Quick Reference Guide: Creating a Classified/Non-Classified Position Description

**Instructions:** Use the following steps to Create a Classified/Non-Classified Position Description in PeopleAdmin 7. A position description (PD) is a document explaining the duties and responsibilities of a position at the university and determines position classification and pay grade.

1. Hover over Position Descriptions and click the appropriate position type:

2. Click Create New Position Description.

3. Click the New Position Description link.
4. Type in the Working Title.

5. Select the College/Division and Unit.

6. Click Start Position Request in the top right corner when finished or proceed to copy from existing, using the note below.

Note: You can create a Position Description from an existing Position Description by selecting a radio button next to the Position Descriptions listed below.

7. Fill in the required fields. For more detailed information, see Understanding a Position Description User Manual.

Note: The section you are currently viewing will not have a checkmark.

8. Hover over Take Action On Position Request and select the appropriate workflow step for your organizational structure.

Note: You can save the Position Description for later (Keep working on this Position Request) or, if you are the Reviewer or Approver, return to the appropriate user for revision.

You should see a green bar appear at the top of the page. A green bar means the Position Description has successfully been routed for review. The status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.