Introduction to Position Management
Position Management

- New Concept

- What is Position Management?

- What is a position? What is a job?
Position

Specific occurrence of one organizational designation within the University structure

Vacant
HEO
Position Number
Position Tree

Jane Smith
Vice President

Vacant
HEO

Liz Roberts
Associate Director
HEA

John Jones
Assistant Director
HEa

Cathy James
Coordinator
aHEO
Job

Daily responsibilities
# Position vs Job

<table>
<thead>
<tr>
<th>POSITION</th>
<th>JOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A slot, an organizational designation</td>
<td>• Daily responsibilities, what you do</td>
</tr>
<tr>
<td>• Has security access tied to it</td>
<td>• Does not hold security access</td>
</tr>
<tr>
<td>• One person may hold more than one Position</td>
<td>• Only one Job may be tied to a Position at one time</td>
</tr>
</tbody>
</table>
Position Management

- Position Requests

  Determine Need
  Review Existing Jobs
  Enter/Submit Request
Position Request Workflow

Manager enters position request

HR reviews and approves or denies position request

Budget reviews and approves or pushes back

HR and Hiring Manager receive position number
Benefits of Position Management

- Business process that organizes staffing
- Facilitates the hiring of new personnel
- Helps to manage staff
- Allows for reporting