

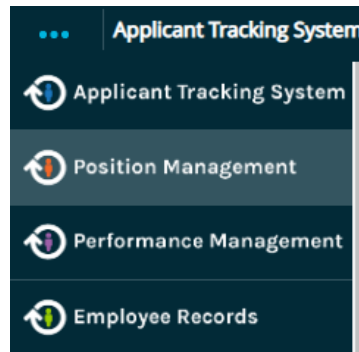
# PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

## Unclassified and Administrative Faculty PeopleAdmin Process Steps

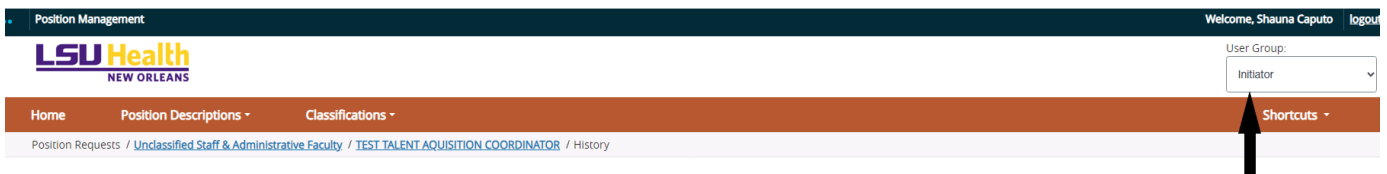


## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

1. Access [PeopleAdmin](#)
2. Select the three dots at the top left corner and then click “**Position Management**”.



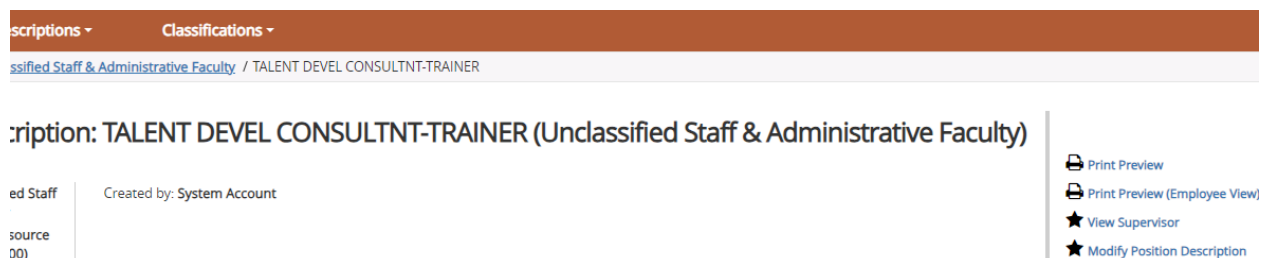
3. Select role – Initiator or Department Approver in top right corner.



4. Click “**Position Descriptions**” and then select “**Unclassified Staff & Administrative Faculty**”.



5. To fill a vacant position, select the position to be filled from the list. Click “**Modify Position Description**” in the right top corner next to the star.



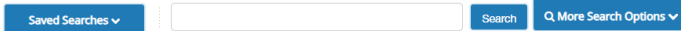
## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

- a. If this is a new position, meaning there is not an existing Position Number, click **“Create New Position Description”** on the right top corner.



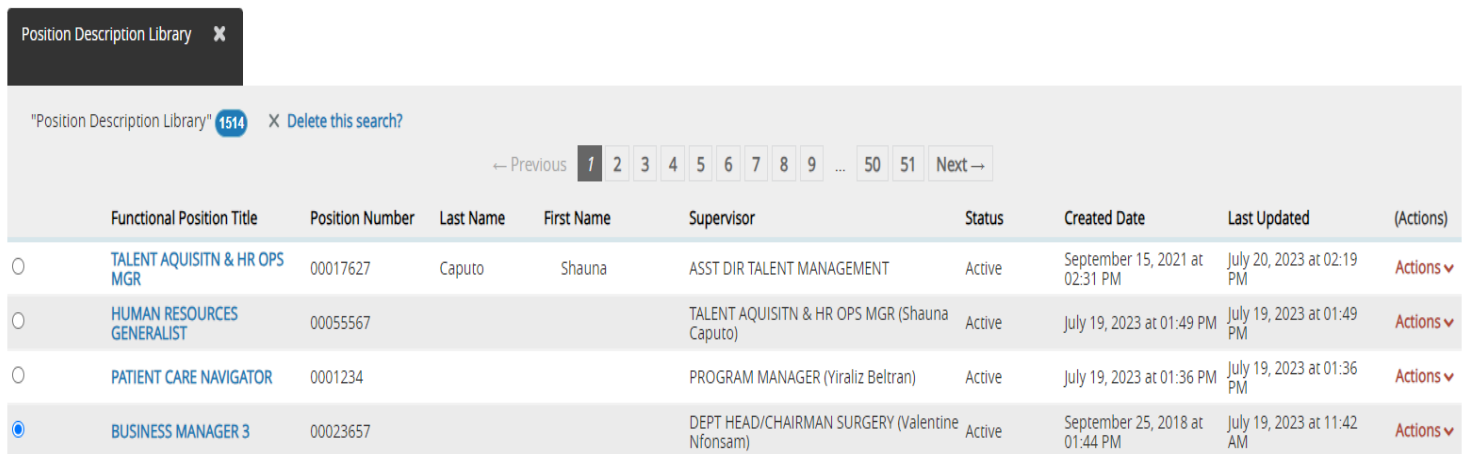
### Unclassified Staff & Administrative Faculty Position Descriptions

To add a new column to the search results, select the column from the drop down list.



- b. If you are creating a new position very similar to an existing position, you will scroll down to **“Clone an existing Position Description”** to search and select the position you wish to clone.

### Clone an existing Position Description?




6. Once the position has been selected scroll to the top or bottom and select **“Start Position Request”**.
  - a. *If this is a completely new position with no similar existing positions, you click **“Start Position Request”**.*



# PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

## 7. Position Justification:

- a. The Position Justification section has been updated, with the addition of options at the bottom of the page for whether and how the position is posted. In most cases, it will be to “Post Immediately”.
- b. If this update is for a re-evaluation or update for the file, the second option (do not post) should be chosen.
- c. In cases where you want to fill a position without advertising, the third option (do not post – advertisement waiver attached) would be selected.
- d. Click “Save and Continue”.

 [Check spelling](#)  
\* Required Information

### Position Justification

- Action Requested
- Fill an existing position (currently vacant or soon to be vacant)
  - Create and fill new position (no existing position number)
  - Requesting a re-evaluation or reallocation of a position
  - Update a position description for the file



please list why you are trying to fill an exiting position

\* Justification of Need

*To fill an Administrative position or request a new head count please ensure this contains all pertinent information including the details on the vacancy and the reason why the duties cannot be redistributed.*

**This field is required.**

\* Please make one selection:

Please select

- Please select
- Post Immediately
- Do not post
- Do not post (Advertisement Waiver attached)

Save

Save & Continue



Indicate in position request *justification of need* notes if you would like application documents requested of applicant anything other than:  
Resume: *required*  
cover letter: *optional*

**NOTE:** All positions 75% effort or more are required to be posted unless an ad waiver request has been approved. If you are requesting review of an ad waiver for a position of 75% effort or greater, please complete the following form and attach in internal posting documents for review/approval. ([Waiver of Advertisement Request Form](#)). TA/OPS will advise if/when approved.

## 8. Position Information:

- a. For new positions, complete all the position details.
- b. Information will be pre-populated from the previous or cloned position description, ensure that the information is still accurate.
- c. As you enter/review the minimum qualifications, keep in mind that candidates who do not have at least the amount and type of experience and education cannot be hired into the position. Lowering the qualification for a candidate will require the position to be reapproved and reposted.

## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

- d. Pay particular attention to the Position Summary. This section will be the description in your posting, so any errors or misspellings are the first impression your candidates will see.
- e. Click "Save and Continue".

 [Check spelling](#)  
\* Required Information

### Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

### Classification Information

System Title                      COORDINATOR OF NON-ACADEMIC OR  
Job Code                            245

### Position Information

* Functional Position Title	<input type="text" value="HUMAN RESOURCES GENERALIST"/>
Position Number	00055567 <i>Input "TBD" if creating a new position.</i>
* FTE	<input type="text" value="1.00"/>
* Appointment Type	<input type="text" value="Regular"/>
Location-Code	<input type="text" value="484600000 HUMAN RESOURCE MANAGEMENT - Resource Center"/>
* Location- City	<input type="text" value="New Orleans"/>
Department	Human Resource Management
Business Sector	<input type="text" value="Administration and Finance"/>
* No. of Direct Reports to this Position	<input type="text" value="0"/>
* No. of Indirect Reports to this Position	<input type="text" value="0"/>
FLSA	Nonexempt
	<div style="border: 1px solid black; padding: 5px;"><p>Daily review of human resources data for new hires, transfers, and promotions. Routing of documents by preparing and processing personnel actions (PERs) in a timely manner, reviewing new hire documents for accuracy and compliance with Civil Service, state, federal, and LSUHSC-NO policies, rules, and regulations, data entry for all unclassified and faculty appointments. Ensure required new hired documents are received timely and in adherence with state, federal, and LSUHSC-NO policies (ACT 264, official transcripts, certifications educational verifications.)</p><p>Assist with criminal background checks and drug tests on all final candidates, House Officers and summer program employee participants. I-9 management.</p></div>
* Position Summary	

## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

### 9. Duties and Responsibilities:

- a. For modified and cloned positions, this is another area that will auto-fill, again please ensure it is accurate.
- b. For new positions, enter 3 to 10 duties and responsibilities. The maximum amount of time attributable to each is 40%.
- c. Click "Save and Continue".

### Duties and Responsibilities

B I   T ” < > ☰ ☰ ☰ ☰ ☰


Financial Management

- Prepare and administer overall departmental budget and maintain department. Coordinate the fiscal activities of the department with the within the School, LSU Healthcare Network (LSUHN), the Foundation, Health Sciences Center.
- Prepare business plans and other pro-forma financial analyses for financial statements for the Department Head and Associate Dean at
- Develop and maintain the annual and ongoing budget processes in project expenditures and revenue for short and long-term forecasts; review, evaluate and analyze all department activities and financial trends; provide advice on prioritizing yearly budget initiatives.
- Initiate and/or review all departmental financial transactions including, but not limited to, the review (or supervision of the review) of all the department's financial transactions represented in the University accounting system and the Foundation to ensure that all expenditures are appropriate and within the budgetary restraints.
- Ensure timely reporting of time and effort.
- Report the department's financial condition to the Department Head and Associate Dean in a timely manner.

**Description**

**Percentage of Time** 35

Remove Entry?



Duties and Responsibilities do not transfer over from the approved position description into the posting details viewable to applicants. If you would like the position duties and responsibilities section viewable, please copy and paste into the "Additional Position Information" section in posting details.

### 10. Physical and Mental Requirements:

- a. Update the physical and mental requirements.
- b. Click "Save and Continue".

#### Physical and Mental Requirements

[Check spelling](#)

The following apply to all positions within LSU Health.

- Ability to work in excess of 40 hours a week, which may include nights and weekends
- Ability to view a computer screen for long periods of time
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines
- Ability to operate a computer and standard office equipment
- Ability to travel as required and work at different locations as required
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate


#### Physical Effort

Sit	<span style="border: 1px solid #ccc; padding: 2px;">Frequently (&gt; 50% of the time)</span>
Stand	<span style="border: 1px solid #ccc; padding: 2px;">Occasionally (10% to 25% of the time)</span>
Walk	<span style="border: 1px solid #ccc; padding: 2px;">Occasionally (10% to 25% of the time)</span>
Drive	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Lift object <25lbs	<span style="border: 1px solid #ccc; padding: 2px;">Occasionally (10% to 25% of the time)</span>
Lift object >25 lbs	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Carry object	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Push object	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Pull object	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Turn/twist body	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>
Bend at waist	<span style="border: 1px solid #ccc; padding: 2px;">Minimally (up to 10% of the time)</span>

# PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

## 11. Budget Information:

- a. Budget information can be added here but the preferred method is to use the "Funding Source Template" which will be attached under position documents.

 [Check spelling](#)

### Budget Information - Base

Funding Source Template

Add Budget Information - Base Entry

### Budget Information - Supplement

Add Budget Information - Supplement Entry

### Salary Information

Incumbent Salary

Budgeted Salary

Unclassified Pay Level

## 12. Incumbent:

- a. If there is a current incumbent (existing position), it will be populated. *If it is a new position, leave blank.*
- b. Click "Save and Continue".

Incumbent

Details

First Name	Cristina
Last Name	Gullory
Work Email	4279431144024716860_1682066300_3114_1_emailaddress@zed.zed
Employee ID	0150842

Users - [Filter these results](#)

## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

### 13. Position Reports To:

- If the selected supervisor is no longer correct, click **“Filter these results”** and search for the supervisor’s name. *If the supervisor is a faculty member, you may need to change position type to Faculty.*
- Click **“Save and Continue.”**

#### Position Reports To

Selected Supervisor

Position Descriptions - [Filter these results](#)

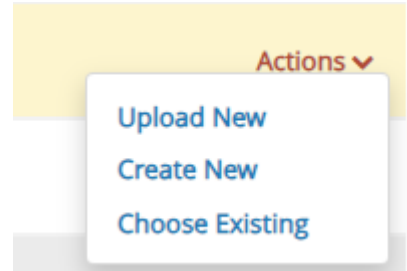
Functional Position Title	Position Number	Last Name	First Name	Supervisor	Status	Created Date
<input type="radio"/> TALENT ACQUISITION & HR OPS MGR	00017627	Caputo	Shauna	ASST DIR TALENT MANAGEMENT	Active	September 2021 at 0
<input type="radio"/> HUMAN RESOURCES GENERALIST	00055567			TALENT ACQUISITION & HR OPS MGR (Shauna Caputo)	Active	July 19, 2021 01:49 PM
<input type="radio"/> PATIENT CARE NAVIGATOR	0001234			PROGRAM MANAGER (Yiraliz Beltran)	Active	July 19, 2021 01:36 PM



# PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

14. Position Documents:

- a. To add these documents, click “Action” and then click “Upload New”.
- b. **See Image for further instructions:**
- c. Click “Save and Continue.”



Position Documents

Save << Prev Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart - Required	An updated organizational chart should be added to all postings.		Actions ▼
Funding Sources	Attach a funding source document if you did not type it in on “Budget Information” tab.		Actions ▼
Other Documents			Actions ▼
Master Job Description Position Numbers (Classified)			Actions ▼
Contracted Personnel Form (Classified)			Actions ▼
Comments			Actions ▼
Resignation Letter, Separation E-mail or Non-Renewal Notice	Separation notice should be attached.		Actions ▼
Justification of Need	Some schools require more info. on the justification to include grant/funding.		Actions ▼
Advertisement Waiver	★ If requesting ad waiver, upload here.		Actions ▼

Save << Prev Save & Continue

# PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

## 15. Posting Details:

- a. Number of Vacancies.
- b. Posting Date, add the desired date to start posting if it is to be delayed.
- c. Select all those you would like to review applicants in “**Applicant Reviewer Access**”.

Posting Details

Save

<< Prev

Save & Continue

[Check spelling](#)

### Posting Details

Number of Vacancies

Posting Date

Posting Close Date    
Leave Posting Close Date blank to indicate Open Until Filled.

Applicant Reviewer Access

Desired Start Date

Position End Date (if temporary)

Application Review Date to Begin

Leave posting close date blank to indicate **open until filled**.

Place Duties and Responsibilities here if you would like visible to applicants.

Additional Position Information

Special Instructions Summary

- d. Select **at least one** external advertising source (more may be selected) at bottom of page (75% effort greater and no ad waiver attached).
- e. Click “Save and Continue”.

About the School/Department

External Advertising Sources

- AcademicKeys
- Acadiana Advocate
- Agenda for Children
- Alexandria Town Talk

To select multiple, hold down the Control key.

## PeopleAdmin - Unclassified Staff & Administrative Faculty Position & Posting Request Process

16. Once your final review of position/posting request is complete, take action and send to next level approver.

New Position Description: TALENT AQUISITN & HR OPS MGR (Unclassified Staff & Administrative Faculty) 

Current Status: Draft

Position Type: Unclassified Staff  
& Administrative Faculty

Created by: Shauna Caputo

Department: Human Resource  
Management (NO1674000)

Owner: Shauna Caputo










Take Action On Position Request ▾

 Print Preview

 Add to Watch List



You are able to view where your request is in the process by clicking on the **history tab**. There you are able to see who last took action. When you click on the **email sent** link, you are able to view who it has been sent to for the next action. Initiators and Department approvers will be notified when the position has been approved and again when the position is posted.

Summary	History	Workflow	Notes	Emails
 Emails Sent	"Action submitted for review " sent to 3 users via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
 Email Sent	"Action submitted for review " sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
 Emails Sent	"Action submitted for review " sent to 6 users via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
 Email Sent	"Action submitted for review " sent to 1 user via "Users for action site trigger action: SiteTriggerDefinition (52)"			June 20, 2023 at 10:32 AM
 Emails Sent	"Action submitted for review " sent to 3 users via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
 Email Sent	"Action submitted for review " sent to 1 user via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
 Performed "Override"	Position Request status changed to "Position Approved". It has been in this state for 35 full days.			Sara Schexnayder (HR Compensation ) June 20, 2023 at 10:32 AM (CDT)
 Email Sent	"Action submitted for review " sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
 Performed "Override"	Position Request status changed to "Department Approver". It was in this state for 0 hours.			Sara Schexnayder (Initiator) June 20, 2023 at 10:32 AM (CDT)

For Questions, contact [nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu) or [recruitalent@lsuhsc.edu](mailto:recruitalent@lsuhsc.edu)