



Position Management and Compensation

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Personnel Coordinator
College of Arts & Sciences

Peter Wingate
Position Management Consultant
Central HR



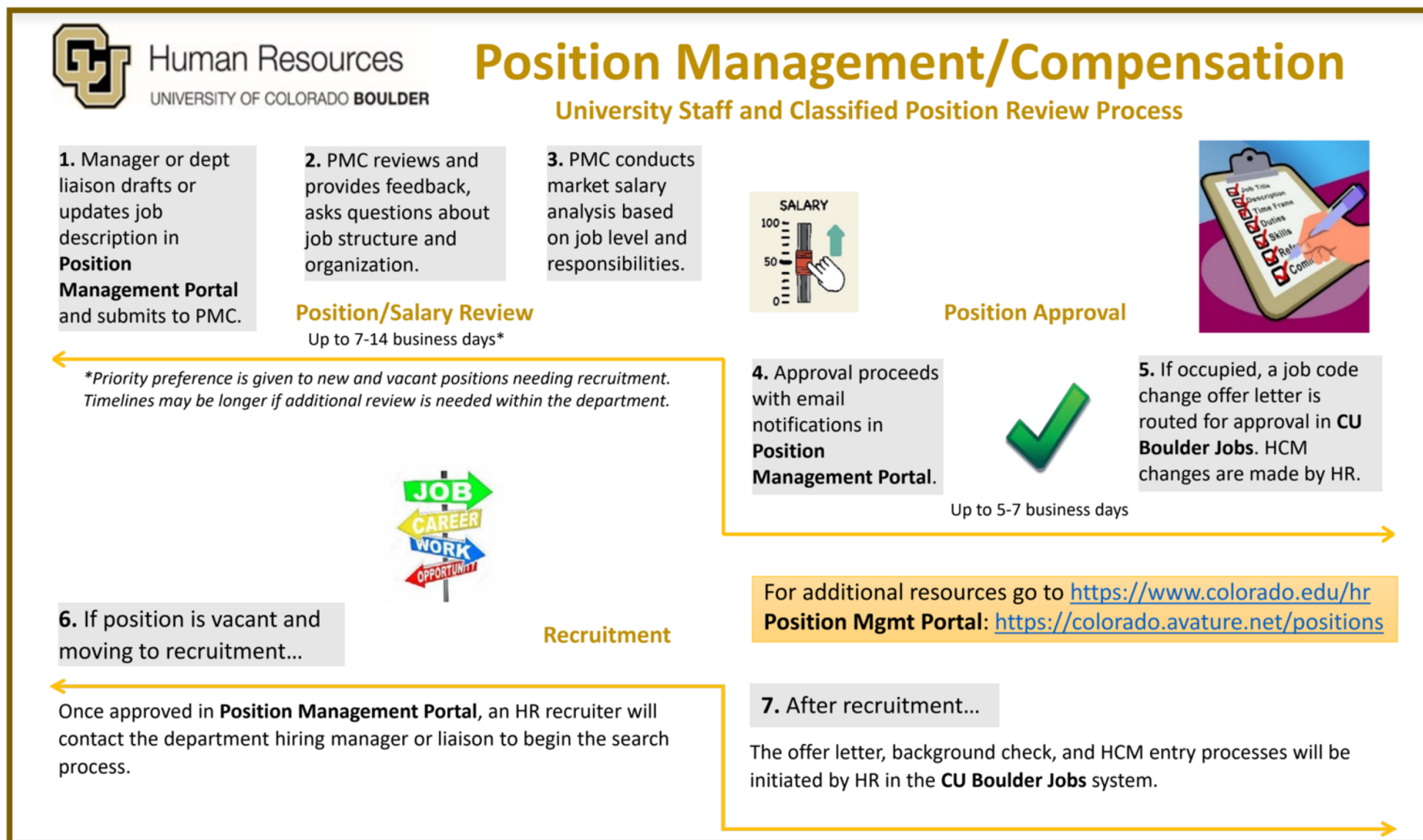
University of Colorado
Boulder

Learning Objective

Learning Objectives

- To describe general position management and compensation policies and procedures used at CU Boulder and the College of Arts and Sciences.
- How to access and navigate Avature for staff position management.

HR Position Management Timeline



Getting Started

Need to fill a vacancy?



Need to create a new position?

Need to update a current position
description?



Unit will need to consult with A&S Personnel
Coordinator to receive initial steps

Position Management Portal - Avature

Positions

Staff

 [Position Management Portal](#)

 [Position Management Portal - Staff Position Descriptions](#)

[Position Management Portal](#)

[A&S Policies and Procedures for Staff
Recruitment](#)

CU Login Name

identikey

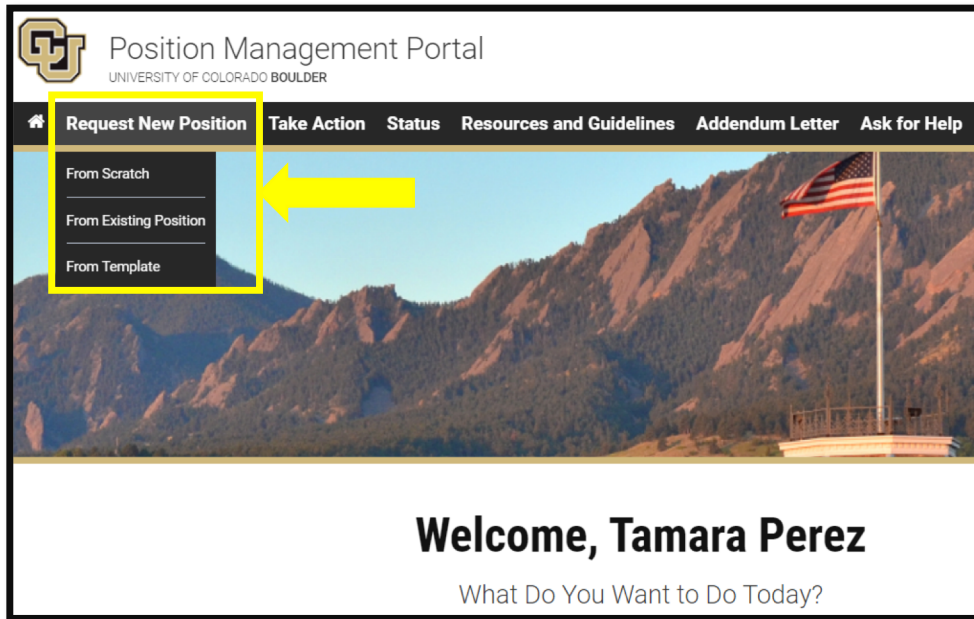
Identikey Password

.....

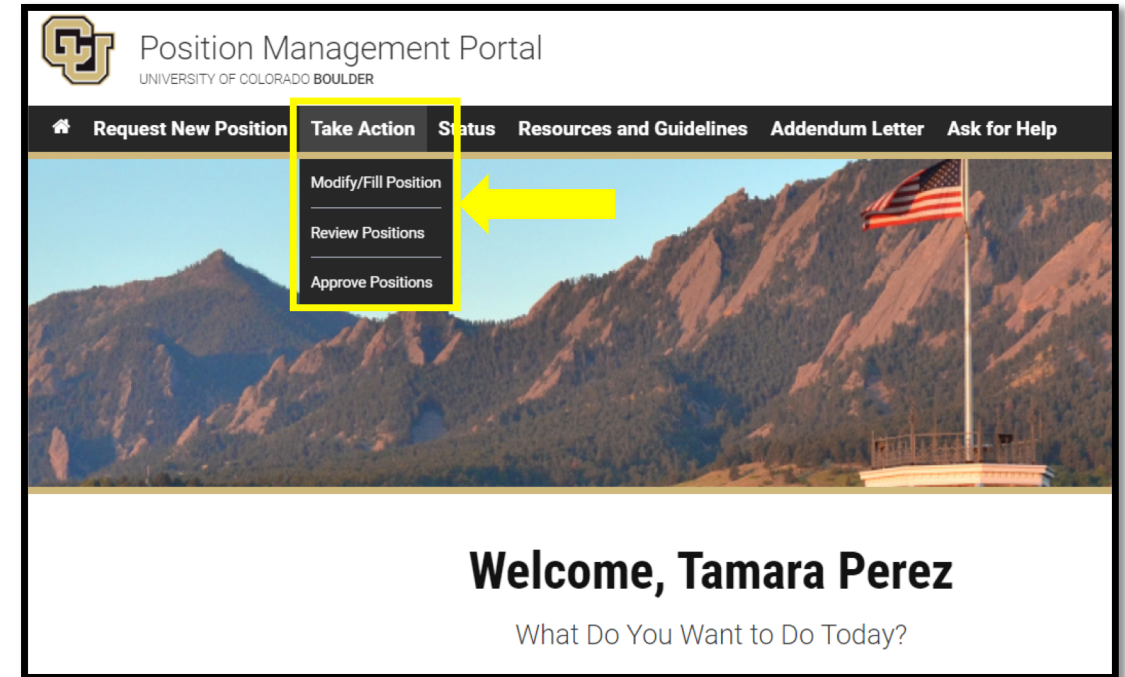
☐ Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

Position Management Portal - Avature

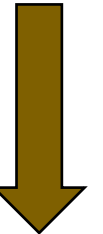


Creating new position description



Filling a vacancy

Updating a filled position



Position Management Portal - Avature

[Home](#) > Request a New Position

You Are Starting from Scratch

Position Summary

Please note, the information submitted here may become public record. We ask that only work related information be submitted.

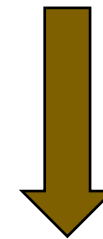
Working Title *	Employment Group *
<input type="text" value="Administrative Assistant"/>	<input type="text" value="Classified Staff"/>
Job Code - Title *	Department Number - Name *
<input type="text" value="G3A4XX - ADMIN ASSISTANT III"/>	<input type="text" value="10153 - College of Arts & Sciences"/>
Position Reports to - Title *	Position Reports to - Position Number *
<input type="text" value="Supervisor"/>	<input type="text" value="00000000"/>
Hiring Manager *	Will this position be located in Boulder? *
<input type="text" value="Perez, Tamara (Personnel Coordinator)"/>	<input type="text" value="Yes"/>

[Continue](#)

Creating new position description



Filling a vacancy
Updating a filled position



Modify/Fill Position

[Search](#) [Reset](#)

Position Number	Working Title	Job Code - Title	Department Number - Name
00105856	Admin Assistant III	G3A4XX - ADMIN ASSISTANT III	10153 - College of Arts & Sciences

[Home](#) > [Modify Positions](#) > Position Detail

[Submit Modifications or Request Recruitment](#)

Admin Assistant III

Position Number: 00105856
Job Code - Title: G3A4XX - ADMIN ASSISTANT III
Working Title: Admin Assistant III
Department Number - Name: 10153 - College of Arts & Sciences

[Expand All](#)

- [Review Comments](#)
- [Position Summary](#)
- [Job Summary](#)
- [Job Duties with Percentage](#)
- [Minimum Requirements](#)
- [Competencies/Knowledge, Skills, and Abilities](#)
- [Preferred Qualifications](#)
- [Additional Details](#)
- [Salary, Incumbent Data, Approvers and Recruitment](#)

Required PDQ Content

- Position Summary
 - Working Title
 - Employment Group (Classified or University)
 - Job Code
 - Department Name and Number
 - Position Reports to – Title
 - Position Reports to – Position Number
 - Hiring Manager
 - Will this position be located in Boulder?
- Job Summary
- Job Duties with Percentage Weights
- Minimum Requirements
- Competencies/Knowledge, Skills, and Abilities
- Preferred Qualifications
- Additional Details
- Salary, Incumbent Data, Approval Workflow, and Recruitment



Required PDQ Content – Position Summary

Position Summary

- Working Title
- Employment Group (Classified or University)
- Job Code
- Department Name and Number
- Position Reports to – Title
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- Hiring Manager
- Will this position be located in Boulder?

Position Summary

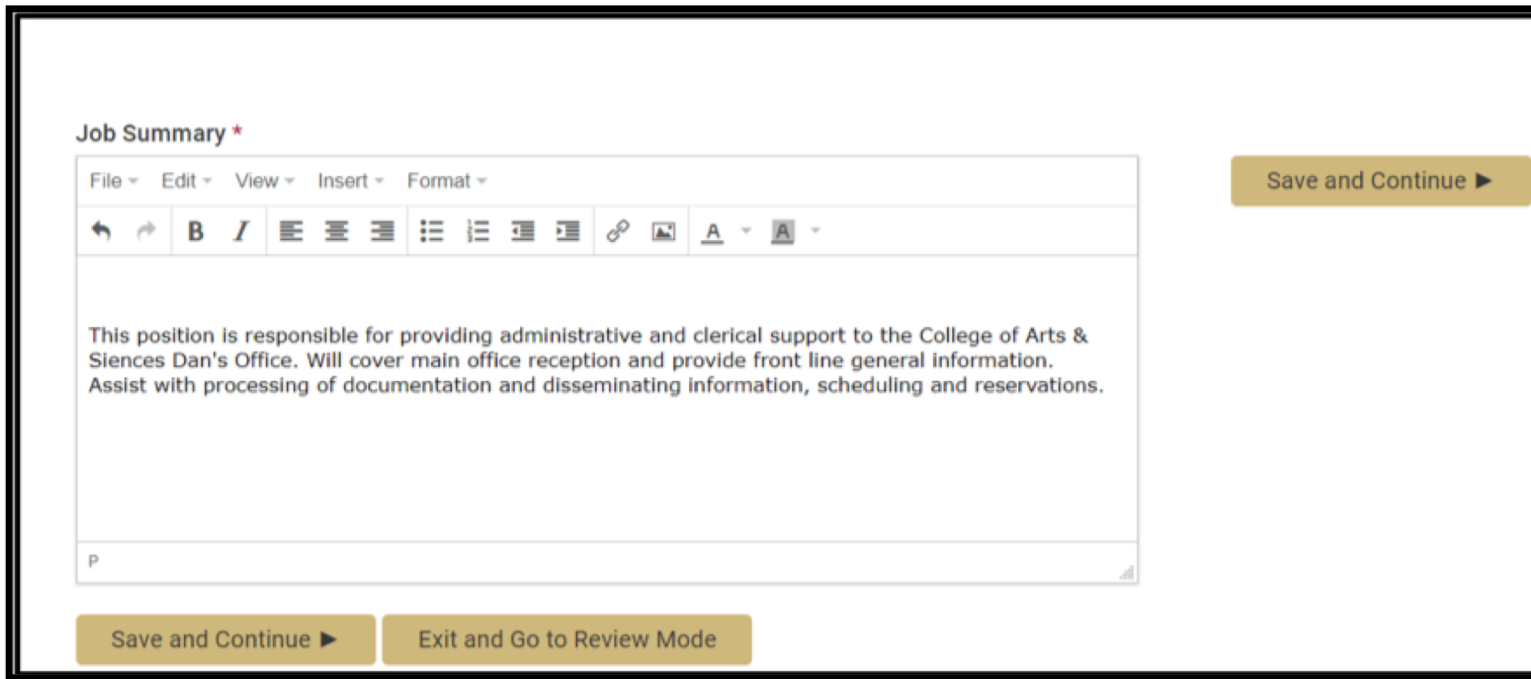
Please note, the information submitted here may become public record. We ask that only work related information be submitted.

Working Title *	Employment Group *
<input type="text" value="Administrative Assistant"/>	<input type="text" value="Classified Staff"/>
Job Code - Title *	Department Number - Name *
<input type="text" value="G3A4XX - ADMIN ASSISTANT III"/>	<input type="text" value="10153 - College of Arts & Sciences"/>
Position Reports to - Title *	Position Reports to - Position Number *
<input type="text" value="Supervisor"/>	<input type="text" value="00000000"/>
Hiring Manager *	Will this position be located in Boulder? *
<input type="text" value="Perez, Tamara (Personnel Coordinator)"/>	<input type="text" value="Yes"/>

Continue ▶

[Classified Staff Job Codes](#)
[University Staff Job Codes](#)

Required PDQ Content – Job Summary



The screenshot shows a web-based form titled "Job Summary *". The form has a menu bar with "File", "Edit", "View", "Insert", and "Format". Below the menu is a toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, decrease indent, increase indent, link, unlink, text color, and background color. The main text area contains two paragraphs: "This position is responsible for providing administrative and clerical support to the College of Arts & Sciences Dan's Office. Will cover main office reception and provide front line general information." and "Assist with processing of documentation and disseminating information, scheduling and reservations." At the bottom of the form, there are two buttons: "Save and Continue ►" and "Exit and Go to Review Mode".

Brief description of the primary purpose of the position

- Contains 1 -2 paragraphs
- Summarizes the main points of the job description which may include key responsibilities, functions, and duties.

Required PDQ Content – Job Duties

Job Duties with Percentage Weights *

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾

Save and Continue ►

Administrative Support – 35%

- Serves as a lead worker for student assistants, and together provides reception and front line clerical support for the main office.
- Provides students, parents, and visitors general information, answers calls and distributes the department email, and manages the calendar of the Dean.
- Provides clerical support to the Dean with things like word processing, spreadsheets, document prep for promotion files, designing and creating office procedures, forms and records tracking systems, and copying
- Manages the departments filing system and maintains department list serves.

Operational Support – 15%

- This position is responsible for ensuring that all main office operations are administered to fully support the department mission.
- Will serve as:
 - OIT and Phone Liaison
 - Parking liaison
 - CCURE and Key liaison
 - Building proctor contact
- Will ensure copiers are fully functional, and copier and office supplies are inventoried, ordered and stocked.

Event Planning/Management – 25%

- Researches, determines, and reserves locations, contacts caterers, florists servers and any other professionals needed for a successful event.
- Determines budget guidelines for events. Negotiates fees and pays all vendors. Provide any written information needed to event participants.
- Ensures all alcohol and event policies for the campus and venue are followed. Determine and maintain protocol for birthdays, card routing, etc.

Scheduling, Calendaring, and Room Booking – 25%

- Determine scheduling priorities and maintain calendaring for Dean, scheduling general office appointments, rescheduling, confidential or sensitive meetings, booking rooms, and off-campus travel.
- Backup scheduler for Associate Deans, scheduling general office appointments, rescheduling, confidential or sensitive meetings, booking rooms, and off-campus travel.
- Schedules meetings for two conference rooms (Old Main 1B85 and Mackey 230) through Outlook and CCURE system.

The Job Duties section is comprised of two main elements:

- Duty Statements – sentences that provide additional information about the tasks and duties. This will include supervisory responsibilities, if any.
- Percentages of Time: an estimate of the time that is spent on a particular function. **The total should add up to equal 100%.**

Required PDQ Content – Job Duties

Writing Tips

- Think of the job in terms of its main responsibilities and functions. Typically, a job will have 5 – 8 duty statements. Not every possible assignment needs to be defined, instead, group like duties together under a general heading. Here are some examples:
 - Budget Management
 - Facilities Maintenance
 - Event Coordination
 - Administrative Support
- After establishing the general heading, generate specific job duties associated with each. These are the individual tasks or duties with a focus on the highest level duties performed by the position. For example, specific administrative support duties might include:
 - Order office supplies
 - Coordinate logistical support for meetings, seminars, and departmental events
 - Make travel arrangements

Job Duties with Percentage Weights *

File Edit View Insert Format

Save and Continue ►

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Required PDQ Content – Requirements and Skills

Writing Tips

- Minimum requirements are the least amount of education and/or experience necessary to successfully perform the job and they should be tied to the job duties.
- Candidates must meet the minimum requirements or equivalent combination of education and experience to be considered for a position.
- The minimum qualifications allow you to create a reasonably large and diverse pool of applicants that may be further screened via the preferred qualifications and other methods.
- List of competencies related to the position and skills necessary for the employee to be successful in the position.
- The preferred qualifications include additional job-related education, experience, skills, competencies, and credentials desired by the hiring department.

[Minimum Requirements - Classified](#)

Minimum Requirements (Education and Experience) *
Please describe the minimum level of education and the minimum years of related experience required. Applicants must meet these minimum requirements to be considered for the position.

File Edit View Insert Format

• Three years of experience in an occupational field related to the work assigned to the position.
◦ Appropriate education will substitute for the required experience on a year-for-year basis.

For Classified Staff the minimum requirements should always be what the State Personnel Board has set as the position's minimum requirement

UL > LI > UL > LI

Competencies/Knowledge, Skills, and Abilities *

File Edit View Insert Format

• Planning, problem solving, and organization skills.
• Proficient in Microsoft Office (e.g. Word, Excel, PowerPoint).
• Excellent interpersonal skills, including written and verbal.
• Ability to work independently and on a team.
• Ability to communicate efficiently and effectively.
• Attention to detail.
• Ability to learn university systems.
• Ability to revise operating processes to improve efficiency.

UL > LI

Preferred Qualifications *

File Edit View Insert Format

• Associate degree or higher.
• Administrative and customer service skills.
• Previous experience working in an education environment.
• Experience using financial systems.
• Experience with complex file management systems.
• Excellent time management skills and ability to prioritize tasks.

Required PDQ Content – Additional Details

Additional Details

Edit

Supervision

Does this position have supervisory responsibilities?: Yes, Supervising Students

How many students?: 1-5

Functional Attributes of the Job Duties

Physical Demands:

Mental Functions: Analyzing, Communicating, Comparing, Compiling, Computing, Coordinating, Copying, Instructing, Interpersonal Skills/Behaviors, Negotiating, Synthesizing

Environmental Conditions and Physical Surroundings: Exposure to Weather, Extreme Heat, Wet and/or Humid

Hazards:

Funding

Additional Attributes

Org chart Attachment file:

Percent of Time: 100

Appointment Type: Regular

Describe the Work Schedule:

Is this Position a Campus Security Authority?: No

Is this Position Designated Essential Services?: No

Does this position operate a University Vehicle?: Yes

List Motor Vehicle Type and Endorsements, if any: Regular Driver's License

Is a Pre-Placement Physical Required?: No

Does this position have Export Control Requirements?: No

- The section provides hiring managers/supervisors the opportunity to provide additional details of the position, including Funding, Additional attributes, and Required Checks.
- Also, this section includes Functional Attributes (physical/mental demands and environmental conditions/hazards) of the job duties. This should include any extraordinary conditions applicable to the job such as travel, heavy lifting, evening work hours, exposure to extreme temperatures.

Required PDQ Content – Org Chart

Additional Details

Edit

Supervision

Does this position have supervisory responsibilities?: Yes, Supervising Students

How many students?: 1-5

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Funding

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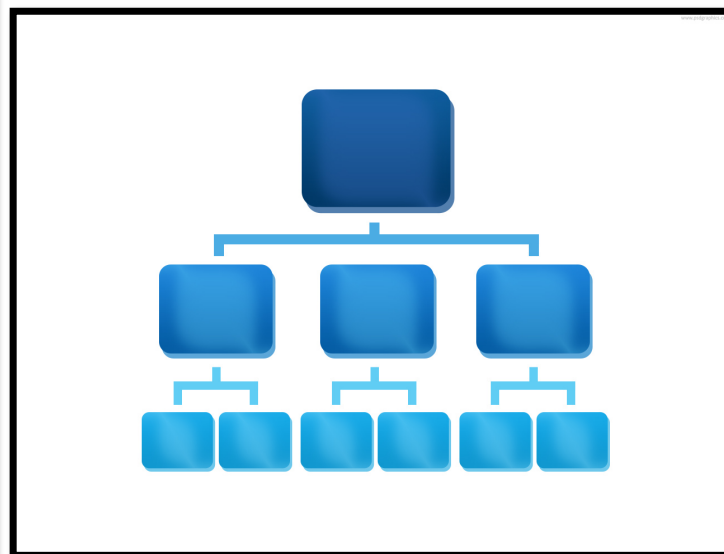
Does this position operate a University Vehicle?: Yes

List Motor Vehicle Type and Endorsements, if any: Regular Driver's License

Is a Pre-Placement Physical Required?: No

Does this position have Export Control Requirements?: No

An updated organizational chart is required for any position description review. This chart provides A&S and Central HR greater context for their review.



Required PDQ Content – Salary and Approval Workflow

Salary

Requested Salary Range *

\$43,188

Please enter the anticipated salary or budgeted salary range for the position.

Classified Staff: If unit is unsure what to request they are advised to at least request the required [minimum for Classified Staff](#).

University Staff: If unit is unsure of what to request they are advised to at least provide a range of what they estimate is acceptable for their unit.

Courtesy Copies: Unit should also add the Hiring Manager as a copy and any others the unit would like to include.

Approval Workflow

Required position approvers are the Hiring Authority, and the Dean or Hiring Authority and OCG Approver if Fund 30.
Please note: the approval workflow will kick off in the order of approvers entered

Position approvers *

[Remove](#)

Select Position Approver
Perez, Tamara (Personnel Coordinator) x

1st - Personnel Coordinator ALWAYS

[Remove](#)

Select Position Approver
Hammonds, Shelly (Senior HR Manager) x

2nd – Chair/Director ALWAYS

[Remove](#)

Select Position Approver
Stewart, Bernadette (Asst Dean of

3rd – Bernadette Stewart ALWAYS

[Add Another](#)

Courtesy Copy
Please include any users you would like to receive a copy of the position.

[Remove](#)

Select Courtesy Copy Receiver
Perez, Tamara (Personnel Coordinator) x

Personnel Coordinator ALWAYS


[Add Another](#)

[Back](#) [Save and Continue to Preview ►](#)


Submitting PDQ for Review

[Home](#) > Review Submission

Administrative Assistant



Position Number:
Job Code - Title: G3A4XX - ADMIN ASSISTANT III
Working Title: Administrative Assistant
Department Number - Name: 10153 - College of Arts & Sciences

[Expand All](#) 

Review Comments

Position Summary

Job Summary

Job Duties with Percentage

Minimum Requirements

Competencies/Knowledge, Skills, and Abilities

Preferred Qualifications

Additional Details

Salary, Incumbent Data, Approvers and Recruitment

Would you like a department reviewer to review the position details prior to submitting to Position Management? *

Yes ▼

Department Reviewer *

Perez, Tamara (Personnel Coordinator) x ▼

Will you request recruitment for this position? *

Yes ▼




If position is anything other than a reallocation or transfer, please forward to recruitment for advisement.





Do you want to add any comment before submitting?



File ▼ Edit ▼ View ▼ Insert ▼ Format ▼

↶ ↷

B *I*

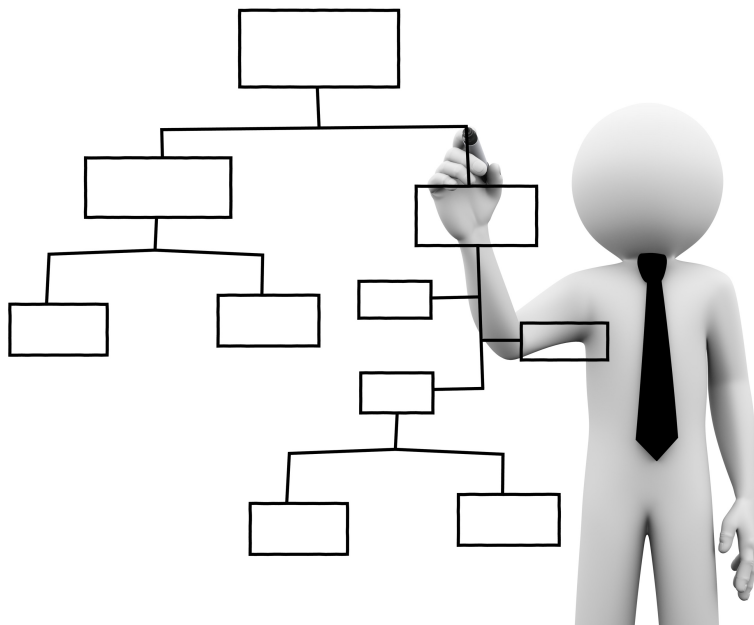
A ▼ A ▼

Submit Position ►

Be curious. Be enlightened. Be empowered.
Be Boulder.

1/3/20

17



Classified and University Staff

Classified Staff	University Staff
<ul style="list-style-type: none">◇ <u>Governed by the State of Colorado Personnel Board Rules and Administrative Procedures</u>◇ Salary ranges, merit increases and benefits are governed by state rules	<ul style="list-style-type: none">◇ <u>Governed by the University of Colorado Board of Regents, University Administrative Policy Statements, and Boulder Campus policies</u>◇ Compensation and merit increases are governed by Regent laws and policies
<ul style="list-style-type: none">◇ Department of Personnel and Administration (DPA)◇ <u>Titles, minimum qualifications, pay ranges, and selection practices</u>	<ul style="list-style-type: none">◇ Positions must meet <u>statutory exemption</u> criteria to be created as University staff positions<ul style="list-style-type: none">◦ Professional◦ Officers◦ Reports to an Officer◦ Funded 100% by grants, gift, etc.

Why is the position review process important?

So as a hiring manager you don't:

- Find yourself ready to recruit without a job description
- Prolong the process to fill your vacant position by skipping steps
- Set minimum qualifications that eliminate qualified applicants
- Believe common myths such as seeking the “magic” words to describe the job assignment

The Position Description



- Snapshot of current duties and organizational relationships
- Group like duties into **8-10** statements – total 100%
- Foundation for recruitment, selection, compensation, training, ADA and performance evaluations

Compensation



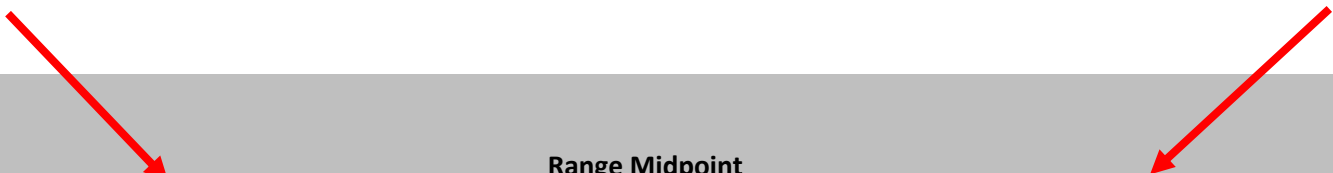
Classified Compensation

How does the State determine pay?

- Salary Survey
 - Conducted annually by DPA
 - Collects data on pay rates across regional job market
- State Legislature
 - Gets recommendations from DPA based on salary survey; final results dependent on vote.
- Classified Merit Process
 - Merit increases are determined each year by DPA
 - Follow merit matrix based on performance scores and place within current salary range.



State Classified Compensation Plan



Class Title	Class Code	Min	Minimum Q2	Range Midpoint Minimum Q3	Minimum Q4	Max	Salary Lid
CUSTODIAN I	D8B1TX	\$26,736	\$29,556	\$32,388	\$35,208	\$38,028	\$14,654
CUSTODIAN II	D8B2XX	\$28,752	\$31,788	\$34,812	\$37,848	\$40,872	\$14,654
CUSTODIAN III	D8B3XX	\$41,268	\$45,624	\$49,980	\$54,324	\$58,680	\$14,654
CUSTODIAN IV	D8B4XX	\$47,700	\$52,728	\$57,756	\$62,784	\$67,812	\$14,654

All actions must be within classified salary range and follow state rules.

University Staff Compensation

- Exempted from the State system if position is:
 - Officer
 - Professional
 - Gift, Grant or Auxiliary Funded
- Individual pay ranges set by Human Resources
- Pay should be within HR approved salary range
- Merit pool



Compensation Data



State of
Colorado



**Mountain States Employer
Council (MSEC) Specialty
Surveys**

IT, Construction, Public Sector



US MERCER SIRS®
BENCHMARK SURVEY



Internal Data

IBM Kenexa
CompAnalyst®



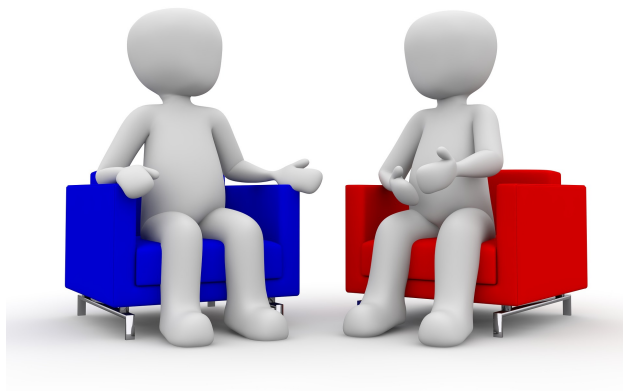
**MSEC Colorado
Compensation Survey**

payfactors

PMC Review Results

After Central HR has finished their review they will provide:

- Appropriate Classified or University job code and working title
- Minimum and preferred qualifications
- Salary range
- Other feedback



Approval Workflow

Required position approvers are the Hiring Authority, and the Dean or Hiring Authority and OCG Approver if Fund 30.
Please note: the approval workflow will kick off in the order of approvers entered

Position approvers *

[Remove](#)

Select Position Approver

Perez, Tamara (Personnel Coordinator) x ▾

[Remove](#)

Select Position Approver

Hammonds, Shelly (Senior HR Manager) x ▾

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Select Position Approver

Stewart, Bernadette (Asst Dean of

[Add Another](#)

Courtesy Copy
Please include any users you would like to receive a copy of the position.

[Remove](#)

Select Courtesy Copy Receiver

Perez, Tamara (Personnel Coordinator) x ▾

[Add Another](#)

[Back](#) [Save and Continue to Preview ►](#)


A&S Personnel Coordinator to submit the position description back to Central HR for approval routing

Position Description Approval

Position descriptions are routed for approval through Avature, **not** DocuSign.

Please Approve Position First-Year Academic Advisor, #00769779 in Academic Advising Center

① Getting too much email? Unsubscribe
① Flag for follow up.

 CU Boulder Position Management <no-reply@colorado.edu>
Wed 11/6/2019 7:37 AM
Tamara D Perez ✉

Hello,

The First-Year Academic Advisor position description, #00769779 in Academic Advising Center is ready for approval. You have been identified as an approver for this position. Please log into the [Position Management Portal](#) to review the job description and provide your approval. A drop-down menu will be available on the top right corner of the page where you can indicate your approval of the position.

Here are the final Position Management decision points for the position:

Salary:

- Minimum
- Midpoint:
- Maximum:

FLSA Status:

- Exempt - Administrative

Required Background Checks:

- Criminal

Job Code/Title:

- 2248 - Academic Services Professional

Position Description Approval

Approved Position for your Records: Position #00102457, Administrative Assistant, in 10228 - Classics

① Getting too much email? [Unsubscribe](#)

① Flag for follow up.



CU Boulder Position Management <no-reply@colorado.edu>

Mon 11/4/2019 3:46 PM

Tamara D Perez,



Administrative Assistant_Posit...

48 KB

Hello,

Position #00102457, Administrative Assistant, in 10228 - Classics has been fully approved. Please find the approved PDF of the position description attached. The final position description will also be archived by HR in OnBase.

If recruitment was requested, a member of our Talent Acquisition team will be in touch with you to discuss the next steps in the hiring process.

Thanks,

Peter Wingate

Peter.Wingate@Colorado.EDU

Position Management

CU Boulder Human Resources

Takeaways

Reach out to A&S Personnel Coordinator when...

- You know of a position change, vacancy or compensation question
- You need guidance prior to beginning the position review process, pay changes and recruitments.



Common Questions Answered

- I want to post my position as soon as possible. What do I need to do?
Update position description in Avature.
- I need to write a position description. Where do I start?
Go to your position management portal
- Can all classified employees convert to university staff positions?
No. Only professional, auxiliary, gift and grant funded positions.
- Can I change my classified employee into a university staff position, if eligible?
No. It is the employee's option to convert from a classified position.
- Do I need to write a lengthy description of the work?
No. Please limit to 8-10 most important functions/duties/responsibilities
- What magic words will get the position to the level I think it should be?
There are no magic words!

Questions?

