified or Non-Classified/Faculty - Request to Update Position Description as applicable.
- Search by one of the available options. For all positions in the department, select the department from the drop down list. For one position at a time, enter the employee’s last name, ID, or Position Number.
- The position(s) will display as a list. Select the position desired by clicking [Start Action](#) under the Classification Title.
- Select the red [Proposed Job Description](#) tab from the top of the table.
- Update the following information as needed.
 - Working Title – Indicate the working title for the position.
 - Department – Indicate the department the employee is assigned to.
 - Division – Indicate the employee’s division (Academic Affairs, Chancellor’s Office, Finance & Administration, Student Affairs, University Advancement, or System).
 - Indicate the Departmental Users with Access to the employee’s information (Usually the supervisor(s)).
 - General Days/Hours – Indicated days of week and hours including any required evenings, weekends, or “on call” hours as required.
 - Position Summary – Include a short overall summary of the position.
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 - Working Relationships – Indicate the groups (i.e. students, staff, parents, vendors, etc...) which the position will work with and serve.
 - Special Job Dimensions – Indicate items such as travel, handling of hazardous materials, etc... required by the position.
 - Minimum Qualifications – Classified positions cannot be changed from the state description. Non-classified positions should be updated. All like titles must have the same minimum requirements. The measurable, more concrete requirements should be listed here.
 - Desired Qualifications – List items that are desired but not absolutely required along with skills, licenses, etc. which are desired for the position.
- Enter the Supervisor Contact, Email, and Phone.
- Select the “Preview Action” button from the bottom of the page.
- Click the “Printer Friendly Version” link to print for signatures. Close the print window.
- Select Send to Dean/Director.
- Continue.

- Confirm.

Approval of Position

- Login to AstateJobs at <https://jobs.astate.edu/hr> using your network username (username@astate.edu) and password or through <http://in.astate.edu> by selecting the AstateJobs Admin link.
- Check your Current User Group as listed under your name at the top of the page. Your group should be dean/director to begin a position description update.
 - If not, select Change User Type from the ADMIN menu on the red navigation bar.
 - Select Dean/Director.
 - Click Change Group.
- Select “Pending Actions” from the POSITION DESCRIPTIONS menu on the navigation bar.
- All positions will display as a list. The list may be sorted clicking the arrow in the header of any column. Select the position at the status of Sent to Dean/Director by clicking [View](#) under the Classification Title.
- Review and approve by selecting “Send to HR”, and then clicking “Continue”, and “Confirm”.
- If changes are required, select the [Edit](#) link near the top of the page instead of approving. Two options are available. You may make desired changes and approve or provide comments and Return to the Hiring Manager.

To edit and approve:

- Select the red [Proposed Job Description](#) tab from the top of the table.
- Update the Working Title, General Days/Hours, Position Summary, Duties/Responsibilities, Working Relationships, Special Job Dimensions, Minimum Qualifications (Non-Classified only), and Desired Qualifications.
- Select the “Preview Action” button from the bottom of the page.
- Select Send to Human Resources.
- Continue.
- Confirm.

To Return with Comments:

- Select the red [Comments](#) tab from the top of the table.
- Enter instructions as needed.
- Select the “Preview Action” button from the bottom of the page.
- Select Return to Hiring Manager.
- Continue.
- Confirm.

Assistance and support is available from Human Resources at 972-3454.