

How to Complete a Staff Reclassification / Position Modification

Table of Contents

Background	3
Logging In	3
Module View and User Roles	4
Locating a Position Description	5
Viewing and modifying a position Description	8
.....	9
Position Justification	9
Position Details	11
Position Documents	15
Summary	16
Submitting Edits for Approval	17

How to Complete a Position Reclassification or Modification

Background

A reclassification request documents a substantial change in position responsibilities that may result in a change in job title, minimum qualifications, and/or pay grade.

Reclassification requests are permissible in the following situations:

- Vacant positions

- Filled positions as a part of an approved reorganization

For other filled positions, please consult with the Campus HR team for requirements.

Logging In

Access the PeopleAdmin system via my.untsystem.edu, click the link to the PeopleAdmin system and log in using your EUID and password.

UNT | SYSTEM™

Login to PeopleAdmin, Inc.

EUID

> Forgot your password?

> Need Help?

Password

☐ Don't Remember Login

Login



Module View and User Roles

Please ensure that you are in the correct module. Check your module view in the top left hand corner; it should say **Position Management**. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.



Once the menu opens up, click on Position Management.



Please ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu.



Only the following User Roles (User Groups) are able to initiate reclassification requests:

- a. Initiator
- b. Supervisor
- c. Department Head

Locating a Position Description

Click on Position Descriptions and select the job category (staff, faculty or executive).

Position Descriptions ▾

- Staff
- Staff Position Requests
- Faculty
- Faculty Position Requests
- Executive
- Executive Position Requests

Position Requests refer to those that are awaiting approval by the supervisor or department head.

Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ Search [More Search Options ▾](#)

You may search using the position title, name of the person currently holding the position or the position number.

If you are using the job title, your search results will comprise of all position descriptions that have the word or phrase that was entered or that fall into the search category.


<input type="checkbox"/>	Classification Title	Working Title
<input type="checkbox"/>	Building Management	PD Test
<input type="checkbox"/>	Test Classification	Assistant Strength and Conditioning Coach
<input type="checkbox"/>	Test Classification	Research Asst Professor
<input type="checkbox"/>	Sr Dir, Counsl and Test Svcs	Sr Dir, Counsl and Test Svcs
<input type="checkbox"/>	Assoc Dir, Testing Services	Assoc Dir, Testing Services

Find and select the position description that you wish to view; you will then be able to see all the classification details along with the specific position details.

<input type="checkbox"/>	Classification Title	Working Title	Position Number	Department	Supervisor	Status	Created Date	
<input type="checkbox"/>	Building Management	PD Test	1111	HSC-1115 Waiver Admin-365100		Active	August 21, 2019 at 09:03 PM	Actions ▾
<input type="checkbox"/>	Test Classification	Assistant Strength and Conditioning Coach	404724232	HSC-1115 Waiver Admin-365100		Active	August 22, 2019 at 03:46 PM	Actions ▾
<input type="checkbox"/>	(None)	Faculty Test2		DAL-Social Sciences-514180		Active	October 19, 2019 at 07:09 AM	Actions ▾
<input type="checkbox"/>	Staff Test	Staff Test Position		UNT-Student Fin Aid & Schol-Gen-164800		Active	October 19, 2019 at 06:33 AM	Actions ▾
<input type="checkbox"/>	Test Classification	Staff Test Position 3		HSC-Off of Strategy & Performance-365000		Active	October 20, 2019 at 10:42 AM	View

From the list, you have the option of clicking either of the titles or hovering over the Actions link and clicking View

Viewing and modifying a position Description



Position Description: Staff Test Position 2 (Staff)

Current Status: Active

Position Type: Staff

Department: UNT-Student Affairs-Gen-160000

Summary

History

Associated Classification

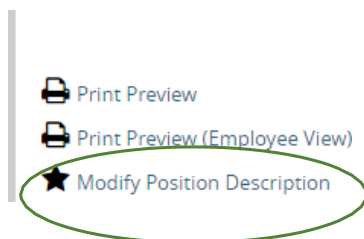
✓

Classification

Once you have viewed the description and are confident that changes are required, click the

Please view all the information in the summary in order to determine if any modifications are needed.

Modify Position Description link at the top right of the screen.



Start Modify Position Description Position Request on Initiator Test?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

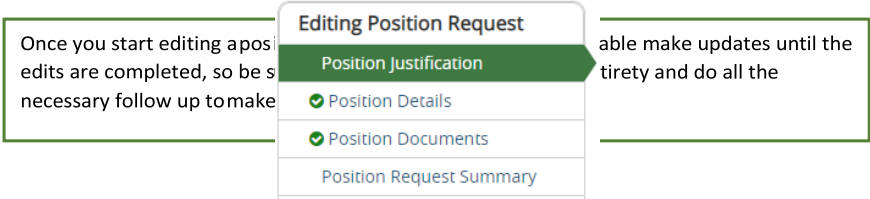
Start

Position Reclassification Process

Revision Date October 2019

HRComp@untsystem.edu

Position Justification



The first section asks for the justification as to why you are modifying the job description.

ABC [Check spelling](#)

* Required Information

Position Justification

* Is this a Reclassification request?

Yes ▾

This field is required.

Any change to job title, salary or significant changes to job duties require a reclassification and a corresponding ePAR.

Requested Title

If you are requesting a new position title as a part of the reclassification process, enter it here.

* Briefly describe how job duties for the position have changed.

Be very clear and specific as to why the reclassification is being carried out.

There is an increased level of responsibility that has caused a need to make changes.

This field is required.

* What are the primary reasons for why the job duties have changed?

Indicate the new salary that you are requesting under the reclassification here.

The department has been restructured to more align with overall goals.

This field is required.

* Effective Date

10/01/2019

This field is required.

The effective date should coincide with the date entered in the ePAR, and when you wish to post the job.

Requested Salary

Save

Next >>

When you have entered the information, click the Next button to save and move to the following section.

Position Details

Check spelling
* Required Information

Employee Information

Employee First Name
Employee Last Name
Employee ID

Position Information

Classification Title Test Staff Classification
Working Title Staff Test Position 2
Other official classification titles may not be used as a working title.

Position Number
Department UNT-Student Affairs-Gen-160000
Job Location Denton
FTE
Budgeted Annual Salary

*** Position Overview**

The Department is seeking to hire a someone to join our team. This is a professional position that will provide comprehensive service to customers relative to institutional regulatory requirements. Performing detailed technical duties, conducting presentations, and maintaining professional knowledge.

3-4 sentences providing an overview of the position responsibilities. Individual job duties will be captured in Job Duties section below.

The position description will be pulling information from EIS so if there is a current incumbent, their information will populate here.

If you need to have a working title for the position that more closely represents the position, this is where you would enter it.
Please note that this does not have to be different from the official title, and it must not be the same as any current official title.

Be sure to indicate the city within which the position will reside, not the campus location, but the position location.

This is where you will give applicants a brief summary of what the position entails.

Supervisory
Responsibilities
(Position)

If the position requires the individual to give supervision to others, you indicate that here.

Minimum Qualifications

Bachelor's Degree and two years of experience in student affairs, student services, counseling, or professional academic advising.

Knowledge, Skills and
Abilities

- Strong presentation skills.
- Strong problem solving skills.
- Ability to use a variety of complex communication techniques.
- Ability to communicate effectively with students, faculty, and staff.
- Ability to develop and maintain effective working relationships.
- Ability to work independently and lead others.
- Considerable knowledge of University policies and procedures related to functional area (or ability to rapidly assimilate).

Minimum qualifications and KSAs come from the classification and not the position, these fields cannot be edited.

Preferred Qualifications

If there are any additional aptitudes, traits or educational achievements that are not covered by the minimum qualifications that you would like applicants to possess, you would enter that here.

Required License /
Registration /
Certification

Depending on the job type you may require certain licensure or certifications, you will want to enter that here.

This box must always be unchecked.

☐ None of these Listed

☒ Carrying

☒ Attendance☒ Cleaning☐ Climbing☐ Crawling☐ Driving☐ Kneeling

☒ Lifting up to 10 pounds

☒ Lifting up to 25 pounds

☐ Lifting up to 50 pounds☒ Pulling☒ Pushing

☒ Reaching

☒ Sitting☒ Speaking

☐ Squatting, Stooping, Bending

☒ Standing☒ Twisting☒ Walking

☒ Writing

☒ Grasp☒ Talk or Hear

★ Physical Requirements

Be sure to indicate the general physical requirements of the job, all that can be reasonably expected.

Security Sensitive

This is a security sensitive position.

Position Request
Number

All UNT positions are security sensitive, therefore, this field cannot be edited.

Job Duties

These are the job duties required of the position.

The screenshot shows a form titled "Job Duties" with the instruction "These are the job duties required of the position." The form contains three entries, each with a "Description of Job Duty" text area and a "Percentage Of Time" input field. The first entry has a description "Assess and adjust departmental needs." and a percentage of "50". The second entry has a description "Review and provide detailed explanation if necessary regarding research findings." and a percentage of "25". The third entry has a description "Counsel and/or route incoming inquiries regarding the department." and a percentage of "25". Each entry has a "Remove Entry?" checkbox. A blue button labeled "Add Job Duties Entry" is at the bottom left. Annotations include: a green box on the right stating "List the duties associated with this position. We recommend no more than 8 – 10. Please only list duties requiring greater than 5% of their time. These duties will populate the performance review in the Performance Management Module."; a green box at the bottom stating "Should add up to 100% The system does not validate these fields so you will need to ensure that the summation is correct."; and green circles around the percentage fields with arrows pointing to the bottom box.

Description of Job Duty

Assess and adjust departmental needs.

Percentage Of Time

50

☐ Remove Entry?

Description of Job Duty

Review and provide detailed explanation if necessary regarding research findings.

Percentage Of Time

25

☐ Remove Entry?

Description of Job Duty

Counsel and/or route incoming inquiries regarding the department.

Percentage Of Time

25

☐ Remove Entry?

Add Job Duties Entry

List the duties associated with this position. We recommend no more than 8 – 10. Please only list duties requiring greater than 5% of their time.

These duties will populate the performance review in the Performance Management Module.

Should add up to 100%

The system does not validate these fields so you will need to ensure that the summation is correct.

Position Documents

PDF conversion must be completed for the document to be valid when applicable.

Document Type

Organizational Chart

Memo

This is where you will upload any documents that correspond with the justification (example, PIQs, Position Summaries and memos). The organizational chart is very useful.

Other

Other 1

(Actions)

Actions ▾

- Upload New
- Create New
- Choose Existing
- Add by URL

To add your document, hover over the Actions link and choose the appropriate option from the dropdown menu.

Summary

Modify Position Description: Staff Test Position 2 (Staff) [Edit](#)

Current Status: Draft

Position Type: **Staff**
Department: **UNT-Student Affairs-Gen-160000**

Created by: **Test User**
Owner: **Test User**

Summary | History | Settings

✓ Position Justification [Edit](#)

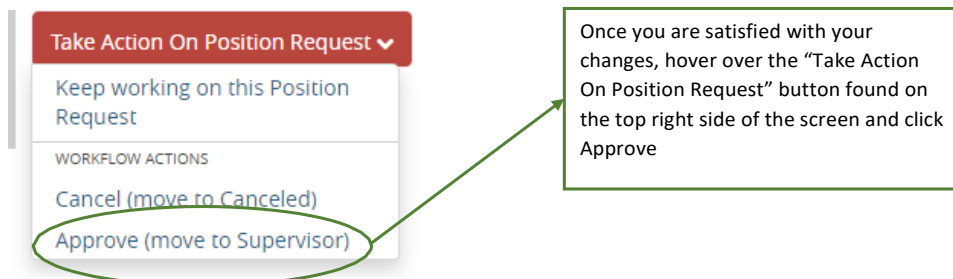
Position Justification

Is this a Reclassification request?	No Currently: blank
Requested Title	
Briefly describe how job duties for the position have changed.	There is an increased level of responsibility that has caused a need to make changes. Currently: blank
What are the primary reasons for why the job duties have changed?	The department has been restructured to more align with overall goals. Currently: blank
Effective Date	10/01/2019 Currently: blank
Requested Salary	

Here you will view the details of the position description, if further edits are required you may select either of the edit links to make any corrections.

While viewing the details, the system will show you not only the edits that you have made but also the previous data.

Submitting Edits for Approval



If any of the approvers: Supervisor, Department Head, Campus HR or HR Compensation requires edits to be made to the position, it will be returned to the initiator for corrections.

Once the reclassification has been approved by Campus HR and HR Compensation, the Initiator, Supervisor and Department Head will all receive notification from the system.

****At this point you have a newly modified and approved position description, if you are ready to hire a new staff member, you can now go in to the Applicant Tracking System to post from this description****