



Hiring Manager: Hiring a Replacement

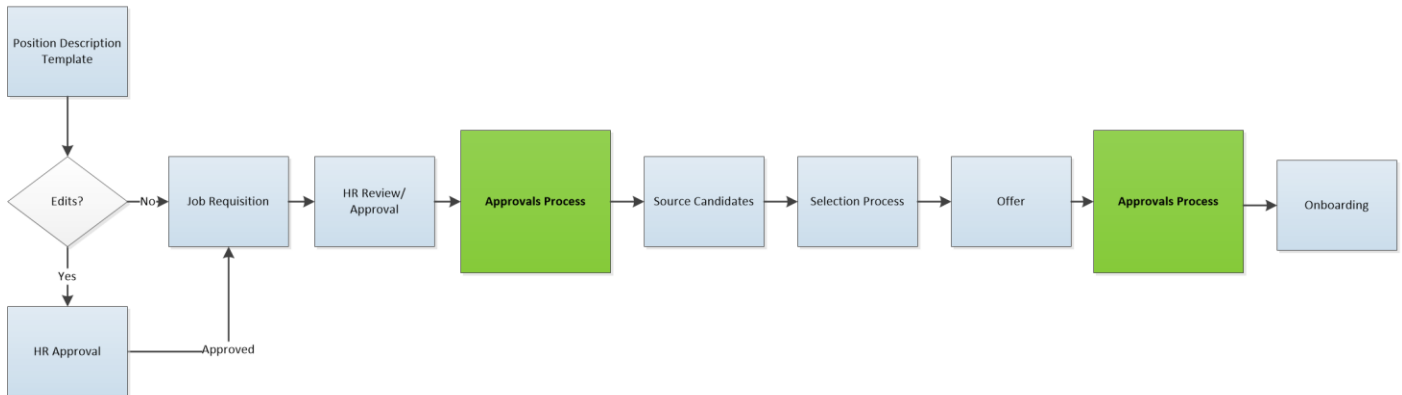
Table of Contents

Introduction.....	2
Process	2
Terms	2
Accessing Cal Poly Jobs (PageUp)	3
Replacing a Position.....	4
Position Description: Position Information.....	5
Job Duties – Outlines Specific Job Tasks for a Position.....	11
Posting Details: Build your Position Advertisement.....	12
Users and Approvals	13

Introduction

As we move forward with the PageUp implementation, we will create and manage Position Descriptions in this tool. For Position Descriptions that were originally created as Word documents will be recreated in PageUp (with edits) to be used going forward. Eventually, all Position Descriptions will be managed in PageUp. This will allow you to be able to manage the entire recruitment process from one place.


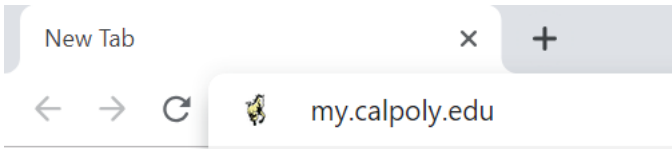
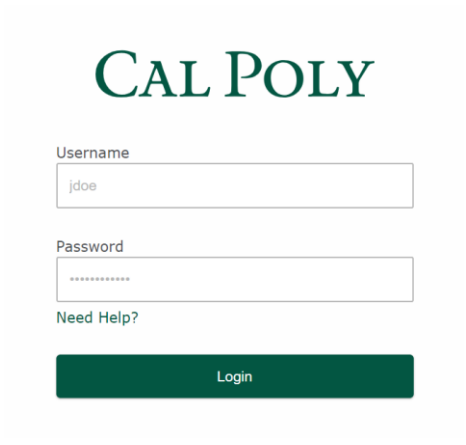
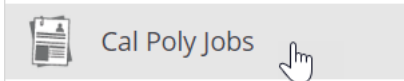
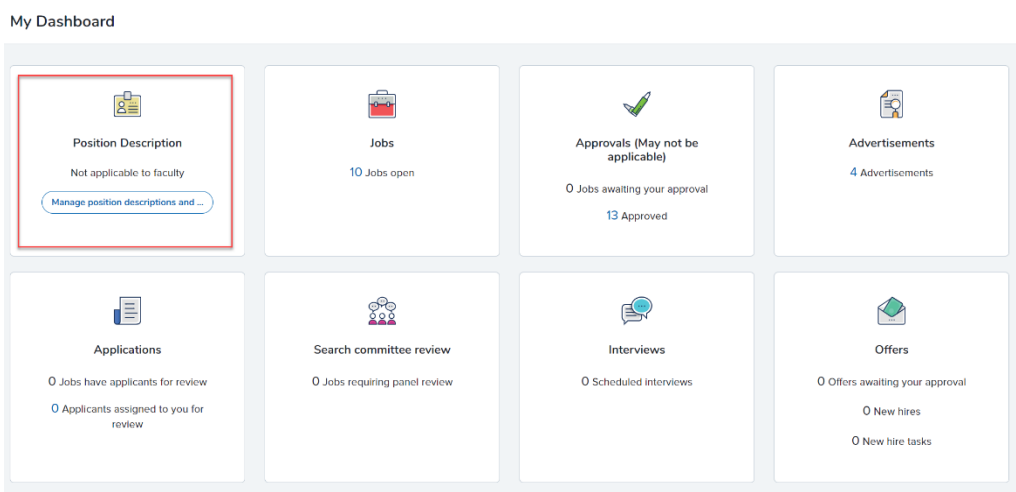
Process



Terms

- Advertising Text: Short description that is shown on the Jobs Listing page
- Hiring Administrator: The individual with authority to hire the position
- Internal Team: Department-level security protocols
- Job Code/Employee Classification: Information related to the classification assigned to the Position Description
- PageUp: Robust Applicant Tracking System that houses all the data and workflows related to a recruitment, including the Position Description, Requisition, Approvals, Applicants and Application Materials, Offer Letters, and Onboarding Documents
- Position Description: The form (previously a Word document known as the HR 120) used to capture the details of a particular position
- Position Number: Information pulled from the PeopleSoft position data through integration
- Salary Range/Grade: Information related to the Classification and Grade for the Position Description
- Supervisor: Individual with the authority to supervise the position

Accessing Cal Poly Jobs (PageUp)

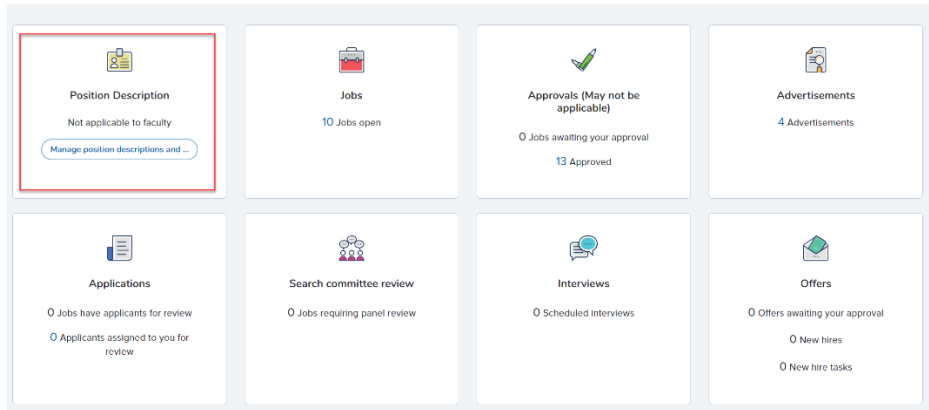
1. Open a web browser	
2. Navigate to my.calpoly.edu	
3. Enter your username and password	
4. Select Cal Poly Jobs under My Apps	
5. Select Recruit for Position	Interstitial page
6. You will be taken to your dashboard	

Replacing a Position

This process allows a hiring manager to fast track the time to hire process by recruiting for a position description for a replacement hire. If you choose to edit a replacement position description, the position will need to go through the classification review process with Human Resources.

- On the Hiring Manager Dashboard, select "Manage position descriptions" to find the existing PD.

My Dashboard



- On the Position Description Search:
 - Type a search term related to the position you are replacing
 - Select "Search"
 - Find the matching position
 - Select "Edit"

Position Description

PD No. Working title Position Number Employee Name Employee No.

Supervisor Name Work Type Campus Division Sub department

Approval status Status

[Clear](#) [Search](#)

PD No.	Working title	Position Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-161	Technology Consultant - Template				17 Feb 2019	Approved	Edit View Recruit for position Archive
PD-163	Technology Consultant - Test Script 3	SL-00011032			11 Feb 2019	Pending approval	Edit View Recruit for position Archive
PD-172	Technology Consultant - Test	SL-00011032			16 Feb 2019	Approved	Edit View Recruit for position Archive
PD-175	Technology Consultant	SL-00009891	Steven R Gonzalez	Richard A Cavaletto	19 Mar 2019	Approved	Edit View Recruit for position Archive

- Review the position to verify that it is the correct position that you intend to replace.

If it matches, continue with the procedure below "Update Position Description."

(PD-175) Technology Consultant

[Recruit for position](#)

Position info Documents

POSITION INFORMATION

Internal Team: SL-CAFES

***Job Code/Employee Classification:** Info Tech Consultant 12 Mo
[Job No: 0420](#)

Position Number: Info Tech Consultant 12 Mo
[Position no: SL-00009891](#)

CSU Working Title: Technology Consultant - Sharon Arnold

Salary Range/Grade: No salary range/grade selected.

Campus: San Luis Obispo

Division: Academic Affairs-Provost

Position Description: Position Information

The position information section outlines basic position information pulled from the existing position description within Page Up. Here you can review the position description information and determine if the existing position description still matches role you are trying to replace.

- 1. Scroll to the bottom of the page to the Users and Approvals section and select Update PD button.

USERS AND APPROVALS

Hiring Administrator:*

CPSLO Hiring Manager

Approval process:*

SL - Staff - New PD - No Edits

1. Reports-to:

CPSLO Hiring Manager

Approved 18 Feb 2019

Update PD

HR/Faculty Affairs Representative:*

Samson Blackwell

Next page >

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

- 2. A pop up window will appear. Click "OK" to restart the approval process.

Note: Since we are replacing an existing position, we will need to restart the approval process with HR.

adminuat.dc4.pageuppeople.com says

Are you sure you want to restart the approval process?

OK

Cancel

- 3. Select the internal team that is equivalent to your department.

Internal Team:

SL-Position Description Templates

SL-CAVES

SL-Position Description Templates

SL-Provost's Office

SL-San Luis Obispo

SL-UD-Alumni Relations

SL-UD-Annual Giving

SL-UD-College Unit Development Officer

SL-UD-Community and Government Relations


SL-UD-Corporate and Foundation Relations

SL-UD-CP Foundation

- 4.** Review Job Code / Employee Classification: Select the blue arrow to expand the employee classification information for your review.

Note: If you intend to replace an existing position, but at a different classification, please contact your recruiter.

*Job Code/Employee Classification:

Info Tech Consultant 12 Mo 

Job No: 0420 ^

Job Family: IT

Union Code: R09

CompFreq: M


Job Function: STF



- 5.** Review Position Number and details. Confirm the correct incumbent is listed.


Note: If incumbent is not correct, contact your recruiter.

Position Number:

Info Tech Consultant 12 Mo 

Position no: SL-00009891 ^

Position Name: Info Tech Consultant 12 Mo

Current Incumbent: Steven R Gonzalez 

Reports To: Richard A Cavaletto

Campus: San Luis Obispo

Division: Academic Affairs-Provost

College: CAFES-Coll Ag Food& Env Sci

Department: CAFES-Computer Support - 102503

Grade: 2

Cost Center: GFND

Funded: Yes

FTE: 1.000000

MPP Job Family:

Hours Per Week: 40.00

Union:R09

Sensitive Position:No

Critical:No

- 6.** Review/edit the CSU Working Title as necessary.

Note: You can update/edit the working title based on the department needs and/or to align with market trends. To confirm what titles are allowed for Staff/Management roles, please contact your recruiter.

CSU Working Title:

Technology Consultant

- 7. Review Salary Range/Grade Range, and confirm it matches the Salary Range/Grade you will be replacing.**

Note: As stated in step 10A, if you intend to replace an existing position, but at a different classification, please contact your recruiter.

Salary Range/Grade:

0420-CAREER-Grade-2

Minimum \$ 4,372.00
Maximum \$ 10,478.00

- 8. Review Campus, should be San Luis Obispo.**

Campus:

San Luis Obispo

- 9. Review/edit Division as it applies to your department.**

Division:

Academic Affairs-Provost ▼

- 10. Review/edit College/Program as it applies to your department.**

College/Program:

CSM-College of Science & Math ▼

- 11. Review/edit Department as it applies to your department.**

Department:

CSM-Chemistry & Biochemistry - 115200 ▼

- 12. Review FLSA Status.**
This status is read-only.

Note: If you are changing the Classification and the FLSA status is therefore incorrect, contact your recruiter. You will not be able to progress past this point.

FLSA Status:

Exempt

13. Review/edit Job Summary as needed.

Note: A job summary should already exist as this is a replacement position. However, if you would like to update to include new details about the department or changes to the basic functions of the position, please do so here.

Job Summary/Basic Function:

Department: complete this information specific to your area.

14. Minimum Qualifications and Required Qualifications will auto-populate and are read-only.

*Minimum Qualifications:

Bachelor's Degree and two years of relevant experience (additional qualifying experience may be substituted for up to two years of required education on a year-for-year basis)

Required Qualifications:

Proficiency using standard software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems.

15. Review/edit Preferred Qualifications as needed.

Note: Preferred Qualifications should already exist as this is a replacement position. However, if you would like to update to include new preferred qualifications, please do so here.

Preferred Qualifications:

Department: Add any additional preferred skills or experience as appropriate to the position and the classification. Feel free to consult with your Recruiter.

16. Review/edit Special Conditions as needed.

Note: Special Conditions should already exist as this is a replacement position. However, if you would like to update to include new special conditions, or delete any that no longer apply, please do so here.

Special Conditions:

Must be willing to travel to coordinate off-site events and for occasional professional development.

Ability to move desktop computer systems and printers (up to 50 lbs) and work in confined spaces if necessary to support network connections.

17. Review/edit License/Certification as needed.

Note: Licenses/ Certifications should already exist as this is a replacement position. However, if you would like to update to include new requirements, or delete any that no longer apply, please do so here.

License / Certification:

Department: Add any required certifications or licenses as appropriate.

18. Review/edit Mandated Reporter as needed.

Note: This should auto-populate since this is a replacement position. If you have any questions, contact your recruiter.

*Mandated Reporter:

General - The person holding this position is considered a general mandat...

Select

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

May be Considered - This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

19. Review NCAA as applicable. If you feel this status is incorrect, please contact your recruiter.

NCAA:

☐ Yes ☒ No

20. Review/edit Conflict of Interest as needed.

Note: This should auto-populate since this is a replacement position. If you have any questions, contact your recruiter.

Conflict of Interest:

None

Select

A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

None

21. Review/edit Supervises Employees as needed.

Supervises Employees:

☐ Yes ☒ No

Job Duties – Outlines Specific Job Tasks for a Position

This section allows a hiring manager to review job duties that will pull from the existing position description. If the hiring manager would like to make changes, or additions to the job duties, additional approvals will be required.

1. Review Job Duties.

- A. To make changes to the Job Duties, select “New” at the bottom of the Job Duties section.
- B. Percentage of time is not required, since (if approved) these duties will be moved to the “Essential” or “Marginal” functions section.
- C. Add in the job duty/duties you’d like to update the position description with.
- D. Identify if the duty is an essential or marginal task.
- E. Select Add when done

Note: If you edit job duties, the position will require an additional level of HR review and may affect the classification.

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal		
90	Responsible for the day-to-day management, organization and direction of the operations of a strategic communications program for the Office of the Provost and specific Academic Affairs support units.	Essential	Edit	Remove
10	Perform other job-related duties and special projects as assigned.	Marginal	Edit	Remove
	Maintain currency in the knowledge and skills necessary to facilitate industry-leading ons.			

New

% of tim

Duties / Responsibilities

Essential

Add

2. Selection Criteria

Note: Currently not required. Contact your recruiter if interested in using Selection Criteria to build interview questions.

SELECTION CRITERIA

There are no items to show

Posting Details: Build your Position Advertisement

This section of the position description is the marketing summary and advertisement posting information for the role. It utilizes a built-in job summary template.

1. Enter 1 -2 sentence statement about the role.

POSTING DETAILS

*Advertising Summary:

Department: Add a compelling 1-2 sentence statement about the role.

2. Follow instructions in template by scrolling down (on the right) to review/edit advertising copy. This will be used to post your position information in various job marketing outlets.

Advertisement text:

The screenshot shows a Google Docs interface. At the top is the standard Google Docs toolbar. The document title is "CAL POLY". Below the title, there is a section titled "Job Summary" with a placeholder text "Insert a brief summary of the job". A red arrow points to the right margin of the document.

Users and Approvals

This section is where you will select the appropriate approval process based on the replacement position you are hiring for.

- 1. Hiring Administrator:
Enter the name of the hiring manager for the position you are recruiting for.

USERS AND APPROVALS

Hiring Administrator:*

Jeffrey Williams

Email address: jwill130@calpoly.edu

- 2. Approval Process:
 - A. If no edits were made to the job duties, select approval process: SL – Staff – Replacement PD – No Edits
 - B. If edits were made, select approval process: SL – Staff – Replacement PD - Edits.

Approval process:*

SL - Staff - Emergency Hire

1. Supervisor:

No user selected.

None
SL - Staff - Emergency Hire
SL - Staff - New PD - Edits
SL - Staff - New PD - No Edits
SL - Staff - PD Template
SL - Staff - Replacement PD - Edits
SL - Staff - Replacement PD - No Edits

OR

Approval process:*

SL - Staff - Emergency Hire




1. Supervisor:

No user selected.

None
SL - Staff - Emergency Hire
SL - Staff - New PD - Edits
SL - Staff - New PD - No Edits
SL - Staff - PD Template
SL - Staff - Replacement PD - Edits
SL - Staff - Replacement PD - No Edits




3. Enter the name of the appropriate individual for each role in the approval process.
 - A. If no edits were made, you will only be required to enter in the Supervisor's name.
 - B. If edits were made, you will be required to enter in Supervisor's and Human Resources (your recruiter).




Approval process:* SL - Staff - Replacement PD - No Edits

1. Supervisor: CPSL UAT Dept Head   
 cppgup+dhuat@gmail.com

OR


Approval process:* SL - Staff - Replacement PD - Edits

1. Supervisor: CPSL UAT Hiring Manager   
 cppgup+UATHM@gmail.com

2. Human Resources: CPSL UAT Staff Recruiter   
 cppgup+staffruat@gmail.com

4. HR/Faculty Affairs Representative:
Review/edit the name of the HR representative that supports your department.

Note: If you have made edits, the name of the HR representative will appear twice on this page.

HR/Faculty Affairs Representative:* Jordan McKim  
 Email address: jbooza@calpoly.edu

5. For replacement positions, you will not add additional documents.

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

6. Click "Submit & Exit" to begin the approval workflow.

Save a draft Submit **Submit & Exit** Cancel