

Position Management Quick Steps

Quick Easy Steps to View, Create New and Update/Modify Position Descriptions

Go to: <https://jobs.ccsf.edu/hr/sso>

To access the site, use your RAM ID & Password log-in credentials.

Viewing a Position Description

- Step 1. Toggle over **Module Indicator** and select **POSITIONS** from the drop-down (upper left side of the screen).
- Step 2. Toggle over Position Descriptions tab and select position type from the drop-down box.
- Step 3. Search for the appropriate position description (by position number, name, title, etc).
- Step 4. Toggle over Actions drop-down (right side of the screen) select View.

Creating a New Position Description

- Step 1. Toggle over **Module Indicator** and select **POSITIONS** from the drop-down (upper Left side of the screen).
- Step 2. Toggle over Position Descriptions tab and select position type from the drop-down box.
- Step 3. Click on Create New Position Description (right side of the screen).
- Step 4. The System takes you directly to Setting page
- Step 5. Enter the Position Title and Department (if applicable) the Organizational information should auto populate based on your specific department.
You can also Copy an existing position by checking the radial button next to the appropriate position.
Then Click on **Start Position Request**.
- Step 6. Complete the various required fields on each tab of the request, then click on **Next**
- Step 7. When all the tabs have been completed and you are on the Action Summary page, the tabs that have exclamation points next to them indicate that there is required information missing that must be completed before changing the status of the description action.
- Step 8. Further complete these required fields by selecting the Edit button next to the tab title.
- Step 9. From Action Summary page, toggle over **Take Action on Position Request**. Select either Keep working on this position which will save it as a draft or the appropriate next step. See workflows at end of document.
- Step 10. Add any comments in the Comment Box, keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.
- Step 11. You will always be able to see the current status of your position request by going to you **Watchlist**.

Modify an Existing Position Description

- Step 1. Toggle over **Module Indicator** and select **POSITIONS** from the drop-down (upper left side of the screen).
- Step 2. Toggle over Position Descriptions tab and select position type from the drop-down box.
- Step 3. Search for the appropriate position description to modify (by position number, name, etc).
- Step 4. Toggle over Actions drop-down (right side of the screen) select View.
- Step 5. Review Summary and select Modify Position Description (right side of screen).
- Step 6. System prompts Start Modify Position Request Action. The position description will be locked until the action has been completed. Click Start.
- Step 7. Complete the various required fields on each tab of the request and make the appropriate changes where needed.
- Step 8. When all the tabs have been completed and you are on the Action Summary page, if a tab has an exclamation mark next to it that indicates that there is required information missing that must be completed before changing the status of the description action.
- Step 9. Complete these required fields by selecting the Edit button next to the tab title.
- Step 10. From the Action Summary page, toggle over Take Action on Action, select the appropriate Action.

Viewing Position Requests

Use to keep track of the Actions on Position Descriptions created and/or modified

- Step 1. Toggle over **Module Indicator** and select **POSITIONS** from the drop-down (upper right side of the screen).
- Step 2. Toggle over Position Descriptions tab and select Position Request from the drop-down box.
- Step 3. The system reflects listing of the actions that are currently in an Action Status (Draft, HR Review, Position approved, etc).

Position Action Approval Process

