



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.

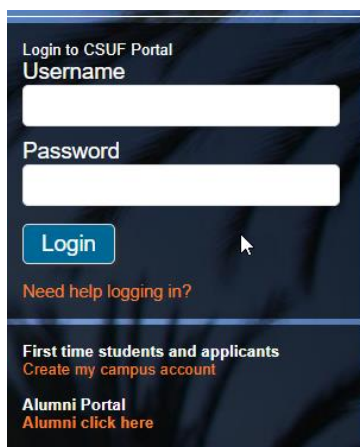
Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If your access is limited, a request must be submitted to Melvin Alegado at malegado@fullerton.edu.

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

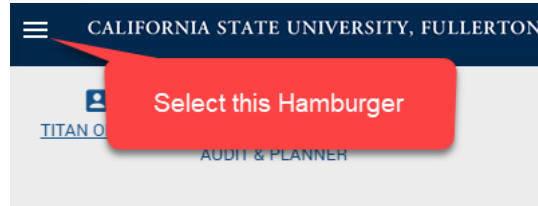
**IMPORTANT: POP-UP
Blocker needs to be
turned-off.**



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

The image is a screenshot of the CSUF Portal login page. It features a dark blue background with white text. At the top, it says "Login to CSUF Portal". Below that are two white input fields labeled "Username" and "Password". A blue "Login" button is positioned below the password field. Underneath the button, there is a link that says "Need help logging in?". At the bottom of the page, there are two sections: "First time students and applicants" with a link "Create my campus account", and "Alumni Portal" with a link "Alumni click here".

3. Search for the CHRS Recruiting App



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.

2. Position Description Template

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


3. Select the "New position description" link if a Position Description Template is not available.

New position description  **Note: If there is not a matching classification to use, you may select this option.**

Position Description

PD No. <input type="text"/>	Working title <input type="text" value="Admin Support"/>	Position Number <input type="text"/>
Employee No. <input type="text"/>	Reports to <input type="text"/>	Work Type All ▼
Campus Fullerton ▼	*Division All ▼	Sub department All ▼
Approval status Draft ▼	Status All ▼	<input type="button" value="Clear"/> <input type="button" value="Search"/>


PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status	
PD-60	Admin Support Assistant II (ENTER WORKING TITLE)	FL-00023313	Melvin G Alegado	Phenicia I McCullough	15 May 2019	Draft	View Recruit for position Archive



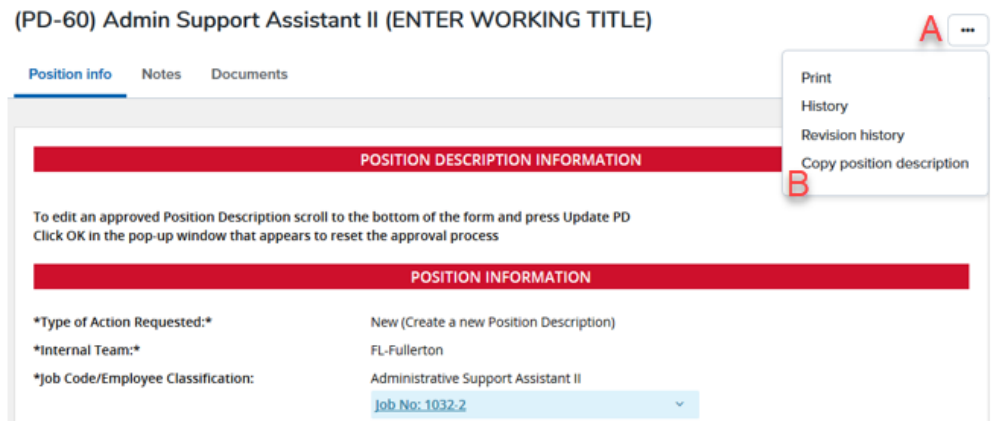
Position Information – Review, Copy, and Edit

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  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-60) Admin Support Assistant II (ENTER WORKING TITLE)

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

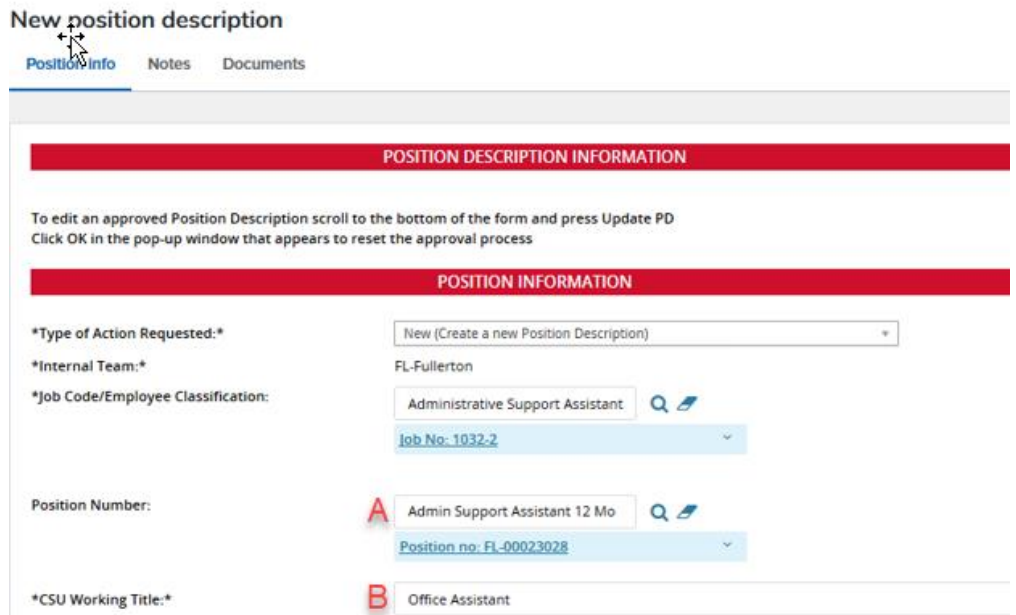
Type of Action Requested: New (Create a new Position Description)

Internal Team: FL-Fullerton

*Job Code/Employee Classification: Administrative Support Assistant II
Job No: 1032.2

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. In the CSU Working Title Field, enter the working title of the position.



New position description

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

Type of Action Requested: New (Create a new Position Description)

Internal Team: FL-Fullerton

*Job Code/Employee Classification: Administrative Support Assistant
Job No: 1032.2

Position Number: Admin Support Assistant 12 Mo
Position no: FL-00023028

CSU Working Title: 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.

- i. Division
- ii. College/Program
- iii. Department

D. In the "MPP Supervisor" field, enter the CMS position number of the MPP supervisor

E. Select the "Hiring Type" from the drop-down menu.

Position Number:

Admin Support Assistant 12 Mo



Position no: FL-00023028 ^

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

CSU Working Title:

Office Assistant

Salary Range/Grade:

No salary range/grade selected.

MPP Supervisor:

D

Reports To:

Talent Acquisition Manager

Position no: FL-00023313 v

Campus:

Fullerton v

Division:

VP, HR, Diversity & Inclusion v

College/Program:

Diversity and Equity v

Department:

Human Resource Services - 10137 v

FLSA Status:

Non-Exempt

*Hiring Type:

E

Probationary v

Pay Plan:

12 Months v

Pay Plan Months Off:

3. Sensitive Position Section:

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

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

SENSITIVE POSITION

Sensitive Position: Yes No

Click [HERE](#) to view Sensitive Position criteria and select from below where rele

Care of People (including minors) Animals and Property:

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

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

POSITION DETAILS	
Job Summary/Basic Function:	Under supervision, the Administrative Support Assistant is responsible for providing general office, clerical, and secretarial support to students, faculty, staff, and community members. Processes mail, maintains files and records, processes documents and records, gathers data, and interacts with and solves problems for work unit customers and staff. Responds to customers via email, telephone, and in person. Uses a variety of office support technology.
*Minimum Qualifications:	High School diploma or the equivalent and three years of experience in general office, clerical, secretarial work or the equivalent.
Required Qualifications:	Entry to this classification requires fundamental written and oral communication skills, including a sound foundation in English grammar, spelling, and punctuation; an ability to understand standard office procedures; an ability to operate standard office equipment; an ability to learn office technology systems; an ability to perform basic arithmetic calculations; and typing and keyboard skills. Experience to be proficient in performing most or all work assignments.

- 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

Preferred Qualifications:	EDIT AND ENTER PREFERRED QUAL'S IF APPLICABLE
---------------------------	---

- D. Enter any special conditions, e.g., occasional work schedule, travel, master key, etc.
- E. Enter any License or Certification required or preferred

Special Conditions:	
License / Certification:	

- 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

*Mandated Reporter:

NCAA: Yes No

Conflict of Interest:

Supervises Employees: Yes No

If position supervises other employees; list position titles:

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
- 1) Update % of time and provide examples of the primary duties
 - 2) Click the button to save
- B. Select the button to add additional rows, if needed

Job Duties			
JOB DUTIES			
% 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
<input type="button" value="New"/>			

<input type="text" value="75"/>	<input type="text" value="EDIT AND ENTER ADMIN DUTIES"/>	<input type="text" value="Essential"/>	<input type="button" value="Add"/>
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Physical, Mental, and Environmental Demands

6. Physical, Mental, and Environmental Demands

Review these fields.

*****Important: Not all users have access to this section*****

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:

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

Posting Details – Build the Position Summary

This section of the position description template allows you to create the marketing summary for the job posting.

1. Build your Position Advertisement

- A. Enter a 1-2 sentence statement to spark the candidates' interest in the position

POSTING DETAILS

*Advertising Summary: **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.

1. Users & Approvers

- A. **Provide Justification for the position**
- B. **Hiring Administrator:**
Input the name of the hiring manager and press enter
- C. **Approval Process:**
 - 1) Select "FL-PD Approval (Staff/MPP)" if the department has an Associate Dean or an additional approver
 - 2) 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 (Quick Hire)
FL - PD Approval (Staff/MPP)
FL - Testing ONLY
FL- PD Approval (Staff/Mgmt) - No Dept Head

A. **Dept. Supervisor:** Input the name of the hiring manager and press enter.

B. **Dept. Head:** Input the appropriate name and press enter. This may be the same as Dept. Supervisor

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

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

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

Approval process:*

FL - PD Approval (Staff/MPP) ▼

1. Dept. Supervisor:



No user selected.

2. Dept. Head:



No user selected.

3. HR Classifier:



hrrecruitment@fullerton.edu ▼

4. Appropriate Administrator:



No user selected.

5. Position Mgmt:



prpm@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

Approval Process	The position description has approval processes, which will route through the workflow process via email to the respective areas as selected.
Dept. Supervisor	This is the MPP Supervisor for the position.
Dept. Head	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.
Appropriate Administrator	This is a Provost or Vice President. This may also be an MPP who reports directly to a Provost or Vice President.
Position Management	The Position Management Analyst who oversees the position management program.
Reports To	The MPP Department Supervisor.

Asterisk

Asterisk location	Example	Required by
Beginning	*Campus	CSU
End	Recruitment Status*	CHRS Recruiting
Beginning and end	*Reason*	Both CSU and CHRS Recruiting

Related documents

Approval Process

Job Requisition

Job Approvals