



## PageUP: Updating A Position Description

1. Login to your MyJaxState account.



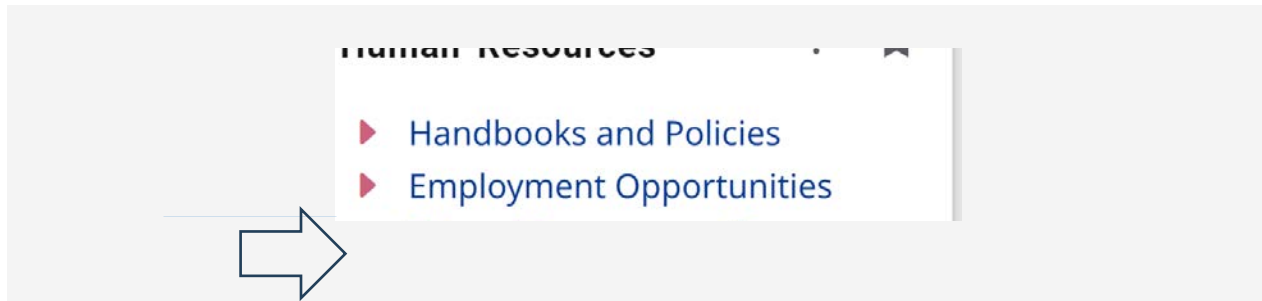
2. Select the Human Resources card
  - You may have to search in Discover More for the card.
  - You can bookmark it for later use.

### Human Resources

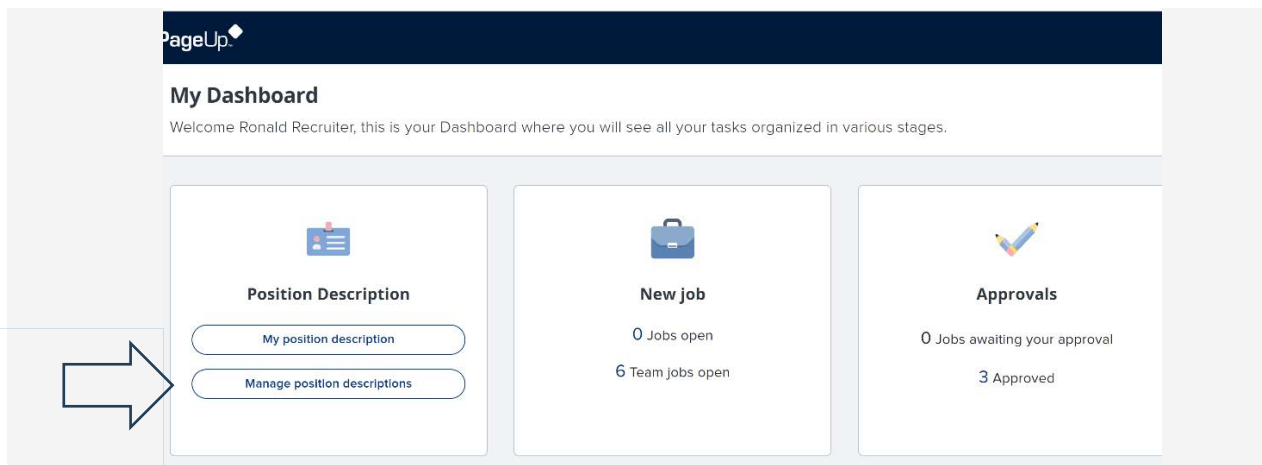
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment  
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP)



4. Select Manage Position Descriptions (in the Position Description section)



5. Search for the position

- Position Title
- Position Number
- Employee name

*\*Please note, your previous search fields will populate when you login in each time. It may be necessary to select "clear" before you search for accurate results.*

New position description

| Position Description |                        |                      |                      |                      |                      |
|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|
| PD No.               | Position/Working Title | Job Title            | Position Number      | Role Number          | Employee Name        |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employee No.         | Supervisor Name        | Work Type            | Division             | College              | Department           |
| <input type="text"/> | <input type="text"/>   | All                  | All                  | All                  | All                  |

6. Once you have located the position, click on "Edit" (towards the right of the screen)

|             |          |      |      |                      |         |
|-------------|----------|------|------|----------------------|---------|
| Feb 6, 2024 | Approved | Edit | View | Recruit for position | Archive |
| Feb 6, 2024 | Approved | Edit | View | Recruit for position | Archive |
| Feb 6, 2024 | Approved | Edit | View | Recruit for position | Archive |
| Feb 6, 2024 | Approved | Edit | View | Recruit for position | Archive |

7. After clicking "Edit", you will be navigated to the position description.
8. Scroll to the bottom of the Position Description.
9. Click on "Update PD."

HR Representative: Eric Johnson Approved Feb 6, 2024

10. A popup will appear asking if you would like to restart the approval process.
11. Click "OK."

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Are you sure you want to restart the approval process?

12. This will open the position description up to be edited.
13. The fields will pre-populate from the previous Position Description.
14. Edit the fields as necessary, paying close attention those marked with an asterisk (\*).



15. Also pay close attention to the following fields as they contain the most position-specific information:

- a. Position Summary
- b. Required Knowledge, Skills and Abilities
- c. Required Qualifications
- d. Preferred Qualifications
- e. Duties/Responsibilities

|   |   |
|---|---|
| Position Summary:*                      | <p>HR Analyst is responsible for supporting a variety of tasks for a busy HR department and is involved in providing data analytics, audits, recruitment of assigned positions and assists with HR-related inquiries and projects. The Human Resource Analyst will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.</p> |
| Required Knowledge Skills and Abilities |   |
| Knowledge of:*                          | <ul style="list-style-type: none"><li>• University policies, rules, and regulations</li><li>• Division/Department policies, procedures, functions, and related regulations, as well as organizational relationships</li><li>• University and Division's Mission, Goals, and Expectations</li><li>• Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media</li></ul>          |
| Skills:*                                | <ul style="list-style-type: none"><li>• excellent organization and time management skills, and attention to detail</li><li>• organized, attentive to detail, and customer-focused</li><li>• excellent written and verbal communication</li><li>• excellent interpersonal skills</li><li>• monitoring and assessment skills to help ensure necessary enhancements and/or</li></ul>                               |
| Ability to:*                            | <ul style="list-style-type: none"><li>• demonstrate respect for personal and confidential information</li><li>• establish and maintain professional relationships</li><li>• demonstrate diligence about detail and accuracy in work</li><li>• display service oriented mentality and respond to customer's needs with a sense of urgency</li></ul>  |

*\*Please note: You can edit all fields on the Position Description except the "Required Qualifications" and Mandatory Training fields. Those must be edited by Human Resources.*

|                           |   |
|---------------------------|---|
| Required Qualifications:* | <ul style="list-style-type: none"><li>• Bachelor's degree</li><li>• at least two (2) years' Human Resources experience; direct experience of HRIS maintenance preferred</li></ul>   |
| Preferred Qualifications: | <div style="border: 1px solid black; height: 40px;"></div>  |
| Mandatory Training:*      | <ul style="list-style-type: none"><li>• Introduction to the Campus Sexual Violence Elimination Act</li><li>• Prevent Harassment</li><li>• Ethics Awareness</li><li>• FERPA - Family Educational Rights and Privacy Act</li><li>• Cybersecurity Training</li></ul> |

16. To edit the Duties and Responsibilities:

- a. Click Edit (edits the existing duty)
- b. Click Remove (removes the existing duty)



| % of time | Duties / Responsibilities   | Essential / Marginal | Edit | Remove |
|-----------|---|----------------------|------|--------|
|           | Assists with the maintenance of the HRIS system and associated processes and ensure ongoing auditing of the system.   | Essential            | Edit | Remove |
|           | Serves as the Administrator for the electronic forms system ensuring the timely and appropriate disposition of actions and updates department electronic forms as needed. | Essential            | Edit | Remove |
|           | Maintains the University's organizational charts, ensuring accurate disposition.  | Essential            | Edit | Remove |
|           | Assists with coordinating and participating in HR related events.   | Essential            | Edit | Remove |

- 17. Editing opens up a window to make changes to the existing duty.
  - a. Make changes, including updating the percentage or time and whether this duty is essential.
  - b. Click "Update" to save the changes.

| % of time                     | Duties / Responsibilities  | Essential / Marginal                   | Edit                                  | Remove |
|-------------------------------|--|--|---------------------------------------|--------|
| <input type="text" value=""/> | <input type="text" value="Assists with the maintenance of the HRIS system and associated processes and ensure ongoing auditing of the system."/> | <input type="text" value="Essential"/> | <input type="button" value="Update"/> |        |

- 18. To add a new duty, click "New."

|                                    |   |           |      |        |
|------------------------------------|---|-----------|------|--------|
|                                    | Interprets and applies personnel policies and procedures, and works closely with internal HR staff and hiring managers in applying and maintaining compliance with Fair Labor Standards, Federal and State Employment laws and regulations, as well as JSU policies and procedures. | Essential | Edit | Remove |
| <input type="button" value="New"/> | Performs other duties as assigned.  | Essential | Edit | Remove |

- 19. This opens up a window to add the new duty or responsibility.
  - a. Add the desired information, including updating the percentage or time and whether this duty is essential.
  - b. Click "Add" to save the changes.

|                               |  |  |                                    |        |
|-------------------------------|--|--|------------------------------------|--------|
|                               | Performs other duties as assigned.                     | Essential                              | Edit                               | Remove |
| <input type="text" value=""/> | <input type="text" value="Duties / Responsibilities"/> | <input type="text" value="Essential"/> | <input type="button" value="Add"/> |        |



20. Under “Users and Approvals:”

- a. Select the Department/Center (from the dropdown)
- b. Add an Additional User (if necessary)
- c. Add a Hiring Authority
  - For a Position Description, this should be the reporting manager/supervisor of the position.

**Users and Approvals**

Department/Unit/Center:

Additional User:    
No user selected.

Hiring Authority:\*    
Email address: [akcasey@jsu.edu](mailto:akcasey@jsu.edu)

Approval process:\*

21. Select an Approval process to review and approve the changes.

Approval process:\*

- None
- None
- 1 Approver
- 2 Approvers
- 3 Approvers
- 4 Approvers
- Adjunct Faculty
- Faculty Position Description Update Approval
- HR Position Description Upload
- Student Employment



22. Add approvers based on the selected Approval Process.

a. You can search or type in their name.

23. Do not adjust the Human Resources fields.

Approval process:\*

1. Human Resources Initial Review:

2. Initiator Post HR Review:

3. Vice President/Provost:

Human Resources:\*

Next page >

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

24. Click “Save & exit” to save the Position Description and begin routing it to the selected approvers. This will close the window.

25. Click “Save” to save the Position Description and begin routing it to the selected approvers.

26. Click “Save a draft” to save the Position Description as a draft to be completed later.

**\*Pay special attention to the PD number that is assigned to the Position Description. You can use this to search for the draft later.**