Modifying or Reclassifying an Existing Position
For Staff and Faculty Positions

Valdosta State University
Human Resources: (229) 333-5709
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Position Management Module

Login to PeopleAdmin (https://valdosta.peopleadmin.com/hr) using your active directory username and password. First, ensure that you are logged in as a Hiring Manager. Once you have selected Hiring Manager from the drop down list, select the refresh button beside the logout hyperlink. If you do not have hiring manager access, contact Human Resources at (229) 333-5709.

Requests for new positions, position changes, modifications, update/reclassify are completed in the orange Position Management side; Requests for postings and hiring proposals are completed in the blue Applicant Tracking side.

Before a posting can be created you must have an approved position description. To begin, select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen and select Position Management.

The heading of page will turn orange. If the heading is already orange, you are already in the Position Management module and will not need to change anything.
To start the process and check for an existing position, hover over Position Description on the Navigation Bar and select the type of position to be created → Staff/Temp or → Faculty.

(Note: The Staff/Temp Histories choice display positions with current actions in progress)

Modifying a Position

As you are modifying an existing position, follow the steps below. Hover over the Action link on the right of the position you want to modify then click on View.

Click on Modify Position Description to start the modification action. If you see View Outstanding Position History then a draft has already been created for this position. Click View Outstanding Position History to continue working on the draft or submit it for review.

Press the Start button to begin working on the position modification.
Position Justification

You must first select your reason for position modification. If you have any questions regarding your modification, contact Human Resources at (229) 333-5709 and they will assist you with the process.

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<th>Modification Options</th>
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<tr>
<td>Rehire</td>
<td>Filling a vacant or soon-to-be vacant position</td>
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<td>Position Reclassification- Vacant</td>
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<td>Change in Title/Reorganization/ Change in Job Duties for a currently occupied position</td>
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<tr>
<td>Update Position Description- Salary Change</td>
<td>Additional Pay and Job Duties</td>
</tr>
<tr>
<td>Update Position Description- No Salary Change</td>
<td>Updated Position Description without salary change</td>
</tr>
<tr>
<td>Budget Update</td>
<td>Change in position funding</td>
</tr>
<tr>
<td>Replacement of Supervisor</td>
<td>Position now reports to another supervisor</td>
</tr>
<tr>
<td>Other</td>
<td>If the above listed options do not fit the modification. Specify your reasoning in the provided text box.</td>
</tr>
</tbody>
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If the position is currently vacant, select Yes in the below drop-down menu. If there is currently an employee sitting in the position, select No.
If the reason for modification is *Update Position Description - Salary Change/Additional Pay*, answer specify your reasoning by checking the appropriate box. If the modification does not concern additional pay or salary change, select “This modification is not an additional pay or salary change.”

Use the Modification Rationale text area to specify why you have chosen to modify this position. If you are unsure what information to provide, contact Human Resources at (229) 333-5709.

If there are any other positions on campus that are similar to this position, specify in the text area. For example: *This position is similar to Jane Doe’s position in the Financial Aid department.*

Once you have completed specifying your reasons for modifying the position, select *Next* to save and move on to the Classifications page.
Classification Details

You may skip this step if you do not know the classification title, or, you may propose and select a classification title either by scrolling through the list of titles or creating a filtered search. To search through current classifications, click on **“Filter these results”** and a box will pop-up to enter criteria. The classification title will default for cloned positions. **Note:** The final determination of Classification Titles is based on a **Human Resources Admin Review**.

To view details about the classification title, hover over the **Actions** and choose **View Classification**.

Click the radio button next to the selected Classification Job Title and click the button in the top right corner to go to the **Position Details** tab. PeopleAdmin will auto save your work each time you click the **Next** button.
Employee

The Employee page is view only and you will not be able to make any modifications. If the position is currently occupied, then the employees information will appear on this screen. If the position is vacant, the employee details fields will be blank.

If any information on this page is incorrect, contact Human Resources at (229) 333-5709. After reviewing the information on this page, click Next to save and move on to the Position Details page.
**Position Details**

Complete all required information that did not default from Classification Details. NOTE: The information associated with the classification title will pull over from the previous page. You may want to refer to that information as you complete the classification details.

Use the additional fields on this page to update the job description. The following fields correspond to Valdosta State University’s position description, so hiring managers should copy the data from the specified position descriptions:

- General Summary of Responsibilities
- Required Qualifications
- Preferred Qualifications
- Data Involvement
- Knowledge, Skill, and Abilities
- Supervisory and Leadership Responsibilities
- Decision-Making
- Financial Authority
- Involvement with Tools and Equipment
- Education, Experience, and Certification/License Qualifications
- Physical Requirements
- Compliance Requirements
- Information Technology

If you are unsure of the Proposed Salary field, contact HR at (229) 333-5709.
**Essential Duties of the Position**

Review the previously entered essential duties and modify them as necessary. To add new duties click on the **Add Essential Duties of the Position Entry**. Remember to enter the percentage of time for the job duty and provide a detailed description.

Click until all duties have been added. Note: To remove an entry, check the Remove Entry box and click on Save. After all duties have been added, enter the total percentage, the total must add to 100%. Select **NEXT** to continue.
Position Budget Information

If you are unsure about any fields on the Position Budget Information page, contact the Budget at (229) 333-5708.

Select the button to add the account string and percentage funded. To remove an entry, check the Remove Entry box and click on Save. After all allocation entries have been added, enter the total percentage, the total must add to 100%. Select NEXT to continue.
Supervisory Position

If a supervisor has previously been selected for this position, it will appear once you enter the supervisor page (see below).

If you need to add or modify a supervisor, click the radio box of the Supervisory Position from the list of position descriptions. To search through approved classifications, click on “Filter these results” and a box will pop-up to enter criteria. If the supervising position does not appear in the list, contact Human Resources at (229) 333-5709.
**Position Documents**

Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select **NEXT** to review the position description.

To attach a document, hover the cursor over the button next to the document type and select, **Upload New**.

To remove an attached document select **Unassign**.
Position Description Summary

Review the information you entered and make changes as necessary.

![New Position Description: Sr Secretary (Staff/Temp)](image)

To edit the information on a certain page, select the **Edit** hyperlink beside the page title.

If you see the symbol then you have not completed the section.

For example:

![Position Budget Information](image)

Modification Approval Process

Move position to **HR Administrator Review**