To Modify an Existing Staff Position

For Technical and Office Professional (TOP) positions, access the Human Resources web site and under the Forms tab, select the Technical and Office Professional Staff Job Classification Factors link. Select the appropriate classification, e.g., account clerk, clerk, secretarial, technical or sales. We strongly encourage the employee and supervisor work together when completing the factor sheet. For each of the nine categories, you will need to highlight the appropriate level that pertains to the position. The factor sheet replaces the previous Job Classification Committee and will determine the level of the position. Save the completed form to your computer in order to attach the document to the position description in the PeopleAdmin automated system.

To access the inner workings of the system, please log in to mynmu.edu and enter your user ID and password. Select the Employee Services tab and under Web for Employees, select the “Access the Employee Position Management and Recruiting System.”

You have now successfully entered PeopleAdmin. If you are creating your own position description, please verify at the top of the page your current group is “Admin User.” If a supervisor is creating a position description for a subordinate position, the user group must be “hiring manager/supervisor.” If a department head is initiating the process, the user group should be “department head/director.” If there is a current incumbent in the position, supervisors should work in conjunction with their staff member to complete the position description. To change your user type, click on “Change User Type” toward the very bottom of the left-hand navigation bar. A screen will come up which shows a radio button option for each of the User Types assigned to you. (You can only choose one at a time). Choose the appropriate User Type and click “Change”. This will then bring you back to the home page from which you start various actions.

Under Position Description on the left-hand navigation bar, select “Begin New Action.” Select “Modify an Existing Staff Position,” and click “start action.” The only time that “Create a New Staff Position” would be selected is if we do not already have an established position. On the next page you can search based on employee last name and select “Search.” Select “Start Action.” Select “Do not choose position, continue to next page.” Review the Current Classification information and select “continue to next page.”

All items with an asterisk are required fields and you will not be able to proceed to the next screen until this information has been completed.
Positions Details Tab
Under the departmental users with permission to access position information, only include the current incumbent in the position and the hiring manager/supervisor. Department heads do not need to be attached since they have access to all positions within their department.

For Technical and Office Professional positions, enter the language directly from the TOP classification factor sheet under “Supervisory Responsibility of the Position.” The “Required Education” and “Required Minimum Work Experience” below will coincide with your selection from the TOP classification factor sheet minimum qualification area.
When completing the knowledge, skills and abilities section, consider the necessary elements by asking yourself what an incoming employee would know, be able to do or what types of personal attributes would be required. This information will be part of the qualifications expected for the job if advertised.

You can include any knowledge, skills and abilities previously listed on the position/management questionnaire. We are also strongly encouraging the use of the ONet information in this area ([http://online.onetcenter.org/find/](http://online.onetcenter.org/find/)). Once you access the ONet, you can search by occupation to obtain guidance on what types of knowledge, skills and abilities are typically required for that type of position. Some examples may include excellent oral and written communication and comprehension skills, time management skills, interpersonal skills, and knowledge of principles and processes for providing customer and personal services.

For TOP positions, the information selected in the decision making/independent action area of the classification factor sheet will be entered in the “Responsibility/Accountability” area below.

Once you’ve completed all of the required fields, select “Continue To Next Page.”

**Relationships Tab**
Under the Relationships Tab, enter the information and click the “Add Entry” button for each contact.
We recommend that you consolidate entries that have similar subject matter and frequency.

After completing all your entries, select “Continue to Next.”

**Description of Duties Tab**
As indicated in the instructions, please limit your entries to the core 15 duties of the position. Each description of duty is to be added individually. Enter the duty, frequency and if the task is essential or non-essential and select “Add Entry.”

For supervisory positions, we recommend including duties that incorporate aspects of the NMU leadership model, e.g., structuring work, managing talent, inspiring performance, building a team, using and sharing information and facilitating change. An example of using and sharing information could be “Generate daily and weekly reports, analyze progress and monitor results to adjust strategies as needed to achieve set goals and initiate reporting processes that better communicate and evaluate the effectiveness of the program.”

Once you’ve entered all duties, please select “Continue to Next Page.”

**Position Funding Tab**
Enter organization number and percent (needs to equal 100%) and select the “Add Entry” button.
Once you’ve entered all organization numbers, select “Continue to Next Page.”

Supplemental Documentation Tab
Attach any supporting documentation you feel is needed. For TOP positions, this is where you will attach the completed TOP Job Classification Factor Sheet. Once attached, select “Continue to Next.”

Comments Tab
Add any comments that may be needed. Select “Continue to Next Page.”

For TOP positions, you may want to incorporate a comment indicating if the submittal is requesting an upgrade to the position.

Review your information. Select the appropriate option for the next level supervisory approval, e.g., “Send Action to Hiring Manager/Supervisor,” “Send Action to Department Head/Director” or “Send Action to Executive/Senior Management” and select “Continue.” Once you submit the position description to the next level supervisor, you are acknowledging that you have reviewed and approved
the position description content.

Once you have submitted the position description to the next level supervisor for approval, you can view the status of the position description by clicking on the “Search Actions” link under the Position Descriptions heading on the left navigation bar. You can enter any search criteria and click “search.” The third column indicates the status, e.g., “Action Sent to Hiring Manager/Supervisor,” “Action Sent to HR” etc.

The PeopleAdmin implementation team members, who are ready to assist you with any questions or system guidance issues, include the following individuals:

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