



## **Create a Position Description to Recruit**

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## Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

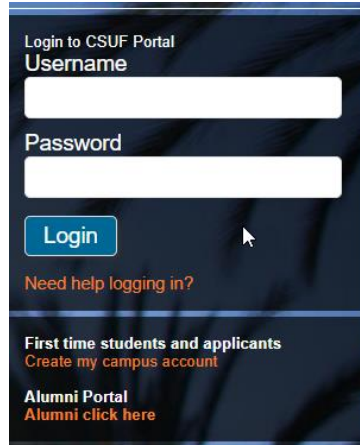
Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.

**1. Open a web browser  
(Google Chrome is  
recommended)**

**IMPORTANT: POP-  
UP Blocker needs  
to be turned-off.**



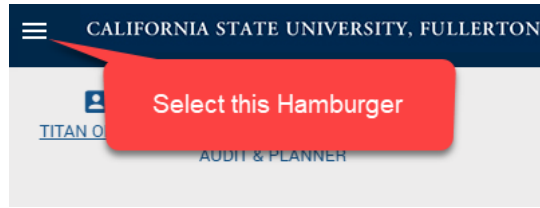
**2. Log into the Portal  
and enter your  
username and  
password**



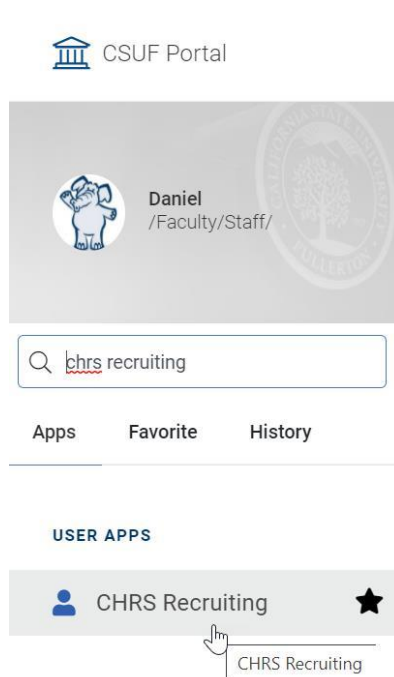
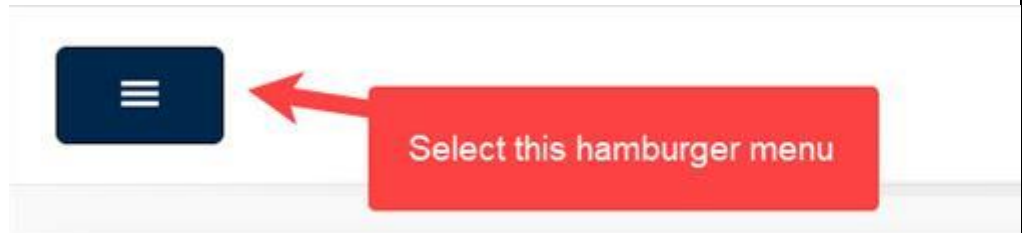
The screenshot shows the CSUF Portal login interface. At the top, it says "Login to CSUF Portal". Below this are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. Underneath the button is a link that says "Need help logging in?". A horizontal line separates this section from the bottom section, which contains two links: "First time students and applicants" with a sub-link "Create my campus account", and "Alumni Portal" with a sub-link "Alumni click here".

### 3. Search for the CHRS Recruiting App

#### Current Portal (before 10/4/2021):



#### New Portal (as of 10/4/2021):



## Create a Position Description from a Template

This process allows a hiring manager or designee to utilize a position description template to create new positions within their department that are similar in job title, classification, and function to other positions across campus. Working from a template will provide consistency and expedite the position approval process.

The position information section outlines foundational position information utilized by the pre-approved position template within CHRS Recruiting. Here you can review the position description information to determine if the position description is appropriate.

**\*IMPORTANT: Prior to creating a Position Description, you must have a CMS Position Number.\*** Please have the CMS number available or contact your budget representative.

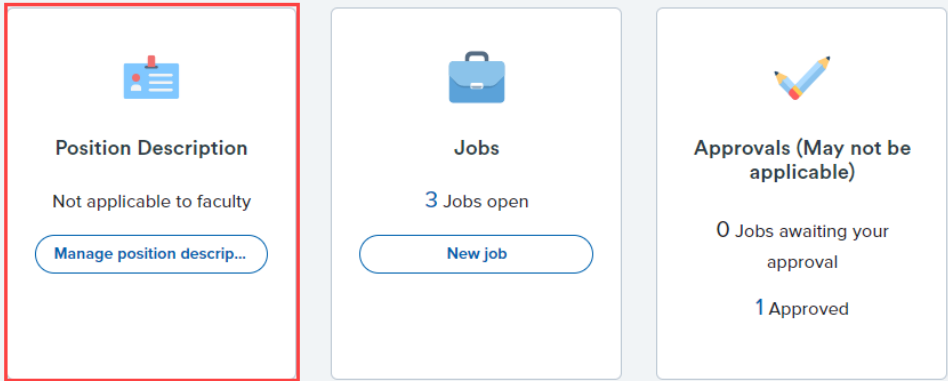
**1. Your Dashboard:**

A. Click on the "Manage position descriptions" tile to review all job position templates

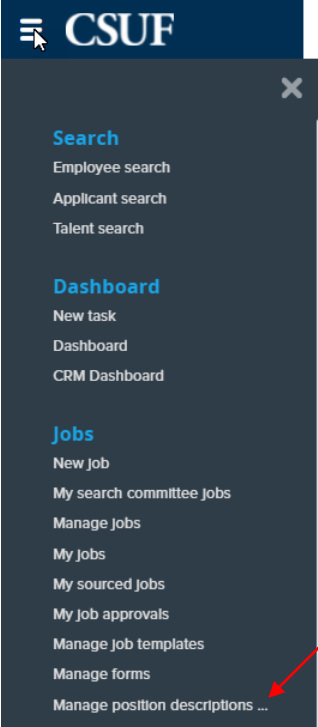
-Or-

B. Open the main menu on the dashboard and select "Manage Position Descriptions" under the "Jobs" section.

**A**



**B**



## 2. Position Description Template

- C. Enter campus field as "Fullerton"
- D. For approval status, select "Draft"
- E. Enter the working title search term of your position if applicable
- F. Click the "Search" Button
- G. After selecting the position template, select "View" for the position description

The screenshot shows the 'Position Description' form. Red annotations are placed as follows: 'C' is above the 'Working title' field which contains 'administrative support'; 'A' is above the 'Campus' dropdown menu which is set to 'All'; 'B' is above the 'Approval status' dropdown menu which is set to 'Draft'; and 'D' is above the 'Search' button.

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status			
PD-330	1030-1-Administrative Support Assistant (TEMPLATE DO NOT EDIT)				Jan 15, 2020	Draft	edit	view	Recruit for position   Archive
PD-334	1030-2-Administrative Support Assistant (TEMPLATE DO NOT EDIT)				Jan 15, 2020	Draft	edit	view	Recruit for position   Archive
PD-330	1030-1-Administrative Support Coordinator	34-00010176	Carolyn Jean Eaton	Kathleen S Murphy	Dec 8, 2019	Pending approval	edit	view	Recruit for position   Archive
PD-336	1030-2-Administrative Support Coordinator (TEMPLATE DO NOT EDIT)				May 15, 2019	Approved	edit	view	Recruit for position   Archive



## 3. Position Description

Select the "New position description" link to create a new position description.

The screenshot shows a 'New position description' link with a red arrow pointing to it. Below the link is the 'Position Description' form, which is identical to the one in the previous section.

# Position Information – Review, Copy, and Edit

The position information section outlines foundational position information utilized by the pre-approved position template within CHRS Recruiting. Here you can review the position description information to determine if the data is appropriate.

## 1. Position Description Information

A. On the top right, click on the ellipses image for the drop-down menu

B. Select "Copy position description"

This will allow you to use the copied template to customize the new position.

(PD-336) 1035-2-Administrative Support Coordinator II  
\*TEMPLATE DO NOT EDIT\*

Recruit for position

Position info Notes Documents

**POSITION DESCRIPTION INFORMATION**

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

**POSITION INFORMATION**

Internal Team:\* \* Available to all teams \*

Job Code/Employee Classification:\* Admin Support Coord 12 Mo  
Job Code: 1035

Print  
History  
Revision history  
Copy position description  
Recruit for position

## 2. Review and Update Position Information

- A. In the position number field, enter the CMS position number in the following format: FL-000XXXXX. Click on the magnifying glass. The position number will auto-populate
- B. Update the "CSU Working Title" to a relatable position, i.e. Office Assistant
- C. Click on the blue arrow to the right of the "Position Number." Review and update the following fields with the corresponding position number details.
  - Division
  - College/Program
  - Department
- D. In the "Reports to Supervisor" field, enter the name of the MPP supervisor
- E. In the "Reports To" field, enter the CMS position number of the supervisor
- F. Select the "Hiring Type" from the drop-down menu.

**POSITION DESCRIPTION INFORMATION**

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

**POSITION INFORMATION**

Type of Action Requested:*	<input type="text" value="New (Create a new Position Description)"/>
Internal Team:*	<input type="text" value="FL-Talent Acquisition and Recruit - 10396"/>
Job Code/Employee Classification:*	<input type="text" value="Admin Support Assistant 12 Mo"/>
	<span style="background-color: #e0f0ff; padding: 2px;">Job Code: 1032</span>
Classification Title:	<input type="text"/>
MPP Job Code:	<input type="text"/>
Position Number:	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"><b>A</b></div> <input type="text" value="Admin Support Assistant 12 Mo"/> </div> <div style="background-color: #e0f0ff; padding: 5px; border: 1px solid #ccc; margin-top: 2px;"> <p><b>Position no: FL-00023028</b> <span style="float: right;"><b>C</b> </span></p> <p>Position Name: Admin Support Assistant 12 Mo Current Incumbent: Reports To: Aimee L Nelson Campus: Fullerton Division: VP, Academic Affairs College: College of Education Department: Dean EDUC - 10076 Grade: 2 Cost Center: GFND Funded: Yes FTE: 1.000000 MPP Job Family: Hours Per Week: 40.00 Union: R07 Critical: No</p> </div>
CSU Working Title:*	<input type="text" value="Office Assistant"/> <b>B</b>
Salary Range/Grade:	<input type="text" value="1038-EXEMPT I-Grade-2"/> <div style="background-color: #e0f0ff; padding: 2px; margin-top: 2px;">             Minimum: \$ 3,897.00              Maximum: \$ 7,051.00              Pay Frequency:           </div>
Reports to Supervisor:	<input type="text" value="Aimee Nelson"/> <b>D</b>
Reports To:*	<input type="text"/> <div style="background-color: #e0f0ff; padding: 2px; margin-top: 2px;">             No position selected.           </div>
Campus:*	<input type="text" value="Fullerton"/>
Division:*	<input type="text" value="VP, Academic Affairs"/>
College/Program:*	<input type="text" value="College of Eng &amp; Comp Sci"/>
Department:*	<input type="text" value="Dean ECS - 10075"/>
FLSA Status:	<input type="text" value="Non-Exempt"/>
Hiring Type:	<input type="text" value="Probationary"/> <b>F</b>
Pay Plan:	<input type="text" value="12 Months"/>
Pay Plan Months Off:	<input type="text"/>



### 3. Sensitive Position Section:

A. Under the "Sensitive Position" field, select "Yes."

B. Complete other categories by selecting "Yes" or "No."

**SENSITIVE POSITION**

Sensitive Position: A  Yes  No

View [Sensitive Position criteria](#) and select from below where relevant.

Care of People (including minors) Animals and Property:	<span style="font-size: 2em; color: red; margin-right: 5px;">B</span> <input type="text" value="Select"/>
Authority to commit financial resources:	<input type="text" value="Select"/>
Access/control over cash cards and expenditure:	<input type="text" value="Select"/>
Access/possession of master/sub-master keys:	<input type="text" value="Select"/>
Access to controlled or hazardous substances:	<input type="text" value="Select"/>
Access/responsibility to personal info:	<input type="text" value="Select"/>
Control over Campus business processes:	<input type="text" value="Select"/>
Responsibilities requiring license or other:	<input type="text" value="Select"/>
Responsibility for use of commercial equipment:	<input type="text" value="Select"/>

#### 4. Position Details

##### Section:

- A. Under "Job Summary/Basic Function," create a brief summary to attract applicants
- B. The "Minimum Qualifications" and "Required Qualifications" auto-populate with the classification standards
- C. Under the "Preferred Qualifications," add any additional preferred qualifications, skills and expectations related to the position. This will help identify the top candidates whose experience more closely parallels the department's needs
- D. Enter any special conditions, e.g., occasional work schedule, travel, master key, etc.
- E. Enter any License or Certification required or preferred
- F. Review and update the following:
  - Mandated reporter
  - NCAA
  - Conflict of Interest
  - Supervises employees
  - If the position supervises other employees, list the classification and the number of employees

Job Summary/Basic Function:\*

A

Minimum Qualifications:\*

B

Education: Completion of a high school program or equivalent.  
Experience: Some experience in an office environment.

Required Qualifications:

- Experience to be proficient in performing most or all work assignments
- General working knowledge of applicable university infrastructure, policies, and procedures
- Thorough knowledge of office methods, procedures, and practices
- Ability to use standard office equipment. Typing and keyboard skills

Preferred Qualifications:

C

Special Conditions:

D

License / Certification:

E

Mandated Reporter:\*

Not mandated

NCAA:

Yes  No

Conflict of Interest:\*

None

Supervises Employees:\*

Yes  No

If position supervises other employees; list position titles:

ASA II - 3

## Job Duties – Update and Edit

The job duties section provides details to the primary functions of the position. List all responsibilities, tasks, and duties associated with the position and related duties. Assign a percentage of time allocated to each job duty and ensure the total equals 100%.

### 5. Job Duties

- A. Select the "Edit" button
- B. Update % of time and provide detailed information of the primary duties
- C. Click the "Add" button to save
- D. Select the "New" button to add additional rows, if needed

The screenshot displays the 'Job Duties' management interface. At the top, there is a red header bar with the text 'Job Duties'. Below this, the main content area is titled 'JOB DUTIES'. It features a table with the following structure:

% of time	Duties / Responsibilities	Essential / Marginal		
75	EDIT AND ENTER ADMIN DUTIES	Essential	Edit	Remove
20	EDIT AND ENTER OTHER DUTIES	Essential	Edit	Remove
5	Other duties as assigned	Essential	Edit	Remove

Below the table, there is a 'New' button. Below the 'New' button, there is a form to add a new row. The form includes a text input field containing '75', a larger text area containing 'EDIT AND ENTER ADMIN DUTIES', a dropdown menu set to 'Essential', and an 'Add' button.

# Physical, Mental, and Environmental Demand

## 6. Physical, Mental, and Environmental Demands

Review these fields.

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

#### Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Occasionally
Concentrating:	Frequently
Crawling:	Occasionally
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Occasionally
Sitting:	Frequently - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether It is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2 Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3 Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

#### Environmental Requirements

Drive motorized equipment:	Occasionally
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Occasionally
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Occasionally
Indoor (Typical office environment):	Occasionally

## 7. Build your Position Advertisement

- A. Enter TBD in this field

**POSTING DETAILS**

Advertising Summary:

\*\*\* Standard Posting Template \*\*\*  
\*\*\* Marketing Posting Template \*\*\*

Advertisement text:\*

**B** *I* U ~~S~~ Formats - A - - - -

## Users & Approvers – Select the Approval Process

This section is where you select the appropriate approval process based on the type of position you are hiring for and the divisional approval workflow.

## 8. Users & Approvers

- A. Provide Justification for the position
- B. Hiring Administrator: Input the name of the hiring manager and press enter
- C. Approval Process:
- Select "FL-PD Approval (Staff/MPP) Dept Head" if the department has an Associate Dean or an additional approver
  - OR
  - Select "FL - PD Approval (Staff/MPP) No Dept Head" for one less approval level

**USERS AND APPROVALS**

Justification for Position:

Hiring Administrator:\*

Email address:

Approval process:\*

None  
FL - PD Approval (HRDI Only)  
FL - PD Approval (Quick Hire)  
FL - PD Approval (Staff/MPP) - Dept Head  
**FL - PD Approval (Staff/MPP) - No Dept. Head**

A. MPP Supervisor/Associate Dean: Input the name of the hiring manager and press enter.

B. Department Head/Associate Dean: Input the department head or Associate Dean for this position

C. HRDI Classifier: DO NOT UPDATE (FL-HRDI Classifier)

D. Appropriate Administrator: This is the VP or VP's direct report (AVP or Dean)

E. Position Management: DO NOT UPDATE (FL-HRDI PM)

F. HR/Faculty Affairs Representative: DO NOT UPDATE (FL-HRDI Classifier)

Approval process:\*

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:


No user selected.

2. Department Head/Associate Dean:

No user selected.

3. HR Classifier:

FL-HRDI Classifier  

[hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu) 

4. Appropriate Administrator/Dean:

No user selected.

5. Position Management:

FL-HRDI PM  

[prpm@fullerton.edu](mailto:prpm@fullerton.edu) 

HR/Faculty Affairs Representative:\*

FL-HRDI Classifier  

Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu) 

2. **Submit to Save and Record the Position Description Number**

**A.** The Next page link is to add notes or attach documents related to the position description as needed. Please reference our Job Notes and Documents guide.

**B.** Click the “Submit” button, which will generate a Position Description (PD) number at the top of the page. The PD will be routed for approval.

**C.** Click on “Save & Exit”

**\*\*\*IMPORTANT: Record the PD number\*\*\***

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

Save a draft
Submit
Save & exit
Cancel

Position info   Notes   Documents

🔔 Position Description# 378 - Admin Support Assistant II (ENTER WORKING TITLE) has been saved.

## Definitions and Terms

<b>Approval Process</b>	The position description has approval processes, which will route through the workflow process via email to the respective areas as selected.
<b>Dept. Supervisor</b>	This is the MPP Supervisor for the position.
<b>Dept. Head</b>	The is the MPP who oversees the MPP Supervisor, if applicable, e.g., Associate Deans and MPP’s who report to an AVP or Dean.
<b>Appropriate Administrator</b>	This is a Provost or Vice President. This may also be an MPP who reports directly to a Provost or Vice President.
<b>Position Management</b>	The Position Management Analyst who oversees the position management program.
<b>Reports To</b>	The MPP Department Supervisor.
<b>Asterisk Field</b>	Field required to be completed by either the CSU or PageUp, e.g. Recruitment Status*.