UNIVERSITY of SOUTH FLORIDA

Click a topic in the Table of Contents to jump to a topic and use Ctrl + Home to return to this page.
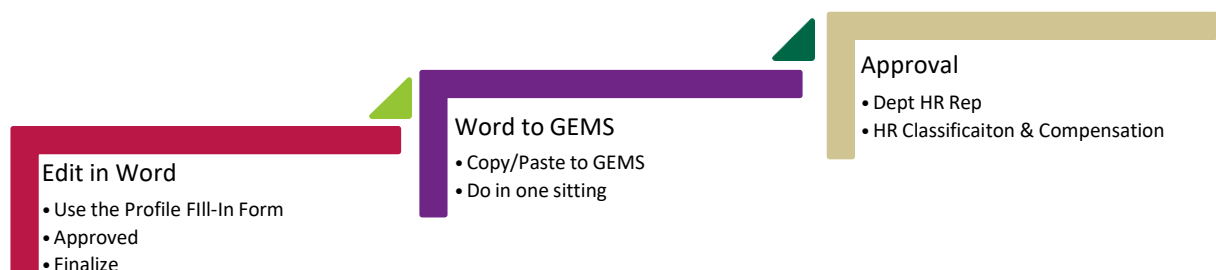
Table of Contents

Overview of Positions

USF has both temporary and position employees. Temporary can be student employees, such as Graduate Assistants, or non-student employees, such as Adjunct Faculty or temporary clerical. They do not have a position number. Positions can be Faculty, Staff, Administration, or Executive Service; they will always have a position number.

USF employees hired on a position have a position description stored in GEMS and accessible under Manager Self- Service. Use the Maintain Job Profile function to review and make changes to a position description or to create a new position.

CHR must approve new positions or changes to an existing position before creating a job opening on the position. The position description in GEMS should be an accurate reflection of the work performed by the employee to ensure that your recruiting efforts are not wasted. Ensuring a well-written, updated position description is in place will make your recruiting process much simpler because data from the profile populates much of the job opening in the recruiting module.

TIP: Creating or updating a profile is easier if you follow the steps below.

Edit in Word
• Use the Profile FIll-In Form
• Approved
• Finalize

Word to GEMS
• Copy/Paste to GEMS
• Do in one sitting

Approval
• Dept HR Rep
• HR Classificaiton & Compensation

Maintain Job Profiles

NAVIGATION: Main Menu > Manager Self-Service > Position/Profile Management > Maintain Job Profile

Many of the steps in this guide apply to both creating a new position and updating an existing position. In both cases, you can save time and frustration by starting the process in a Word document and then copy/paste the final product into GEMS.

Use the Word Profile Fill-In Form document (available in the [Central Human Resources Forms Library](#)) to create the new profile or make changes to the existing position. You can copy and paste the information from the existing profile into the Word document.

Feel free to contact your Classification & Compensation Consultant to discuss or review your proposed profile prior to submitting in GEMS. This can help avoid delays and ensure that your new profile matches the classification specs defined by Human Resources. Obtain feedback and approvals from the position's supervisor and other necessary individuals in your department prior to starting the process.

Remember, copy **all** of your information into the profile **before** you click save at the bottom. A working draft option does not currently exist and your changes **will not** be saved.

Change an Existing Position (Profile)

To look up your position, type the position number in the Profile ID field, and then click **Search**.
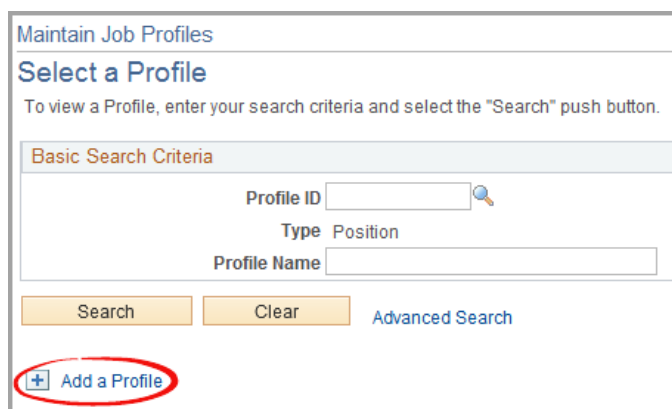
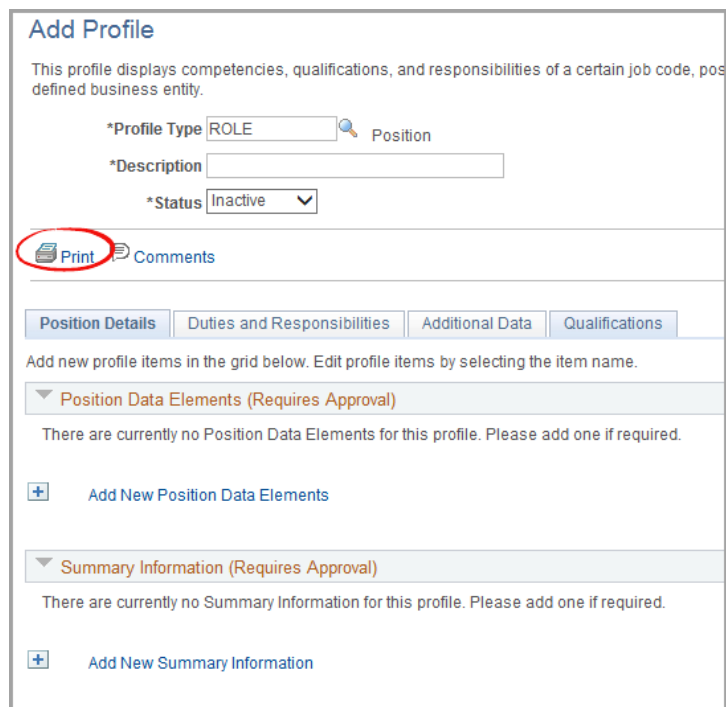In the search result that appears, click the hyperlinked profile name.

Creating a New Position (Add a Profile)

TIP: A new position number will be assigned to the profile at the end of this process. You will be able to see the number when you submit your changes in the final step and on your Approve Profiles page afterwards.

To create a new position, click the **Add a Profile** link.

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813-974-2970 | usf.edu/hr

Select a profile type of ROLE and add the title of the position in the Description box. The tabs for completing the profile will appear, but all sections will be blank.
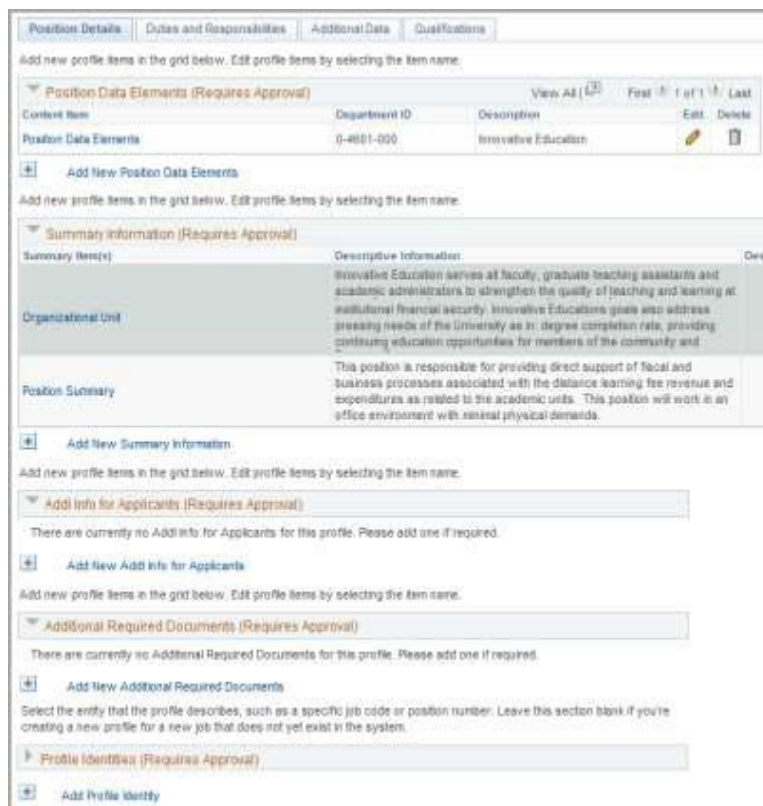

Managing the Position Data

Position Details Tab

The first tab is Position Details. For a new position, no data has been added for the profile and you will only see the "Add New…" link under each section. There are four sections to complete on this tab:

- *Position Data Elements* – data such as Department ID, job code, Reports To, Union Code.

- *Summary Information* – Short summaries. The Organizational Unit summary should be the same for every position in your department.

- *Addl Info for Applicants* – Not always needed, but available.

- *Additional Required Documents* – List documents needed by the person recruited for this position. Most positions will need a Cover Letter, Resume, and Transcripts.

- *Profile Identity* – This is automatically generated by the system. No action is needed.

Position Data Elements – Including Supervisor or Telephone Changes

In the Position Data Elements section, click the red pencil icon to make changes if you are updating an existing position or click the "Add New Position Data Elements" link for a new position.
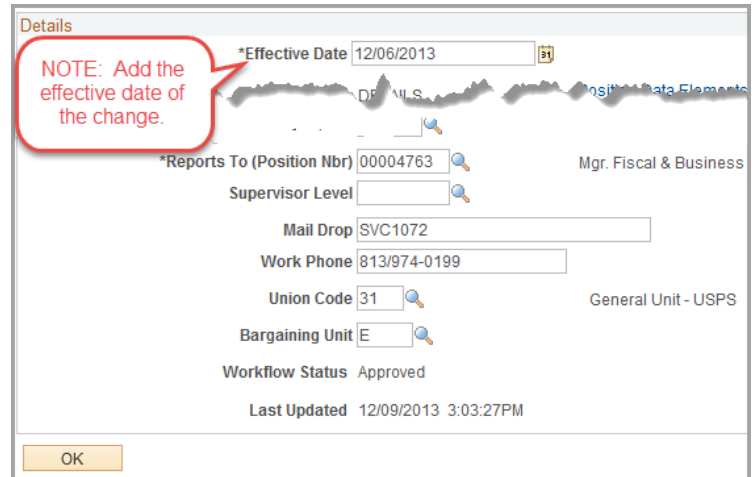
Position Data Elements (Requires Approval)		View All		First 1 of 1 Last
Content Item	Department ID	Description	Edit Delete
Position Data Elements	0-4601-000	Innovative Education	✏️ 🗑️

Position Data Elements captures details about a position such as location, job code, and salary plan. Departments are responsible for keeping position information up to date.

FIRST: Add the effective date of the change.
If you don't add a new date, the change will overwrite the existing information and will be denied by CHR for resubmission. Your effective date should be current – either very recent or future-dated.

Make your changes, using the lookups as needed, and click **OK** at the bottom of the page.

If you have questions about any of this information, contact your Classification & Compensation Consultant.

Details

NOTE: Add the effective date of the change.

*Effective Date 12/06/2013

*Reports To (Position Nbr) 00004763 — Mgr. Fiscal & Business
Supervisor Level
Mail Drop SVC1072
Work Phone 813/974-0199
Union Code 31 — General Unit - USPS
Bargaining Unit E
Workflow Status Approved
Last Updated 12/09/2013 3:03:27PM

OK

Summary Information

In the Summary Information section, click the red pencil icon to make changes if you are updating an existing position or click the "Add New Summary Information" link for a new position.

Update organizational unit and position summaries as needed by copying and pasting the information from the Word document you created earlier. Select Organizational Summary to add a short description of the department and Position Summary to add a short summary of the position.

Remember, the Organizational Summary should be the same for all positions in the department. The position summary should be an attractive snapshot of the position, not simply a list of the duties. This position summary will form the basis of your job posting – take advantage of the space to make it as appealing as possible for new recruits. You may also include desired skills and abilities that are not quantifiable that the person in this position should have. These may include things such as, excellent customer service skills, detail-oriented, etc.

Addl Information for Applicants

Use this box to record the target salary range you would like to hire at; CHR Classification and Compensation will determine the final salary range. Be sure to note if the position is all or partially grant-funded. Use the specials skills and training field to record the kinds of skills and training you want the employee in this position to have.

Remember, copy all of your information into the profile before you click save at the bottom. A

working draft option does not currently exist and your changes will not be saved.

When you have updated all elements on the Position Details tab, click the **Duties and Responsibilities** tab.

Duties and Responsibilities Tab

Edit or delete a responsibility by clicking the icons at the right. Add a new responsibility by clicking the **Add New Responsibility**.

TIP: Keep the following in mind when writing the duties of the position.
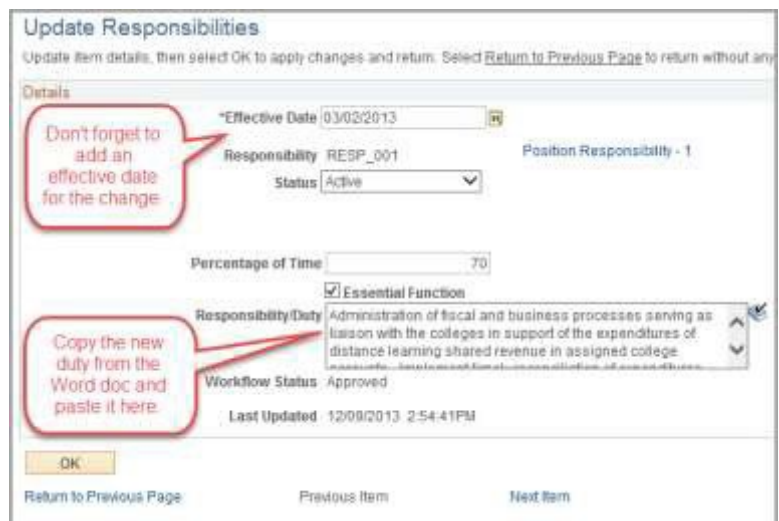
* Duties should be listed in the order of largest percentage of time to smallest, with the primary core duty first.

* Percentages should be less than 40%. Speak with Classification & Compensation if this is an issue.

* Group core functions together in one duty. An employee might use the same skill for many parts of their job.

* Do not include performance-based language. Performance is addressed in the employee's evaluation.

* A well-written position description is somewhere around 300 words.

In this example, we click the pencil Edit icon.

To make a change, add the effective date for this change. Enter the percentage of time for this duty and copy/paste the duty from the Word document into the responsibility field.

When finished, click **OK**.

Note: if you were adding a NEW responsibility, there would be another button next to OK to Apply and Add Another. This can be a time-saver!

Additional Data Tab

Work Environment –Describe the environment (office, warehouse, etc.) and the percentage of time.
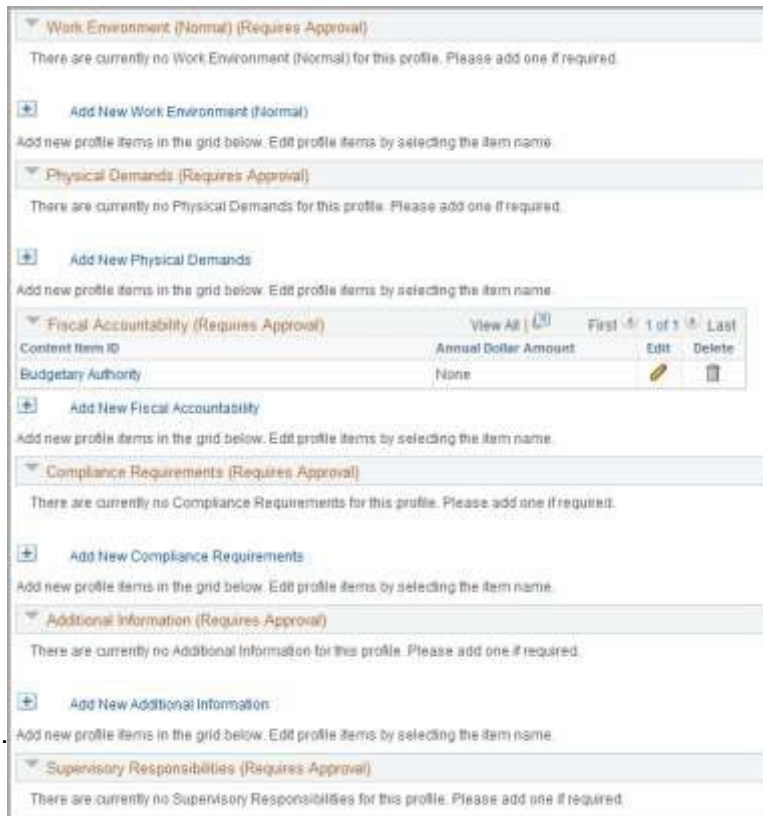
Physical Demands – Describe the physical demands this position will require and the percentage of time.

Fiscal Accountability – Describe the financial responsibility this position will hold and provide details on the dollar amount.

Compliance Requirements – Describe the compliance requirements for this position.

Additional Information – Anything additional that this position requires.

Supervisory Responsibility – Does this position supervise others? List the position numbers and titles of the people reporting to this position. These are listed in separate fields. Click the lookup icon to view both options.

Qualifications Tab

Update the minimum and preferred qualifications. Remember that the minimum qualifications are set by the job code and must match verbatim.

Preferred qualifications should be quantifiable by looking at the candidate's resume. For qualitative preferences, consider adding these to the position summary or to the Additional Information for Applicants area.

Other sections on this tab include:

Licenses and Certifications – Does this position require a CDL license, scuba certification?

Machines or Equipment Used

Tests or Examinations – use this to specify the type of background check required for this position.

Language Skills – add any needed by the position.

Save and Submit Changes

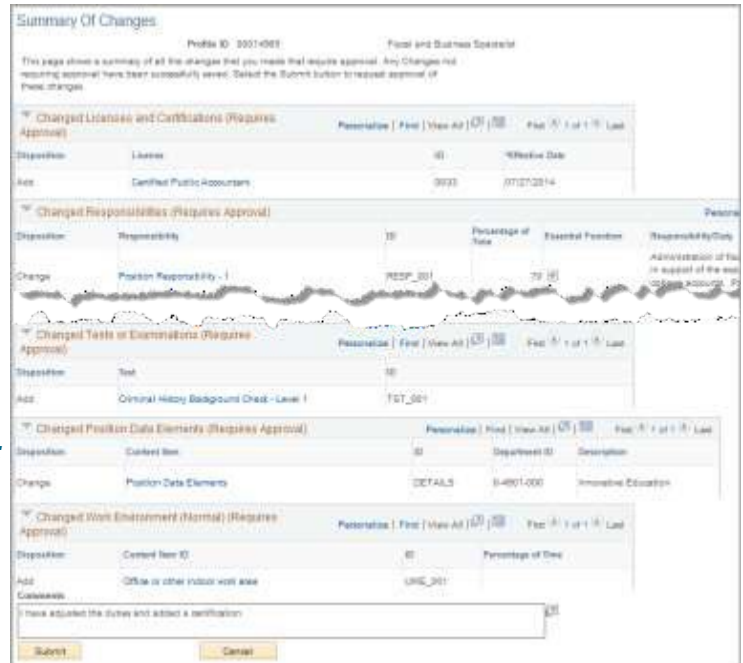Once all changes are made on all tabs, click **Save**.

TIP: Once saved, you will not be able to edit the profile until it is approved or denied. Contact Classification & Compensation with questions or concerns.

Submit Summary of Changes

Once you click Save, a Summary of Changes will appear.

Add comments to let CHR know what is requested:

1. Small changes to position data elements? Add a comment that this is a change to a reports to, mail point, phone number, etc.
2. Changes to duties? Add a comment about **why** the position is changing.
3. Reclassification? Add a comment that you are requesting a reclassification from job code XXXX to job code XXXX.
4. New position? Put that in the comment.

For Reclassifications and New Position requests, include a brief justification of why this action is happening. What has changed in your department to warrant the change?

What if you see a mistake on the Summary of Changes page? You get a Do Over!

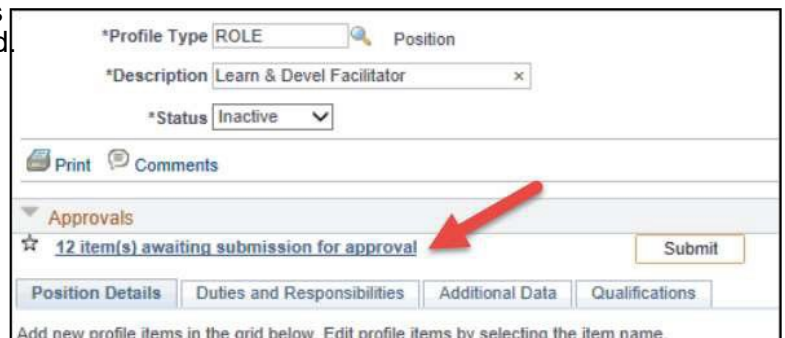Click Cancel. Your changes Are saved but not submitted.

Back on the Add Profile (or Maintain Position Profile) page, the Approvals section will have a link with XX item(s) awaiting submission for approval.

Click that link to open a page titled Items Awaiting Submission.

Find the section you want to change and click the trashcan icon to delete it. Once deleted, click Save on the Items Awaiting Submission page.

Back on the Position Profile page, go to the section you just deleted and click Add…

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The Submit Confirmation page opens showing the workflow - Dept HR Rep, then CHR. Click **OK** to submit the confirmation for approval. If you are the Dept HR Rep, go to Approve Profiles and approve it.

Once all changes have been approved by CHR, a job opening can be created.

Approve Position Profile Changes

NAVIGATION: Main Menu > Manager Self Service > Position/Profile Management > Approve Profiles

Changes to a position profile or the creation of a new position profile must be approved by the department and by CHR. Below are the steps to approve position profile changes.

The workflow will route changes to the Department HR Rep first. Click the hyperlinked profile name. **Note:** The position number is referred to as the Profile ID.

The summary of changes will appear with hyperlinks for each change made.

Click the hyperlinks for each change to see the changes made.

After reviewing all the changes, add any comments and click **Approve** at the bottom of the page.

Approvals are routed to CHR.