Position Management in Manager Self Service

Shalonda Cargill | Georgia Institute of Technology
Katy Manley | OneUSG Connect – Self Service
Michael Smith | OneUSG Connect – Careers
Safe Harbor

• What you will see here today is part of the Careers initiative of OneUSG Connect.

• Availability of these new features will be determined based on a schedule determined by readiness.

• Institutions will be contacted within the next few weeks to determine your readiness as we move forward.

• Shortly after institutions confirm their ability to participate in the implementation phase, the schedule will be confirmed.
A Brief History…

- **Gap Identification (January 2019)**
- **Requirements Gathering (Spring 2019)**
- **Development (Summer 2019)**
- **Implementation (January 2020)**
Cohort 6 Development

- Position Management Tile
  - Add/Change Position
  - Manage Position Funding
  - Vacant Position Query
  - Inactivate Position Query
  - My Positions Report
- Includes job profiles
- Prompt for funding
- Automatic database updates upon final approval

- Removes position management from My Team Tile
- Updates positions as a standalone process
  - Job data updates for position-driven, job-related changes
Add/Change Position

Add Position
- Clone existing position
- Details populate from job code

Funding
- Add
- Change
- Better user experience

Change Position
- Inactivate
- Reactivate
- Reclassify/change Vacant
Add Position (New + Clone)

Funding for NEW positions must be added before the position request can be submitted.
Funding can still be changed as a standalone change, using the Change Funding Transaction
Add New Position

From scratch or via clone
Add Position: Clone

• Funding Details
  • Proposed budget
  • Proposed salary
Change Existing Position

Vacant and Filled
Change Position

Vacant Position

Filled Position
Position Funding
## Change Position Details

### Add / Change Position

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Change Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001031</td>
<td>Change Position</td>
<td>Not Processed</td>
</tr>
</tbody>
</table>

**Business Unit**: Augusta University

**Position Number**: 20000003

**Curr Incumbents**: 1

### Salary Details

<table>
<thead>
<tr>
<th>Department</th>
<th>Classified Salary Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>30900/010</td>
<td>Mini/Annual 33670.000</td>
</tr>
<tr>
<td></td>
<td>Midpt/Annual 45455.000</td>
</tr>
<tr>
<td></td>
<td>Max/Annual 57239.000</td>
</tr>
</tbody>
</table>

**Effective Date**: 06/11/2019

**Salary Admin Plan**: CSP

**Salary Grade**: 13

### Proposed Budget

**Proposed Salary**: 

**Cancel Transaction**

[Previous Page] [Save & Proceed]
Position Funding

- Funding Details
  - Proposed budget
  - Proposed salary
Position Funding
Profile Management
Profile Management

• Existing profile data will automatically populate when completing the Add Position and Change Position transactions

• When the Add Position transaction is approved a new position-based job profile is created

• When the Change Position transaction is approved, the existing position-based job profile will be updated
  o If no position job profile exists, a new one will be created
Profile Management

**Job Profile**

- **Please check the boxes below to answer yes to one of the questions.**
  - Is this a Supervisory Position?
  - Does this Position have Financial Responsibilities?
  - Is Driving a Responsibility of this position?
  - Does this position qualify as a position of Trust?
  - Does this Position Require a PCard?
  - Does this position qualify as an "Essential personnel"?
  - Does this position require security clearance?

**Travel Required?**
- No, Travel Not Required

**No Of Employees Supervised**
- One to Three

**Supervised Positions**
Profile Management

<table>
<thead>
<tr>
<th>Job Summary</th>
<th>This position supports the administrative functions of the English Department and provides the Department’s interface with the public, students, parents, university.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Requirements</td>
<td>Bachelor’s Degree in communications, marketing or related field required.</td>
</tr>
<tr>
<td>Required Experience</td>
<td>2 or more years of experience managing social media and web content required.</td>
</tr>
<tr>
<td>Other Required Qualifications</td>
<td>2 or more years of diverse video production experiences are required.</td>
</tr>
<tr>
<td>Preferred Educational Qualifications</td>
<td>Master’s Degree in communications, marketing or related field preferred.</td>
</tr>
<tr>
<td>Preferred Experience</td>
<td>Experience with Adobe Creative Suite, specifically Adobe Premiere, is preferred.</td>
</tr>
</tbody>
</table>
DEMO DAY
Questions?
Additional Queries/Reports

• What are the most useful queries and reports for initiators?
• Common search criteria?
Closing Remarks

• Regression testing for Cohort 6
  • November 11\textsuperscript{th} & 12\textsuperscript{th} – ITS Athens
• Additional job aids will be provided
• Additional feedback is welcomed
Additional Interact Sessions

• Shared Job Profiles
  • 9:35 – Chatham Ballroom A

• MSS Road Trip
  • 10:45 – Chatham Ballroom A

• Careers 2.0
  • 3:10 – Chatham Ballroom A
thank you!