

UNM

LEARN

June 15 & 16, 2010



Understanding Positions in Banner and UNMJobs

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HR Process Improvements

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Position Control

Agenda

- What is a position?
- Why are positions important?
- What is the difference between position management/position control?
- How to manage your positions?
- How to use positions in UNMJobs?

What is a Position?

- “A position is a box on your Org Chart”
 - It is important for departments to develop an org chart to effectively manage their departments
- There are two types of positions
 - Single Positions
 - Pooled Positions

Single Positions

- Usually represent a single classification
- Budgeted individually
- Examples of single positions include:
Program Manager, Full Time Faculty, and
an Administrative Assistant 2

Pooled Positions

- Represent a larger box on the Org Chart that could contain many individuals
- Budgeted as a pool by type of employment
- Examples of pooled positions include:
TPTs, On-Call Staff, Student Employees and UNM Temps

Why is a Position Important?

Position is used in Budget, Finance, HR, Payroll and Security

- Budgeting
 - Position Budgeting
 - Salary Planner
- Posting of Jobs (UNMJobs)
 - Includes duties specific to the position in your department
 - Preferred qualifications and applicant questions

Why is a Position Important?

Position is used in Budget, Finance, HR, Payroll and Security

- Setup of Jobs (Banner)
 - Accurate set up of salary, position class, e-Class, salary table, grade
- Security
 - Org on position drives Salary Planner
 - Org on job drives time entry, most other security for HR/PR

Why is a Position Important?

The key to position management and position control is the ability to accurately select the appropriate position before you begin any type of action.

Position vs. Job

Position

- Position #
- Org Code
- Position Classification
- Position Budget
- Eclass
- Grade
- Labor Distribution
- FTE

Job

- Position #
- Org Code
- Employee
- Banner ID
- Salary on Job
- Org Code
- Labor Distribution
- Appointment %
- Suffix

Positions in UNMJobs

- Combination of data in Banner Position and Job
- Includes custom summary, preferred qualifications, applicant questions
- Provides data from the position, the job and the postings built from this information to allow you to easily post the position in the future

How do I find my Positions?

- First, look in UNMJobs
- E-Print – HR/PR Repository
 - Active Employee Report: PZROEMA
 - Position Vacancy Report: PZRVACR

These are found in the ***HRP_BANP***
Repository

Differences between Position Management and Position Control

- Position **control** is concerned with budgeting of positions.
- Position **management** is concerned with all other data related to positions.
 - Such as:
 - Position Classification – correct minimum requirements, org codes, salary grades, e-classes

Basic Premise of Position Management

- Keeping the classification information accurate
 - Reclassifications
 - Career Ladders
- Managing your vacancies
 - Canceling positions if they are never going to be filled
 - Knowing when to create a new position
 - Is it an additional FTE?
 - Do I have a vacant position that is not going to be filled and can be reclassified for this posting?

Basic Premise of Position Control

- Departments should not hire more individuals than they have funding for
- Number of budgeted FTEs should equal the number of positions in your organization

Basic Premise of Position Control

- The Org code on your position and on your employees job should match
- Vacant positions that departments do not have budget for should be deactivated or reclassified to titles that you have budget for
- Departments should use reports to identify what positions are in your org(s)

Managing Positions in UNMJobs

- Position data in UNMJobs is a result of what was loaded as of Nov 2008 and what departments have modified/added since.
- How do I decide how to proceed in UNMJobs when posting a position.

Managing your positions in UNMJobs

- Not all positions show in UNMJobs but if you have a position in Banner (PZROEMA or PZROVACR) that is not in UNMJobs – you should chose the Action:

“Create a new position and request to Post ”

Be sure to reference your position number that is in Banner but not in UNMJobs.

Managing your positions in UNMJobs

- If you have a vacant position or a position that is soon to be vacated and it is the right classification, use that position.
- If you do not have a vacant or soon to be vacated position in the right classification, but you have a position that you do not intend to fill, use that position and reclass it.
- UNMJobs Action:
“Modify an existing position and request to Post ”

- Job Postings
- Active Postings
- Pending Postings
- Historical Postings
- Search Hiring Proposals
- Position Descriptions
- Begin New Action**
- Search Actions
- Pending Actions
- Search Positions
- Admin
- Home
- Change Default View
- Change User Type
- Logout

• Welcome **Jason (jblanken) Blankenship**. You are logged in with Department View.
Your Current Group:Department Originator.

Monday, June 14,

Begin New Action

Begin New Action

5 Records

Action	Description
New Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request a new staff/student position, and request posting if applicable.
Modify Existing Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
UNM Temps Request Start Action	Use this action for UNM Temps requests.
New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.



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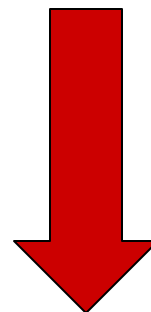
Welcome **Jason (jblanken) Blankenship**. You are logged in with Department View. Monday, June 14, 2011 10:58 AM
 Your Current Group: Department Originator.

Modify Existing Staff/Student Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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Classification Details	
Position Class Title:	Data Manager
Position Class Code:	E0012
Salary Grade:	12
Exempt/Non-Exempt:	Exempt
Posting Salary Range:	12 - \$2,915.47 minimum to \$3,993.60 midpoint(Monthly)
Employee Class:	SE - Exempt Staff
Position Type:	Staff
Position Summary:	Manages and maintains a comprehensive University information resource, ensuring consistency and integrity of data; oversees collect and reporting of complex, related information. Interprets data, includes statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments. Conducts needs assessments, designs and creates databases, and participates testing and implementation of new applications and/or enhancements and modifications to existing systems. Provides assistance and training system users.
Minimum Qualifications:	Bachelor's degree; at least 2 years of experience that is directly related to the duties and responsibilities specified. OR

Scroll down



Other

0 %

- CHANGE CLASSIFICATION**
- << RETURN TO PREVIOUS
- CONTINUE TO NEXT PAGE >>
- SAVE AND STAY ON THIS PAGE

- CANCEL
- PREVIEW ACTION

[Job Postings](#)
[Active Postings](#)
[Pending Postings](#)
[Historical Postings](#)
[Search Hiring Proposals](#)
[Position Descriptions](#)
[Begin New Action](#)
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Monday, June 14, 2010

Modify Existing Staff/Student Position (Request Posting if applicable)

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Search Classifications

Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>
Salary Grade	<input type="text" value="Any"/>	UNMTemps Eligible	<input type="text" value="Any"/>

SEARCH

CLEAR RESULTS

CANCEL SEARCH

Classification Details

Position Class Title:	Data Manager
Position Class Code:	E0012
Salary Grade:	12



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New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.



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----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. **IMPORTANT:** if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

1 Record

▲ Position Class Title	▼ Position Class Code	▼ Position Type	▼ Salary Grade
Accountant 2 Select and Continue View Summary	B2001	Staff	11

Search Classifications

Position Type	<input type="text" value="Staff"/>	Position Class Title	<input type="text" value="Accountant 2"/>
Salary Grade	<input type="text" value="Any"/>	UNM Temps Eligible	<input type="text" value="Any"/>

Future State

- Project in progress to synchronize the position data in Banner and UNMJobs.
- Already synchronized the ORGs between the jobs and the positions.
- Working on moving IB/PC from the hiring proposal into the posting.
- Researching the ability to move all transactions through the systems electronically.

Questions?

- Contact Position Control at:
POSCNTRL@unm.edu
- Joyce McCarthy: 277-0988,
JMcCarthy@salud.unm.edu