

# Creating Position Descriptions

1. From the Recruiter Dashboard, click Hamburger under the **Job** section, click **Manage position descriptions**.

The screenshot shows the PageUp Recruiter Dashboard. The left sidebar has a 'Jobs' section with 'Manage position descriptions' highlighted. The main content area shows a list of job templates and requisitions. The top navigation bar includes 'Jobs', 'People', 'Reports', 'Settings', and 'Recent Items'. The right sidebar shows 'Manager Activities' and 'Tasks'.

Category	Count
Total	4
All Notifications	2
Draft	1
Testing	1
Approved	1
Offer	1

Job Template	Requisition Number	Positions	Vacancies
Iteration 1 job template demo - Director – Office of Workforce Engagement	492229	0	0
test_job_289529		0	0
Campaign Tester General	492221	0	0
Director of Arts/Communications	492227	1	1

2. On the **Position Description** page, search and locate the relevant position description. Click **New position description**.

The screenshot shows the PageUp Position Description page. The 'New position description' button is highlighted. The page shows a form for creating a new position description and a table of existing position descriptions.

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Nov 2, 2022	Pending approval
PD-2	Research Assistant - HRIS	44333				Aug 10, 2022	Pending approval
PD-3	Human Resources Assistant	50054794		Ronald Recruiter		Sep 23, 2022	Pending approval
PD-4	Director of Communications	50054436		Darlene Director		Sep 22, 2022	Approved
PD-5	Iteration 1 demo - Director – Office of Workforce Engagement	50054436		Darlene Director		Aug 31, 2022	Approved
PD-6	Special Agent (Investigator/Eastern Region/Multiple Positions)					Oct 4, 2022	Draft
PD-7	Professor of Childcare	CCW13094				Dec 6, 2022	Approved
PD-8	Administrative Assistant	321				Oct 6, 2022	Pending approval
PD-9	User Support and Systems Security Specialist					Oct 25, 2022	Approved
PD-10	Info Technology Specialist I					Oct 24, 2022	Approved
PD-11	Sr. Talent Management Consultant					Oct 24, 2022	Approved
PD-12	PAYROLL & BENEFITS ACCOUNTANT					Oct 28, 2022	Approved
PD-13	Instructional Design Specialist					Oct 28, 2022	Approved
PD-14	Part Time Museum Generalist Danville Science Center					Nov 4, 2022	Approved

3. Begin to populate the position description with as much detail as possible. Required fields will be notated with an **"\*"** for reference. Note the below fields:
  - a. Position Title and Number: Enter the position number from Cardinal.

- i. If the needed position number is not searchable in PageUp, users must wait until next business day to complete the position description when the position number is imported into PageUp.
- b. Team: Will auto populate based on user entering the position. If user has a drop-down field, select the appropriate Department in the list selection.

### New position description

Position info

Position description

Work description

Physical demands

Emotional demands

Mental/sensory demands

Users and approvals

Notes

Documents

POSITION DESCRIPTION

To edit an approved Position Description scroll to the bottom of the form and press "Update PD."  
Click "OK" in the pop-up window that appears to reset the approval process.

Requisition Number:

System will automatically create a Requisition Number.

Position Title and Number:\*

Q

No position selected.

Agency - Parent:\*

Select

Agency:\*

No Agency found

Agency Number:\*

Please enter the 3-digit Agency Number above

Department:

No Department found

4. Continue to complete all required fields notated by an asterisk.

POSITION DESCRIPTION	
To edit an approved Position Description scroll to the bottom of the form and pre Click "OK" in the pop-up window that appears to reset the approval process	
Requisition Number:	System will automatically create a Requisition Number.
Position Title and Number:*	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/> No position selected.
Agency - Parent:*	<input type="text" value="Select"/>
Agency:*	<input type="text" value="No Agency found"/>
Agency Number:*	<input type="text"/>
	Please enter the 3-digit Agency Number above
Department:	<input type="text" value="No Department found"/>
Team:*	Dept for Aging & Rehab Svcs
Work Location:*	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/> No Site name selected.
Occupational Family:*	<input type="text" value="Select"/>
Working Title:*	<input type="text"/>
Job Title & Code:*	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/> No job title & code selected.
Employee Level:*	<input type="text" value="Select"/>
Does employee supervise 2 or more employees (FTEs)?:*	<input type="radio"/> Yes <input type="radio"/> No
FLSA Status:*	<input type="text" value="Select"/>
Statement of Economic Interest (SOEI):*	<input type="radio"/> Yes <input type="radio"/> No
Is this a safety sensitive position?:*	<input type="radio"/> Yes <input type="radio"/> No
Position Designation:*	<input type="text" value="Select"/>
EEO:*	<input type="text" value="Select"/>
Is this position eligible for telework?:*	<input type="radio"/> Yes <input type="radio"/> No

- a. Note on Working Title: This job title is candidate facing and can be different than the Position Number title.



5. At the **Users and Approvals** section, complete the following areas:

- a. Position Reports To: Enter the supervisor's first and last name.
- b. Approval Process: Select the approval process that best suits your agency. Each Approval step requires an HR Reviewer to be the final approver.
- c. Recruiter: The Agency Recruiter who will oversee the recruitment process.

## USERS AND APPROVALS

**Note:** Enter the approver assigned to the designated functional area. Ideally, these should not be the same person. If entering the same approver name in multiple approver fields, the agency must have a valid business reason with supporting documentation that authorizes this action.

Position Reports To:\*

No user selected

Approval process:\*

None ▼

None

Approval - 1 Step

Approval - 2 Step

Approval - 3 Step

Approval - 4 Step

Recruiter:\*

No user selected.

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

Save a draft

Save

Save and Exit

Cancel

6. Save the position description using one of the below options:
  - a. Save as Draft: Save and return to a later time.
  - b. Save: Saves the position description.
  - c. Save and Exit: Will show if any required fields are missing and the approval process will begin.
  - d. Cancel: This will exit the position description without saving any updates.