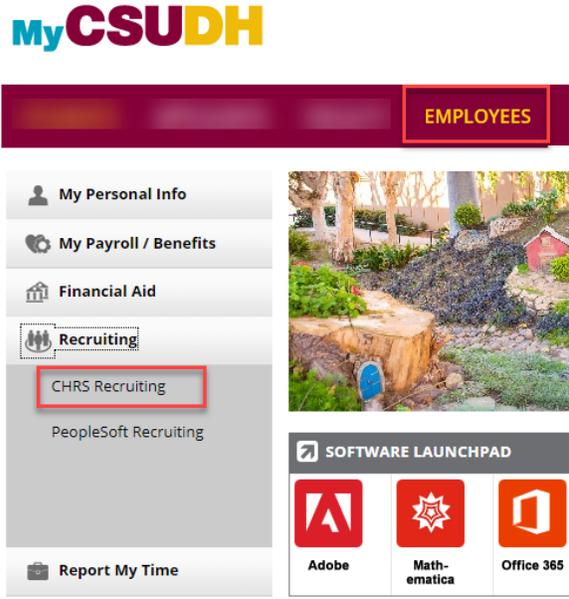
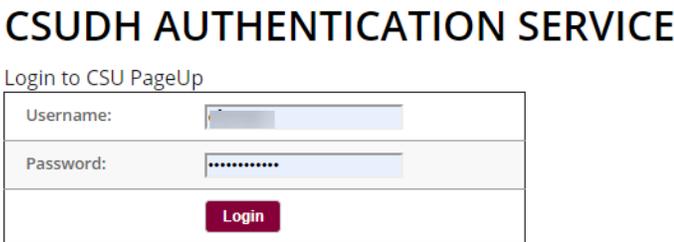
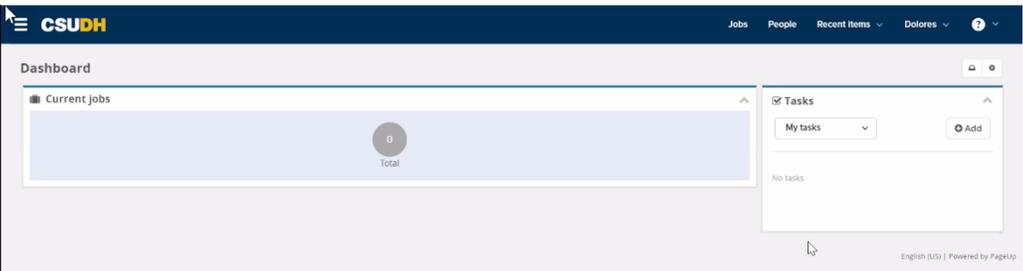


START A RECRUITMENT: CREATE A NEW POSITION DESCRIPTION TEMPLATE

Recruitments within CHRS-Recruiting begin with the Division Liaison or Hiring Manager.

<p>A. In the MyCSUDH dashboard, click on Recruiting>CHRS Recruiting.</p>	 <p>The screenshot shows the MyCSUDH dashboard. At the top right, there is a red button labeled 'EMPLOYEES'. Below this, there is a vertical menu with several options: 'My Personal Info', 'My Payroll / Benefits', 'Financial Aid', 'Recruiting', 'CHRS Recruiting', and 'PeopleSoft Recruiting'. The 'Recruiting' and 'CHRS Recruiting' options are highlighted with a red box. To the right of the menu is a landscape image. Below the menu is a 'SOFTWARE LAUNCHPAD' section with three icons: Adobe, Mathematica, and Office 365. At the bottom left, there is a 'Report My Time' button.</p>
<p>A. Authenticate using your campus username and password.</p>	 <p>The screenshot shows the 'CSUDH AUTHENTICATION SERVICE' login page. It has the title 'Login to CSU PageUp'. Below the title is a form with two input fields: 'Username:' and 'Password:'. The 'Password:' field is masked with dots. Below the form is a red 'Login' button.</p>
<p>Now you are in My Dashboard. At the hamburger menu Click on Manage position descriptions.</p>	 <p>The screenshot shows the 'My Dashboard' interface. At the top, there is a navigation bar with 'CSUDH' and several menu items: 'Jobs', 'People', 'Recent Items', 'Dolores', and a help icon. Below the navigation bar is a 'Dashboard' section. On the left, there is a 'Current jobs' widget showing '0 Total'. On the right, there is a 'Tasks' widget with a dropdown menu for 'My tasks' and an 'Add' button. At the bottom right, there is a footer that says 'English (US) Powered by PageUp'.</p>

A. In the upper-left hand, click on the hyperlink **New position description.**

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status			
PD-333	1032-1-Administrative Support Assistant I **TEMPLATE DO NOT EDIT**				Jan 15, 2020	Draft	Edit	View	Recruit for position Archive
PD-334	1032-2-Administrative Support Assistant II **TEMPLATE DO NOT EDIT**				Jan 15, 2020	Draft	Edit	View	Recruit for position Archive
PD-335	1035-1-Administrative Support Coordinator I	SL 60010376	Carolyn Jean Eaton	Kathleen S. Murphy	Dec 9, 2019	Pending approval	Edit	View	Recruit for position Archive
PD-336	1035-2-Administrative Support Coordinator II **TEMPLATE DO NOT EDIT**				May 15, 2019	Approved	Edit	View	Recruit for position Archive

POSITION DESCRIPTION – COMPLETING THE TEMPLATE

You have now successfully opened a new position description template; complete all required elements per our campus PD template.

IMPORTANT: All asterisk fields are required.

- A. In **Type of Action Requested** drop-down menu, select **New (Create a New Position Description) or Replacement**.
- B. **Internal Team** – Select the Department Description & ID of the department that the incumbent will work in.
- C. **Job Code/Employee Classification** – Enter the appropriate classification code for the position. Click Search and it will populate automatically.
- D. **Classification Title** – Leave field blank
- E. **MPP Job Code** – Alpha numerical code to be completed by the classifier.
- F. **Position Number** – If you do not know the 8-digit position number from PeopleSoft position management, you can search for it here. All CSUDH position numbers start with “DH”. (Ex. “DH-00000000)

POSITION INFORMATION

Type of Action Requested:*	<input type="text" value="Select"/> A
Internal Team:*	<input type="text" value="DH-H R - RECRUITMENT - 38100"/> B
Job Code/Employee Classification:*	<input type="text"/> <input type="button" value="Q"/> C <small>No job code/employee classification selected.</small>
Classification Title:	<input type="text"/> D
MPP Job Code:	<input type="text"/> E
Position Number:	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="🔗"/> F <small>No position selected.</small>
CSU Working Title:*	<input type="text"/>
Salary Range/Grade:	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="🔗"/> <small>No salary range/grade selected.</small>
Reports to Supervisor:	<input type="text"/>
Reports To:*	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="🔗"/> <small>No position selected.</small>
Campus:*	<input type="text" value="Select"/> <input type="button" value="▼"/>
Division:*	<input type="text" value="No Division found"/> <input type="button" value="▼"/>
College/Program:*	<input type="text" value="No College/Program found"/> <input type="button" value="▼"/>
Department:*	<input type="text" value="No Department found"/> <input type="button" value="▼"/>
FLSA Status:	<input type="text" value="Select"/> <input type="button" value="▼"/>
Hiring Type:	<input type="text" value="Select"/> <input type="button" value="▼"/>
Pay Plan:	<input type="text" value="Select"/> <input type="button" value="▼"/>
Pay Plan Months Off:	<input type="text"/>

- G. **CSU Working Title** - Type in the working title of the position to fill. **DO NOT USE ABBREVIATIONS.**
- H. **Salary Range/Grade** – Leave field blank
- I. **Reports to Supervisor** – Leave field blank
- J. **Reports To** – Search by Job title or Incumbent (first name). Select appropriate campus name.
- K. **Campus** – Select “Dominguez Hills” from the drop-down menu
- L. **Division** – Select the appropriate division for the position from the dropdown menu
- M. **College/Program** – Select the appropriate college/program from the dropdown menu
- N. **Department** – Select the appropriate department from the dropdown menu
- O. **FLSA Status** – Select the appropriate FLSA status from the dropdown menu (If you are unsure, select “other” and the classifier will validate after you submit.)
- P. **Hiring Type** - Select the appropriate Hiring Type from the dropdown menu
- Q. **Pay Plan** – Leave field blank
- R. **Pay Plan Months Off:** Leave field blank

POSITION INFORMATION

Type of Action Requested:*	<input type="text" value="Select"/>
Internal Team:*	<input type="text" value="DH-H R - RECRUITMENT - 38100"/>
Job Code/Employee Classification:*	<input type="text"/> Q
	No job code/employee classification selected.
Classification Title:	<input type="text"/>
MPP Job Code:	<input type="text"/>
Position Number:	<input type="text"/> Q
	No position selected.
CSU Working Title:*	<input type="text"/> G
Salary Range/Grade:	<input type="text"/> Q H
	No salary range/grade selected.
Reports to Supervisor:	<input type="text"/> I
Reports To:*	<input type="text"/> Q J
	No position selected.
Campus:*	<input type="text" value="Select"/> K
Division:*	<input type="text" value="No Division found"/> L
College/Program:*	<input type="text" value="No College/Program found"/> M
Department:*	<input type="text" value="No Department found"/> N
FLSA Status:	<input type="text" value="Select"/> O
Hiring Type:	<input type="text" value="Select"/> P
Pay Plan:	<input type="text" value="Select"/> Q
Pay Plan Months Off:	<input type="text"/> R

SENSITIVE POSITION INFORMATION

- **Sensitive Position** - Mark **Yes** if the employee provides services for and/or directly works with children or minors

Please leave the following sections BLANK:

- Care of People
- Authority to commit Access/Control
- Access/possession
- Access to controlled
- Access/responsibility
- Control over Campus
- Responsibilities requiring
- Responsibility for use

- In Job Summary/Basic Function** – Type in major duties of the position. *Typically this would be three to four sentences*
- Minimum Qualifications** – Type in required education and experience
- Required Qualifications** – Type in required knowledge, skills and abilities (KSA’s)
- Preferred Qualifications** – Type in any preferred education, experience, and/or knowledge, skills, and abilities (KSA’s)
- Special Conditions** – Type in any special conditions of the position such as overtime, evening, or weekend work, etc.
- License / Certification** – Type in any license or certifications for the position including driver’s license, trade certificates, etc.

SENSITIVE POSITION

Sensitive Position: Yes No

[View the Sensitive Position criteria](#) and select from below where relevant.

Care of People (including minors) Animals and Property:	Select
Authority to commit financial resources:	Select
Access/control over cash cards and expenditure:	Select
Access/possession of master/sub-master keys:	Select
Access to controlled or hazardous substances:	Select
Access/responsibility to personal info:	Select
Control over Campus business processes:	Select
Responsibilities requiring license or other:	Select
Responsibility for use of commercial equipment:	Select

Job Summary/Basic Function:* A

Minimum Qualifications:* B

Required Qualifications: C

Preferred Qualifications: D

Special Conditions: E

License / Certification: F

SENSITIVE POSITION CONTINUED

- A. **Mandated Reporter** – Select appropriate field from the dropdown menu (if you are unsure, select “not mandated”. The classifier will verify this section after submission)
- B. **NCAA** – If applicable, select the appropriate field from the drop-down menu. Most positions will not utilize this field. Typically, this field is for positions within Athletics.
- C. **Conflict of Interest** – For MPP (Management Personnel Plan) positions select “designated position”. For all other positions, select “none”.
- D. **Supervises Employees** – For MPP (Management Personnel Plan) positions select “yes” if applicable. For all other positions, select “no”.
- E. **If position supervises other employees, list position titles**
- Leave this field blank

The screenshot shows a form with the following fields and callouts:

- Mandated Reporter:*** A dropdown menu with a red circle 'A' pointing to it.
- NCAA:** Radio buttons for 'Yes' and 'No' with a red circle 'B' pointing to the 'Yes' option.
- Conflict of Interest:*** A dropdown menu with a red circle 'C' pointing to it.
- Supervises Employees:*** Radio buttons for 'Yes' and 'No' with a red circle 'D' pointing to the 'Yes' option.
- If position supervises other employees; list position titles:** A text input field with a red circle 'E' pointing to it.

JOB DUTIES

- A. **Job Duties** - Click the “New” box.
1. Indicate the percent of time for each duty/responsibility (total percent must add up to 100%). List primary duties associated with each major job responsibility

A function may be essential because:

- a. The position was established to perform the function
- b. A limited number of employees are available to perform the function
- c. Removing the function would fundamentally change the position

2. Continue to add new Job duties until you have accounted for all 100%

- B. **Selection Criteria** – Enter selection criteria that the search committee will use later to rank/qualify candidates

Leave field blank if criteria unknown.

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid orange; padding: 2px 5px;">New</div> A </div> <p style="text-align: center; margin-top: 10px;">There are no items to show</p> <p style="text-align: center; margin-top: 10px;">Please list the essential (core) duties of the position and the percentage each responsibility in the table above.</p>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid orange; padding: 2px 5px;">Add</div> B </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid gray; padding: 2px 5px;">New</div> </div> <p style="text-align: center; margin-top: 10px;">There are no items to show</p>		

PHYSICAL MENTAL AND ENVIRONMENTAL DEMANDS

A. Only four fields are utilized from all the dropdown menus from bending to walking.

Complete the following only:

- **Lifting or Carrying up to 10lbs**
- **Lifting or Carrying up to 25lbs**
- **Lifting or Carrying up to 50lbs**
- **Lifting or Carrying over to 50lbs**

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Constantly: 6-8 hours per day (75% or more of time)
 Frequently: 3-6 hours a day (35-74% of time)
 Occasionally: up to 3 hours a day (up to 34% of time)
 Never: Not applicable

Physical and Mental Requirements

Bending:	<input type="text" value="Select"/>
Climbing:	<input type="text" value="Select"/>
Concentrating:	<input type="text" value="Select"/>
Crawling:	<input type="text" value="Select"/>
Decision Making:	<input type="text" value="Select"/>
Keyboarding and Mousing:	<input type="text" value="Select"/>
Lifting or Carrying up to 10 lbs.:	<input type="text" value="Select"/>
Lifting or Carrying up to 25 lbs.:	<input type="text" value="Select"/>
Lifting or Carrying up to 50 lbs.:	<input type="text" value="Select"/>
Lifting or Carrying over 50 lbs.:	<input type="text" value="Select"/>
Performing Calculations:	<input type="text" value="Select"/>
Pushing or Pulling:	<input type="text" value="Select"/>
Reaching Overhead:	<input type="text" value="Select"/>
Repetitive Motion of Upper Extremities:	<input type="text" value="Select"/>
Sitting:	<input type="text" value="Select"/>
Standing:	<input type="text" value="Select"/>
Stooping Kneeling or Squatting:	<input type="text" value="Select"/>
Walking:	<input type="text" value="Select"/>

A. Leave all fields blank in this section

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	<input type="text"/>
Other Physical and Mental Req No.1 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirement No. 2 Description:	<input type="text"/>
Other Physical and Mental Req No.2 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirement No. 3 Description:	<input type="text"/>
Other Physical and Mental Req No.3 Frequency:	<input type="text" value="Select"/>
Other Physical & Mental Requirements:	<input type="text"/>

ENVIRONMENTAL REQUIREMENTS

Indicate the type of environmental factors which are essential to the position activities (If you are unsure, consult with the hiring manager.)

Environmental Requirements	
Drive motorized equipment:	<input type="text" value="Select"/>
Excessive Noise:	<input type="text" value="Select"/>
Hazards:	<input type="text" value="Select"/>
Outdoor:	<input type="text" value="Select"/>
Elevated Work:	<input type="text" value="Select"/>
Extreme Temperature (hot or cold):	<input type="text" value="Select"/>
Indoor (Typical office environment):	<input type="text" value="Select"/>
To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:	
Other Environmental Requirement No. 1 Description:	<input type="text"/>
Other Environmental Req No.1 Frequency:	<input type="text" value="Select"/>
Other Environmental Requirement No. 2 Description:	<input type="text"/>
Other Environmental Req No.2 Frequency:	<input type="text" value="Select"/>
Other Environmental Requirement No. 3 Description:	<input type="text"/>
Other Environmental Req No.3 Frequency:	<input type="text" value="Select"/>
Other Environmental Requirements:	<input type="text"/>

POSTING DETAILS

A. Advertising Summary and Advertisement Text – Leave fields blank

POSTING DETAILS

Advertising Summary:

A

*** [Standard Posting Template](#) ***
*** [Marketing Posting Template](#) ***

Advertisement text:

A

B I U S | | | | | | **Formats** - - - - - |

USERS AND APPROVALS

- A. Justification for Position** - Reason for replacement (Employee being replaced): Internal Only, Resignation, Emergency Hire
- B. Hiring Administrator** – Enter hiring manager
- C. Approval Process** –
 DH- MPP Approval Process - to be utilized for all Management (MPP) positions

 DH - Staff Approval Process - Existing - To be utilized to recruit for a previously classified position Description template

 DH - Staff Approval Process - New - to be utilized to submit for classification review

If you are unsure, verify with your recruiter before you submit. Do not submit this for approval if you are unsure.
- D. HR/Faculty Affairs Representative**
 Type in the Recruiter for the respected division

 To identify the Recruiter, click hyperlink: [Recruitment](#)
- E.** Click **Next** page.

USERS AND APPROVALS

Justification for Position:

Hiring Administrator:*

Approval process:*

HR/Faculty Affairs Representative:*

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

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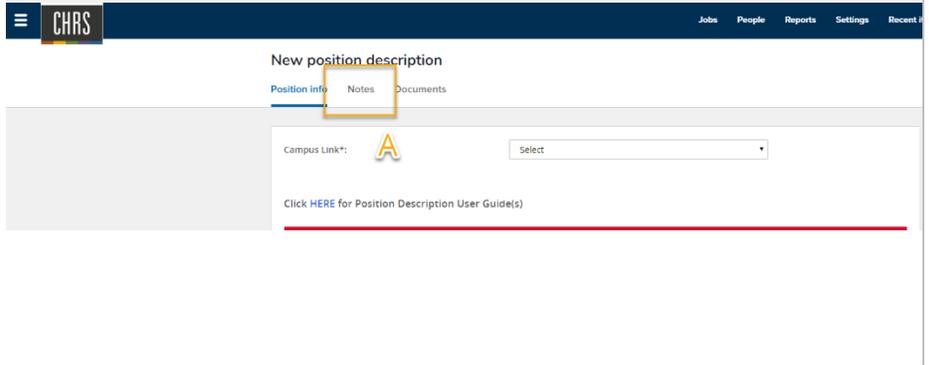
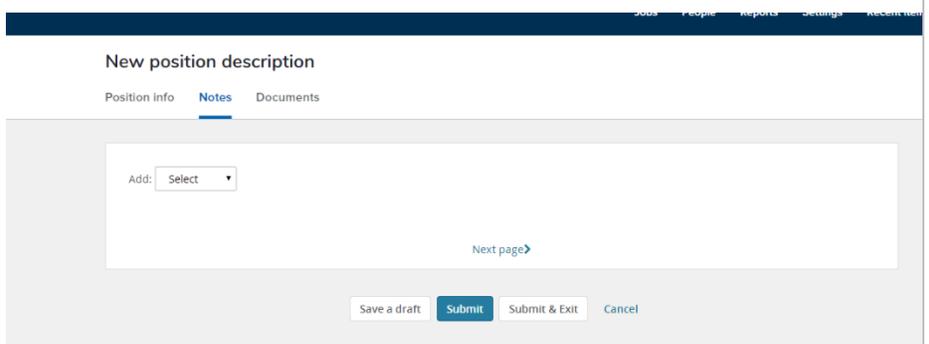
Staff-MPP - Starting a Recruitment - Create a New PD (Division Liaisons-Hiring Managers)

Update: 8/25/2020

NOTES TAB

This section is optional, but allows the Division Liaison to write a note to the classifier, if necessary

- A. At the top of the page, click on the “Notes” Tab.
- B. Fill in as appropriate.
- C. Click **Next Page**.



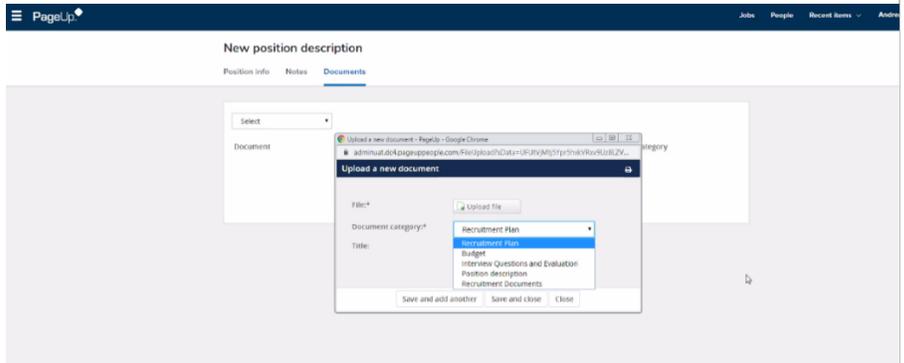
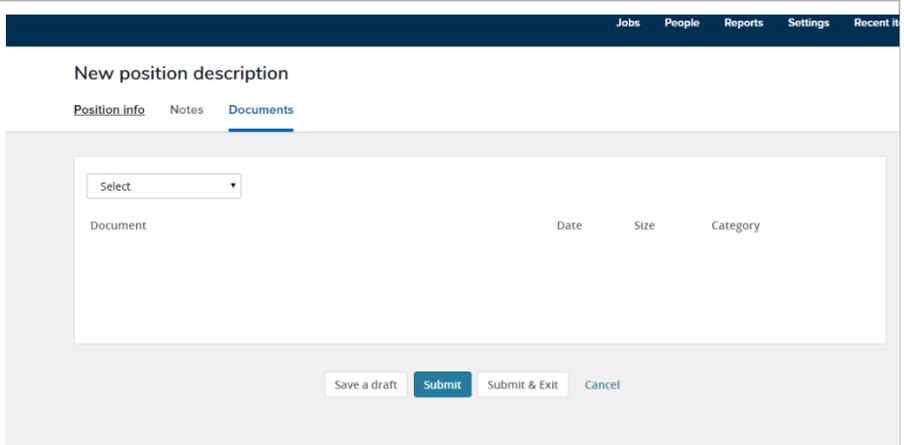
DOCUMENTS TAB

A. "Documents" tab

If the position description has been pre classified, upload a copy of the document here.

Make sure to use the document category of position description when uploading.

Management (MPP) positions, upload Justification to initiate a recruitment addressed to the President along with an updated organizational chart.



A. Click on the "Submit & Exit" button at the bottom of the page

If the submission is successful, you will be taken back to your dashboard/homepage.

If the submission is unsuccessful, the position description will show the missed required fields in red. Review the form to make sure all mandatory fields are completed and attempt to resubmit.

