

# 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**)

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## Modifying a Position

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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.

|         |         |                               |                               |        |         |
|---------|---------|-------------------------------|-------------------------------|--------|---------|
| Smith   | Michael | Human Resources Associate     | Dir - Human Rescs & Empl Devl | Active | Actions |
| Tarpley | Maurie  | Benefits and Recon Specialist | Employment Administration     | Active | 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.

### Start Modify Position Description Position History on Human Resources Associate?

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



## 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.

Reason for Modification

\* Reason for Position Modification

- Rehire
- Position Reclassification- Vacant
- Position Reclassification- Incumbant
- Update Position Description- Salary Change
- Update Position Description- No Salary Change
- Budget Update
- Replacement of Supervisor
- Other

This field is required.

| Modification Options                          | Reasoning                                                                                                 |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Rehire                                        | Filling a vacant or soon-to-be vacant position                                                            |
| Position Reclassification- Vacant             | Change in Title/Reorganization/ Change in Job Duties for a vacant position                                |
| Position Reclassification- Incumbent          | Change in Title/Reorganization/ Change in Job Duties for a currently occupied position                    |
| Update Position Description- Salary Change    | Additional Pay and Job Duties                                                                             |
| Update Position Description- No Salary Change | Updated Position Description without salary change                                                        |
| Budget Update                                 | Change in position funding                                                                                |
| Replacement of Supervisor                     | Position now reports to another supervisor                                                                |
| Other                                         | If the above listed options do not fit the modification. Specify your reasoning in the provided text box. |

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**.

\* Is this position vacant?  This field is required.

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.”

\* Additional Pay/Salary Change:

This modification is not an additional pay or salary change

Additional responsibilities have been assigned to the position but are not significant enough to justify a reclassification. This request requires a revised position description.

Market conditions discovered by either a verified external offer to an employee or by a wage and salary market survey performed by Human Resources and Employee Development. Attach market data.

Completion of specialized education or training or experience has added productivity or capability to the completion of duties and was not considered in the initial rate or pay or the merit increase process. Include verification of completion.

Human Resources and Employee Development has determined that salary compression (where the salaries of employees are too close together) or inversion (when newly hired employees are paid more than the senior employee) has caused a pay disparity. Include s

Superior performance by the employee, including both quality and/or quantity of work performed which was not considered in the merit increase process. Attach letter of justification with explanation.

This field is required.

If you selected "Update Position Description- Salary Change/Additional Pay", check the box below and attach appropriate supporting documentation, including letter of justification to this form

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.

\* Modification Rationale

This field is required.

Explain your justification for reclassifying this position

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.*

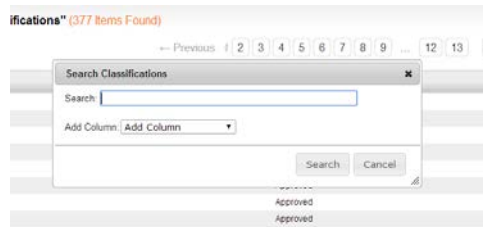
List the title of any positions that may be similar to this position.

Example: Secretary is similar to Administrative Coordinator

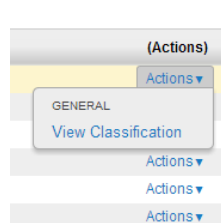
Once you have completed specifying your reasons for modifying the position, select **Next** to save and move on to the Classifications page.

## 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**.



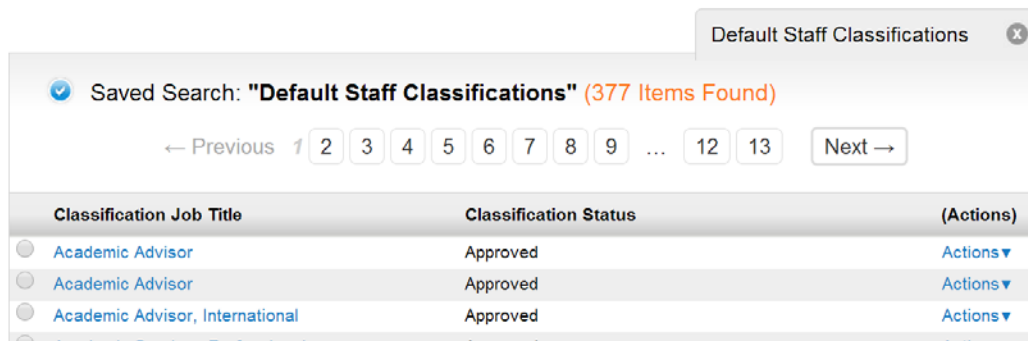
To view details about the classification title, hover over the **Actions** and choose *View Classification*.



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.



### Classifications - Filter these results



## 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.

| Details    |                         |
|------------|-------------------------|
| First Name | Reagan                  |
| Last Name  | Robinson                |
| Work Email | rmrobinson@valdosta.edu |

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.

### Position Information

If any of the fields below aren't applicable to the position, type "N/A"

\* Position Title

*Reclassification: If you are unsure of the new position title, please contact HR at 333-5709*

\* Job Search Identifier

**Position Title:** In most cases, this will be the same as the *Classification Title*.

**Job Search Identifier:** Select whether this is for a staff, faculty, temp, student, or work-study position.

**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.**

Proposed Salary

This field is required.

*Must be salary grade minimum or up to 10% above current salary. If reclassifying to a lower pay grade, contact HR at 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.

|                                                            |                                                                                                                                                                                                                                      |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Job Duty                                                 | Researches and resolves questions from managers and employees as they relate to the processing of payroll information such as pay increases and , banking, employment verifications, compensation, tax questions, and other changes. |
| * Percentage Of Time                                       | 5                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Remove Entry?                     |                                                                                                                                                                                                                                      |
| <a href="#">Add Essential Duties of the Position Entry</a> |                                                                                                                                                                                                                                      |

Click [Add Essential Duties of the Position Entry](#) 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.

Position Budget Information

- \* Is this a funding change only?  This field is required.
- \* Position Effective Date  This field is required.  
The effective date for a change or for creation of a position number
- \* Is the position funded in the original budget?  This field is required.
- Estimated Fringes   
To estimate fringes use the [fringe calculator spreadsheet](#)

Budget Allocation

For Budget Allocation information, please see your departmental G-1 unless this is a funding change. If you need assistance, please contact Budget Services at 229-333-5708.

[Add Budget Allocation Entry](#)

[Save](#) [<< Prev](#) [Next >>](#)

Select the [Add Budget Allocation Entry](#) 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.

- \* Department ID
- \* Fund
- \* Program
- \* Class
- Project
- \* Percentage Funded   
If the position is split, add another Budget Allocation. Please check that Percentage Funded adds to 100 across all Allocation entries.

Remove Entry?

[Add Budget Allocation Entry](#)

## Supervisory Position

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

| Selected Supervisor |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title           | Student Employment Manager <a href="#">view</a>                                                                                                                                                                                                                                                                                                                                                                  |
| Position Number     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Position Type       | Staff/Temp                                                                                                                                                                                                                                                                                                                                                                                                       |
| Org Unit            | Dir - Human Rescs & Empl Devl (1520000)                                                                                                                                                                                                                                                                                                                                                                          |
| First Name          | Sherri                                                                                                                                                                                                                                                                                                                                                                                                           |
| Last Name           | Adams                                                                                                                                                                                                                                                                                                                                                                                                            |
| Email               | sadams@valdosta.edu                                                                                                                                                                                                                                                                                                                                                                                              |
| User Groups         | Employee [Valdosta State University (0000000)], Department Head/Manager [Dir - Human Rescs & Empl Devl (1520000)], Hiring Manager [Dir - Human Rescs & Empl Devl (1520000)], Human Resources [Valdosta State University (0000000)], Search Committee Member [Dir - Human Rescs & Empl Devl (1520000)], Employee Development (1521000), Employment Administration (1522000), SSC - Student Employ Svcs (1390300)] |

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.

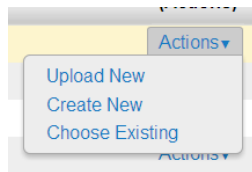
| Supervisor                                                                                        |                     |                                              |                               |              |        |                           | Save                                        | << Prev | Next >> |
|---------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------|-------------------------------|--------------|--------|---------------------------|---------------------------------------------|---------|---------|
| Position Descriptions - <a href="#">Filter these results</a>                                      |                     |                                              |                               |              |        |                           | Position Description by Name <span>✕</span> |         |         |
| <input checked="" type="checkbox"/> Saved Search: "Position Description by Name" (13 Items Found) |                     |                                              |                               |              |        |                           |                                             |         |         |
| Employee Last Name                                                                                | Employee First Name | Position Title                               | Department                    | Last Updated | Status | (Actions)                 |                                             |         |         |
| <input type="radio"/> Adams                                                                       | Sherri              | <a href="#">Student Employment Manager</a>   | Dir - Human Rescs & Empl Devl |              | Active | <a href="#">Actions</a> ▾ |                                             |         |         |
| <input type="radio"/> Bogart                                                                      | Denise              | <a href="#">Chief Human Resource Officer</a> | Dir - Human Rescs & Empl Devl |              | Active | <a href="#">Actions</a> ▾ |                                             |         |         |
| <input type="radio"/> Lee                                                                         | Regina              | <a href="#">Human Resources Associate</a>    | Employee Development          |              | Active | <a href="#">Actions</a> ▾ |                                             |         |         |
| <input type="radio"/> Murphy                                                                      | Rebecca             | <a href="#">Assc Dir Human Resources</a>     | Employee Development          |              | Active | <a href="#">Actions</a> ▾ |                                             |         |         |

# Position Documents

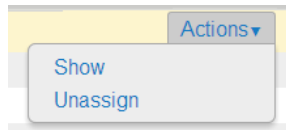
Updated organizational charts are required for all position actions. If the position will require a Budget Amendment, upload it on this page. To attach a document, hover the cursor over the button next to the document type. Select **NEXT** to review the position description.

| Position Documents <span style="float: right;">Save &lt;&lt; Prev Next &gt;&gt;</span> |      |        |           |
|----------------------------------------------------------------------------------------|------|--------|-----------|
| PDF conversion must be completed for the document to be valid when applicable.         |      |        |           |
| Document Type                                                                          | Name | Status | (Actions) |
| Old Organizational Chart                                                               |      |        | Actions ▾ |
| Budget Amendment                                                                       |      |        | Actions ▾ |
| Additional Budget Documentation                                                        |      |        | Actions ▾ |
| Position Funding Request                                                               |      |        | Actions ▾ |
| Position Description                                                                   |      |        | Actions ▾ |
| New Organizational Chart                                                               |      |        | Actions ▾ |

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)**  
[Edit](#)  
Current Status: Draft  
Position Type: **Staff/Temp** | Created by: **Michael Smith**  
Department: **SSC - Student Employ Svcs (1390300)** | Owner: **Michael Smith**

Summary | History | Settings

Position Justification [Edit](#)

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 [Edit](#)

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## Modification Approval Process

Move position to **HR Administrator Review**

Take Action On Position History ▾

WORKFLOW ACTIONS

- Keep working on this Position History
- Action Canceled (move to Action Canceled)
- HR Administrator Review (move to HR Administrator Review)**