Reclassifying a Vacant Position

Overview:

Understanding the Process for Reclassifying a Vacant Position

This guide outlines the basic steps for reclassifying a vacant position using the electronic Personnel Action Form Plus (ePAF+).

A pMAP/PD should be used when:

- Reclassifying a position from Faculty to A&P/USPS or vice versa

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date. When reclassifying a filled position, an originator will not be able to originate a transaction on themselves. For this, please have another employee in the department with access to ePAF+ submit the transaction. You cannot enter another ePAF+ if one has been pushed back or saved as a draft. The pushed back or saved as a draft ePAF+ must be processed or denied.

Only indicate what needs to be changed in the Proposed Changes Column.

Procedure

Scenario:
In this topic, you will learn the steps to reclassify a vacant position and make updates and additions to position profile data.

Key Information:
Position Number
Reclassification Details
Position Profile Data
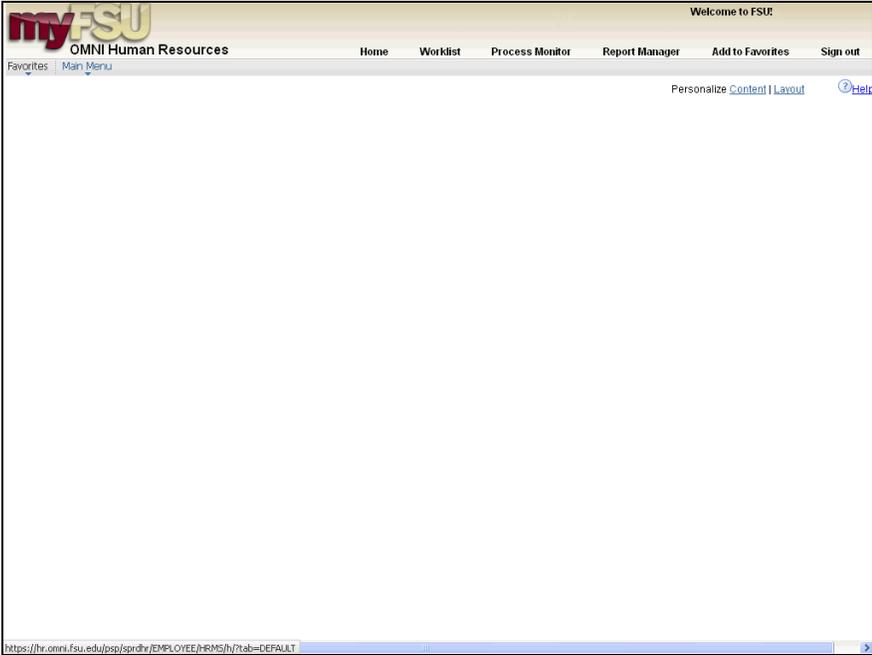
Step	Action
1.	Click in the **Main Menu** field. Main Menu

Step	Action
2.	Click in the **ePAF+** field. ePAF+
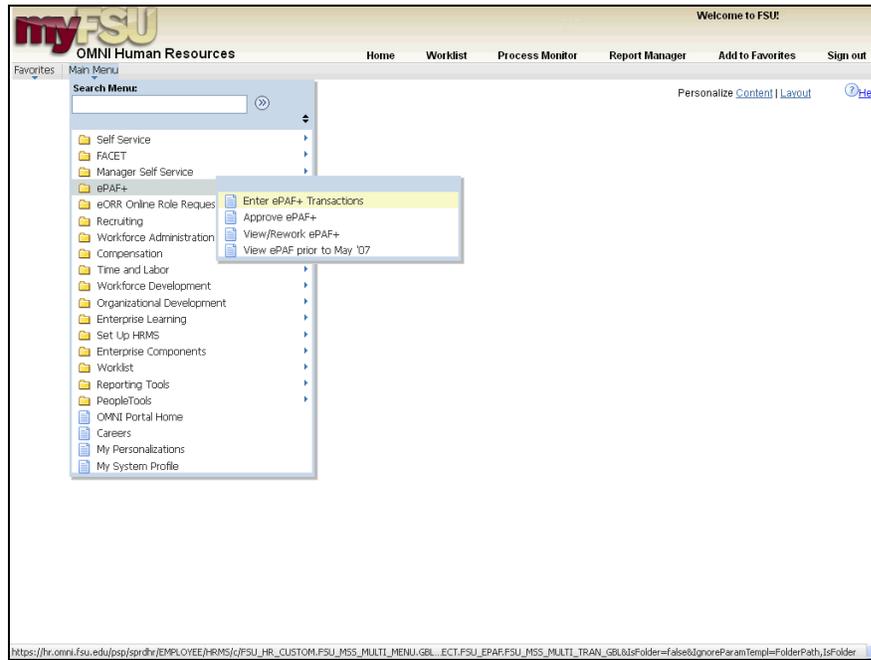
Step	Action
3.	Click the **Enter ePAF+ Transactions** menu. Enter ePAF+ Transactions

Step	Action
4.	Click the **Update Vacant Position** option to search for a vacant position.
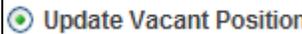
Step	Action
5.	Enter the position number into the **Position** field. For the purpose of this example, enter "**00080802**".

Step	Action
6.	Click the **Search** button.

Step	Action
7.	Select the desired **Position Nbr** link. 00080802

Step	Action
8.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle into the **Requested Transaction Date** field. For the purpose of this example, enter "**05252012**".

Step	Action
9.	Click the **Submit** button.

Step	Action
10.	Either type in the job code or click the Look Up button to search for the job code. For the purpose of this example, click the **Look Up Job Code** button.

Step	Action
11.	You may search for the job code using any of these fields. For the purpose of this example, click the **0114, Office Administrator** link. 0114

Step	Action
12.	**NOTE:** The information attached to the selected job code will automatically populate the **Job Code section.**

Step	Action
13.	Click the **Position Profile Data** link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

Step	Action
14.	To make changes to the focus statement, click the **Position Focus Statement** link. **NOTE:** Only click the Add a New Position Focus Statement if the position does not already have a focus statement in the profile.
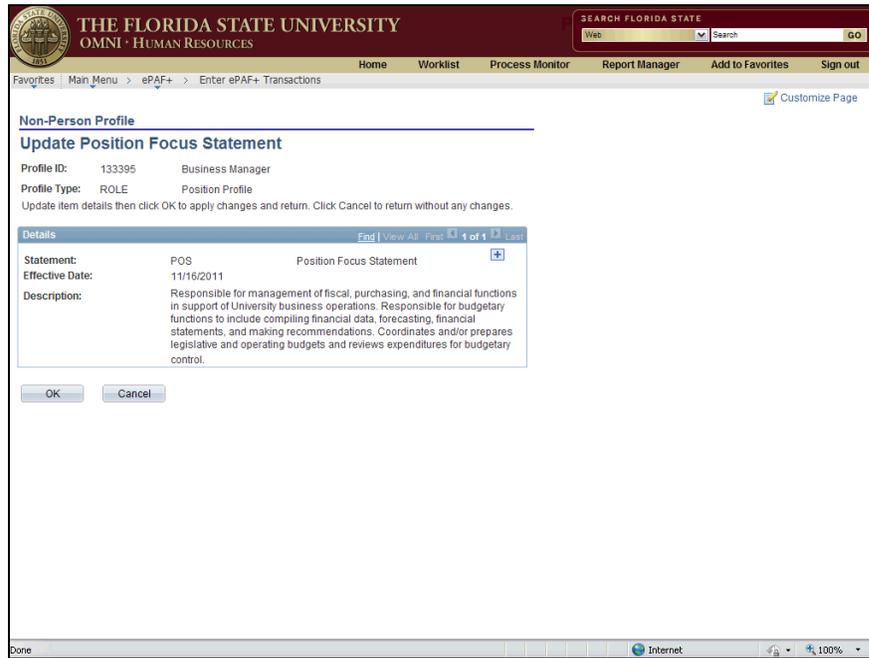
Step	Action
15.	Click the **Add a New Row** (plus sign) button.

Step	Action
16.	Enter the desired information into the **Description** field. For the purpose of this example, enter "**Responsible for serving as Office Manager for the department.** " **NOTE:** This field is limited to 1325 characters.

Step	Action
17.	Click the **OK** button.

Step	Action
18.	Click the **Responsibilities** link.

NOTE: The Responsibility section requires at least three **Essential Functions** with **Time Allocation** totaling 100% in order to save your responsibilities. The maximum number of Responsibilities a position may have is seven.

In this example we are making changes to a position that currently has six responsibilities. With this reclassification, the position will now only have four responsibilities. In this example, we will be making changes and adjusting the percentage of time for four of the responsibilities and then inactivating the other two. |

Step	Action
19.	This screen is only showing five of the six responsibilities currently on this position. Click the **View All** link to see all six responsibilities. View All

Step	Action
20.	To make changes to a position responsibility, click the responsibility you would like to change. For the purpose of this example, click the first **Position Responsibility** link. Position Responsibility
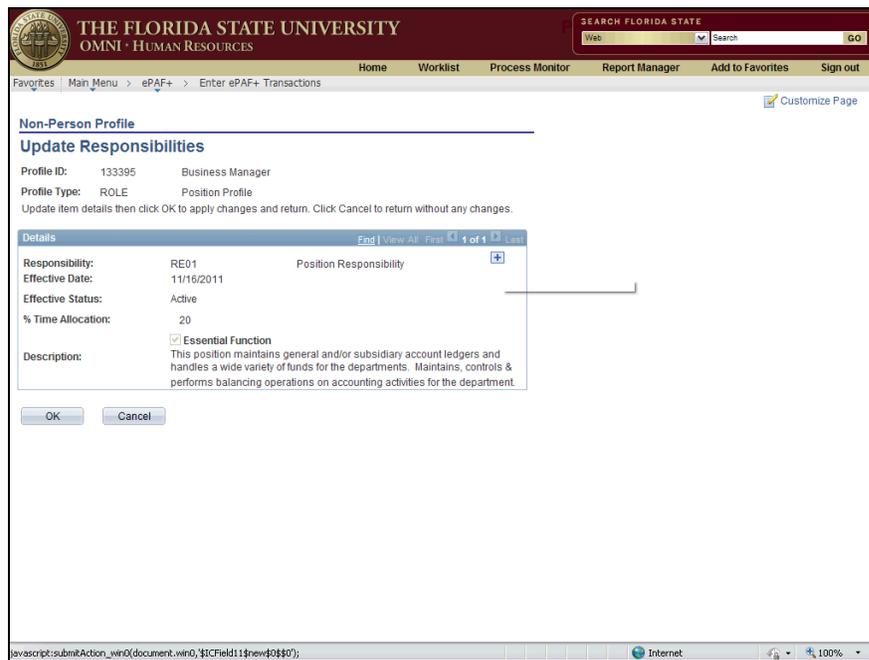
Step	Action
21.	Click the **Add a New Row** (plus sign) button. +

Step	Action
22.	Update Responsibilities, including **Description** and **% Time Allocation**, as needed. For the purpose of this example we are only changing the description. Enter "**Responsible for overseeing and serving as Budget Manager.**"

Step	Action
23.	Click the **OK** button. OK

Step	Action
24.	Click the second **Position Responsibility** link. Position Responsibility

Step	Action
25.	Click the **Add a New Row** (plus sign) button.

Step	Action
26.	Update Responsibilities, including **Description** and **% Time Allocation**, as needed. For the purpose of this example, enter "**Responsible for developing office policies and procedures.**"

Step	Action
27.	Click the **OK** button.

Step	Action
28.	Click the third **Position Responsibility** link. Position Responsibility

Step	Action
29.	Click the **Add a New Row** (plus sign) button.![plus icon]

Step	Action
30.	Update Responsibilities, including **Description** and **% Time Allocation**, as needed. For the purpose of this example, enter "**25**" into the **% Time Allocation** field.

Step	Action
31.	Then enter "**Responsible for supervising OPS and Federal Work Study students.**" into the **Description** field.

Step	Action
32.	Click the **OK** button.

Step	Action
33.	Click the fourth **Position Responsibility** link.

Step	Action
34.	Click the **Add a New Row** (plus sign) button.

Step	Action
35.	Update Responsibilities, including **Description** and **% Time Allocation**, as needed. For the purpose of this example, enter "**50**" into the **% Time Allocation** field.

Step	Action
36.	Then enter "**Responsible for performing administrative duties.**" into the **Description** field.

Step	Action
37.	Click the **OK** button.

Step	Action
38.	To inactivate the fifth responsibility, click the fifth **Position Responsibility** link. Position Responsibility
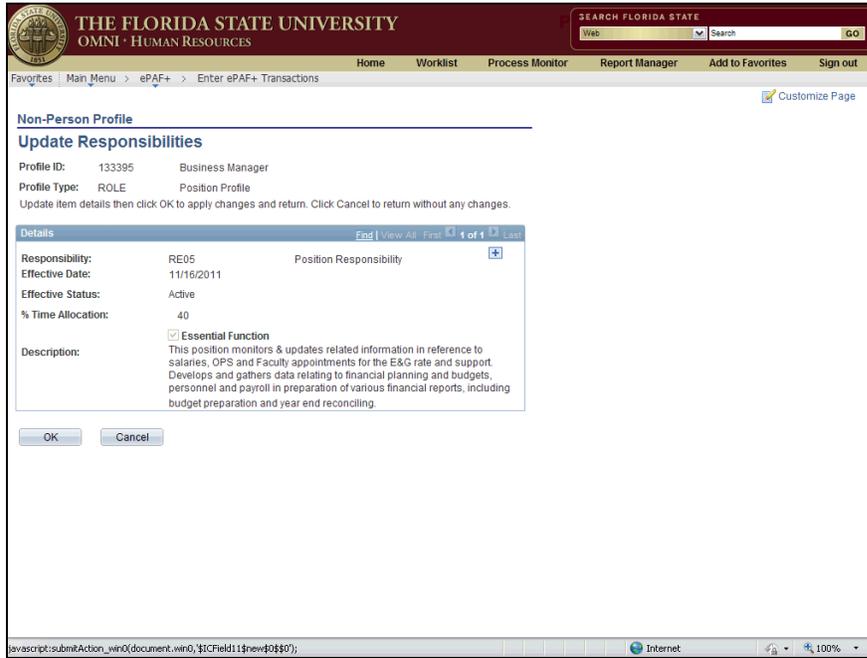
Step	Action
39.	Click the **Add a New Row** (plus sign) button.

Step	Action
40.	Click the **Effective Status** drop-down menu.

Step	Action
41.	Select **Inactive** from the options listed. Inactive

Step	Action
42.	Click the **OK** button. OK

Step	Action
43.	To inactivate the sixth responsibility, click the sixth **Position Responsibility** link. Position Responsibility

Step	Action
44.	Click the **Add a New Row** (plus sign) button.
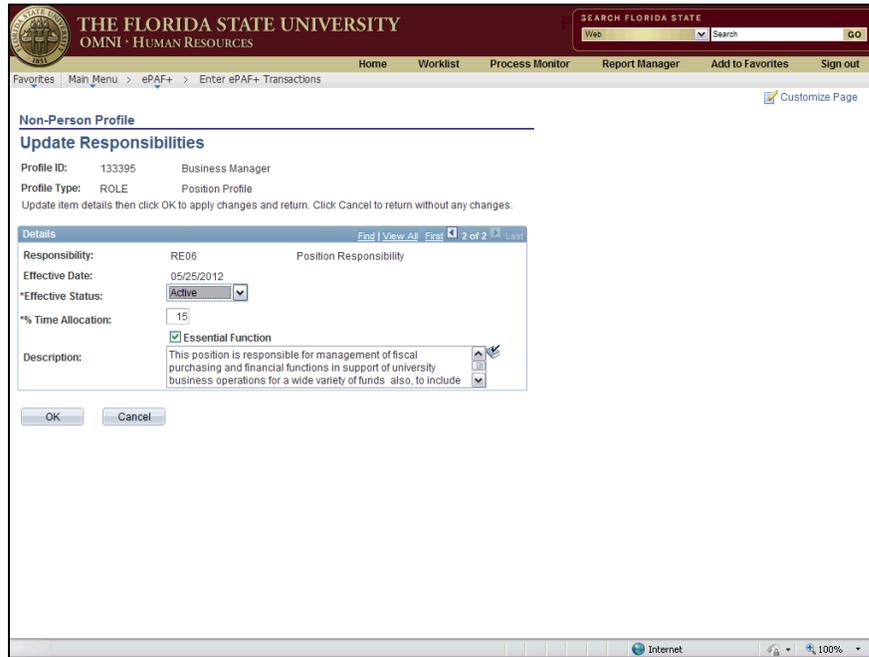
Step	Action
45.	Click the **Effective Status** drop-down menu.

Step	Action
46.	Select **Inactive** from the options listed.

Step	Action
47.	Click the **OK** button. OK
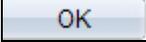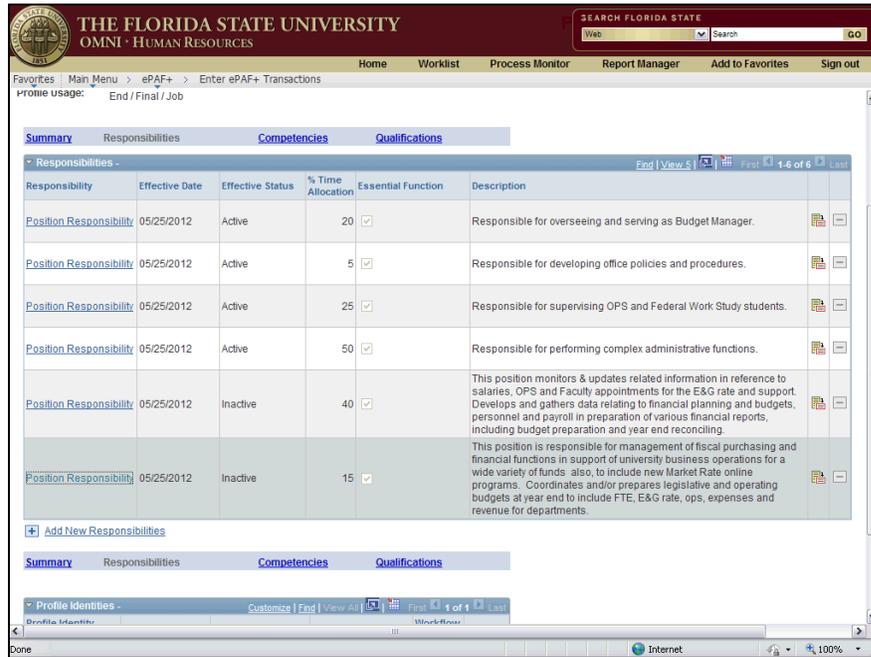
Step	Action
48.	Click the **Competencies** link. Competencies

Step	Action
49.	Click the **View All** link.

Step	Action
50.	To inactive a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the **Process Evaluation** link. Process Evaluation
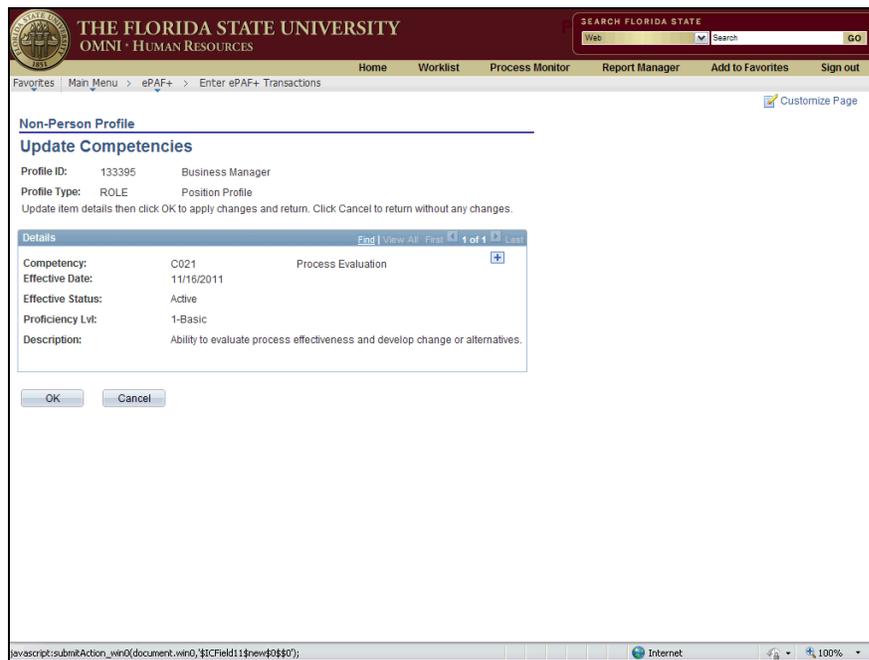
Step	Action
51.	Click the **Add a New Row** (plus sign) button. +

Step	Action
52.	Click the **Effective Status** drop-down menu.

Step	Action
53.	Click **Inactive** from the options listed. Inactive
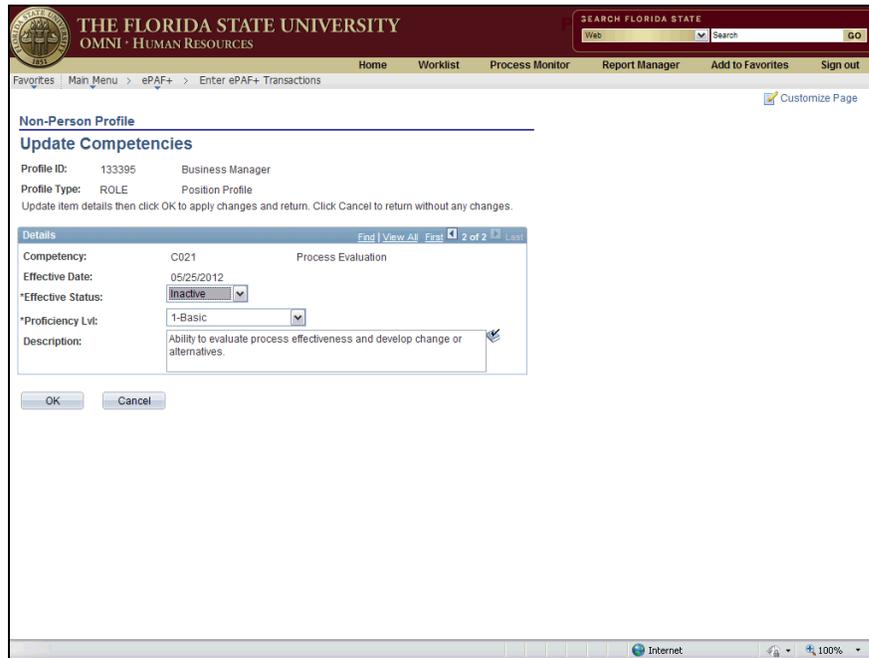
Step	Action
54.	Click the **OK** button. OK

Step	Action
55.	To change the proficiency level of a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the **Prioritize and Multi-task** link. Prioritize and Multi-task

Step	Action
56.	Click the **Add a New Row** (plus sign) button. [+]
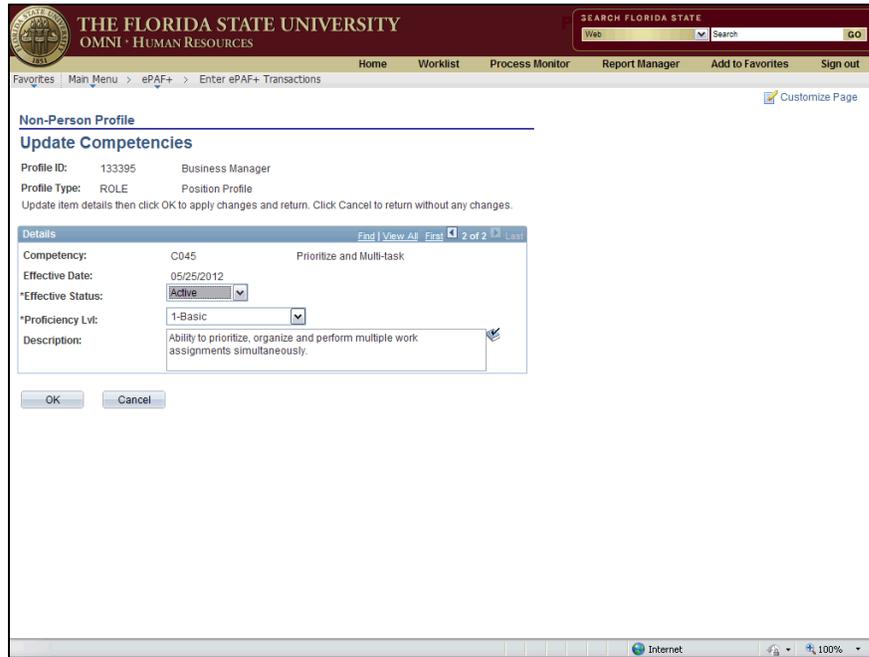
Step	Action
57.	Click the **Proficiency Lvl** list. 1-Basic

Step	Action
58.	Select the desired proficiency level for this competency. For the purpose of this example, select **2-Proficient.** 2-Proficient

Step	Action
59.	Click the **OK** button. OK
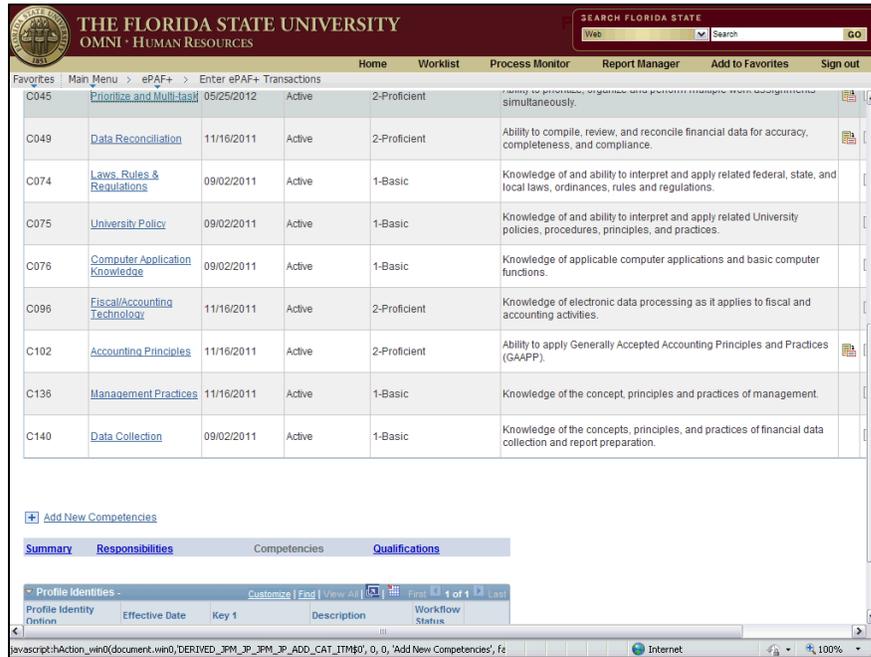
Step	Action
60.	To add a new competency, click the **Add New Competencies** link. Add New Competencies
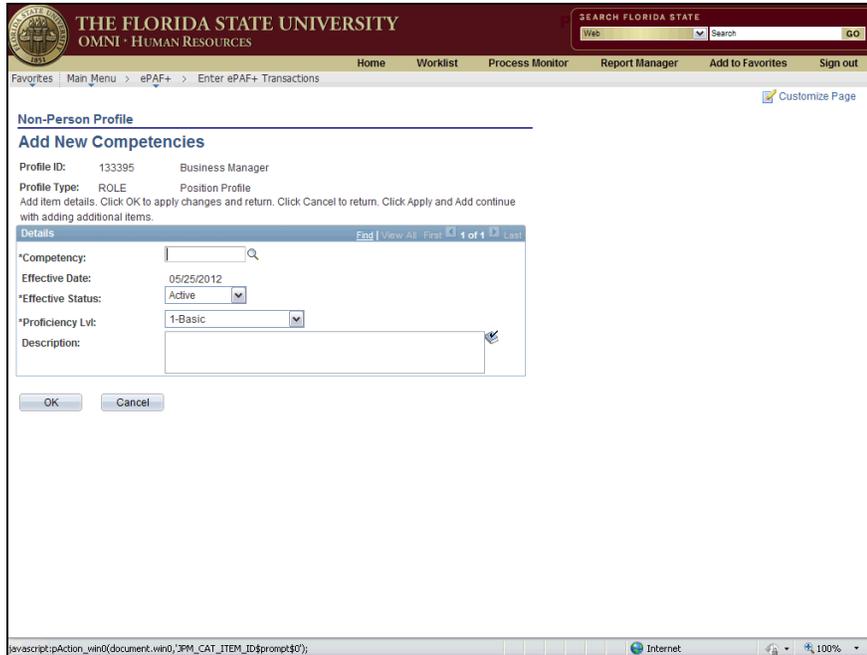
Step	Action
61.	Click the **Look Up Competency** button to view all available competencies or to search for a specific competency by ID or Description.
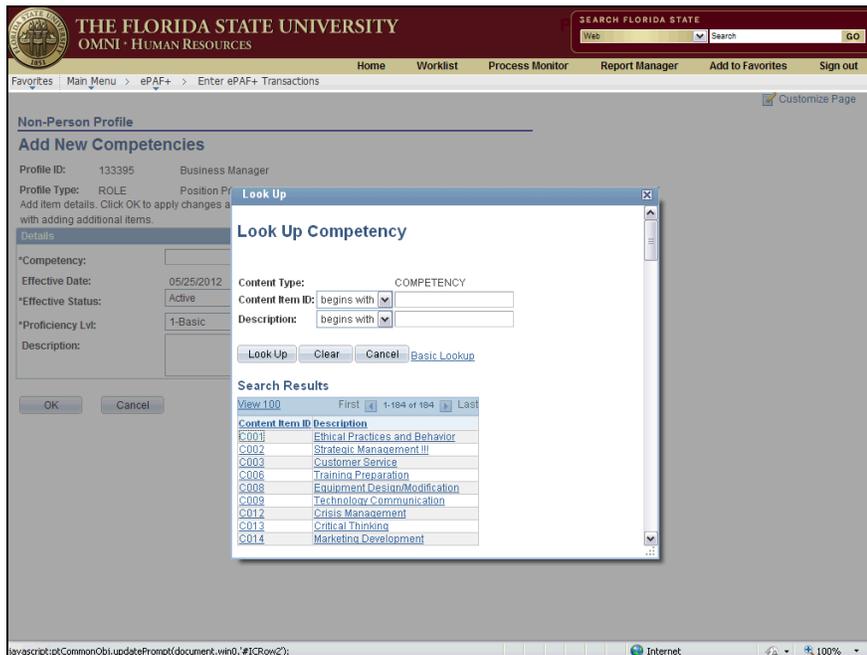
Step	Action
62.	Select the desired Competency from the catalog. For the purpose of this example, click the **C003, Customer Service** link.

Step	Action
63.	To change the proficiency level, click the **Proficiency Lvl** list.

Step	Action
64.	Select the desired proficiency level for this competency. For the purpose of this example, select **2-Proficient.**
	2-Proficient

Step	Action
65.	Click the **OK** button.
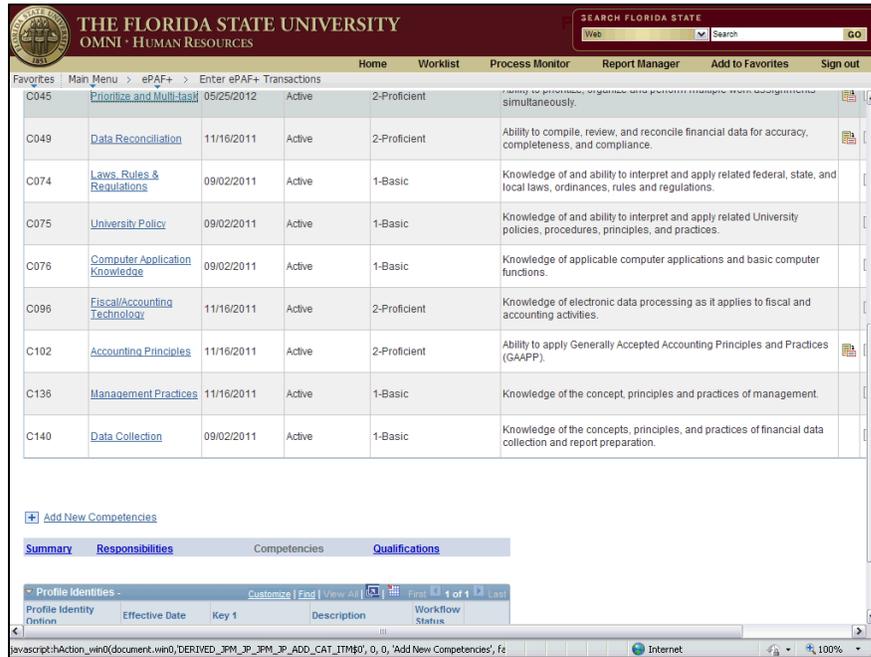
Step	Action
66.	**NOTE:** Although there are no limitations on the number of competencies a position can have, it is recommended that no more than 25 competencies are assigned. For assistance in assigning appropriate competencies to a position, contact the HR Compensation/Classification department.

Step	Action
67.	Click the **Qualifications** link to make changes related to education/experience, licenses/certifications, tests/examinations (i.e. background checks), and memberships. Qualifications

Step	Action
68.	Click the **Education/Experience** link. **NOTE:** Only click the Add New Education/Experience if the position does not already have education/experience in the profile. Education/Experience

Step	Action
69.	Click the **Add a New Row** (plus sign) button. +

Step	Action
70.	Click the **Education Level Drop Down,** select the appropriate education, and then update the Years of Experience required for the position. For the purpose of this example, click the **C-High School Diploma or Equiv** list item. C-High School Diploma or Eq

Step	Action
71.	**NOTE:** Education/experience should match the job code designated minimum education/experience. Please contact your Classification Analyst if you need to require education/experience above the minimum of the job code.

Step	Action
72.	Click the **OK** button.
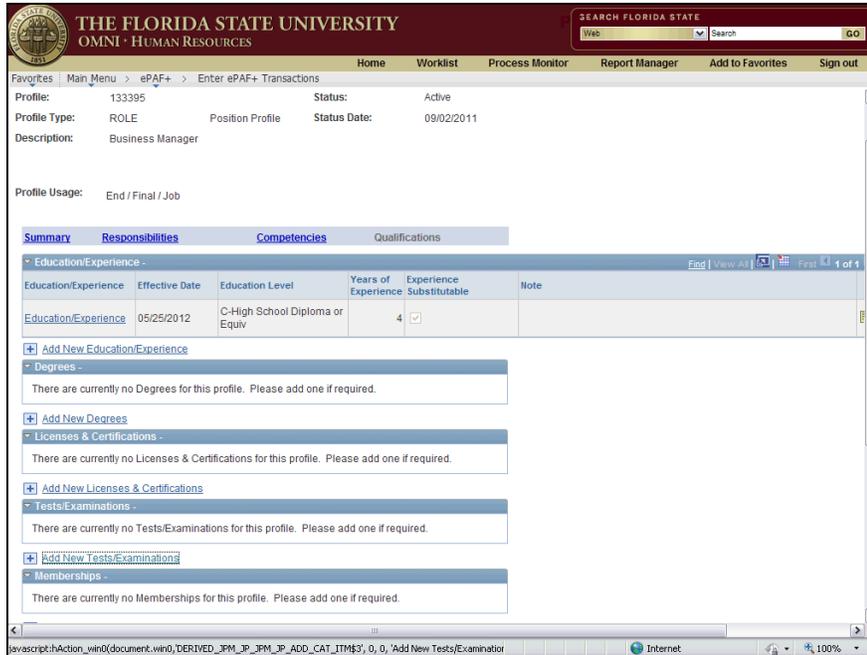
Step	Action
73.	Click the **Add New Tests/Examinations** link.
	Add New Tests/Examinations
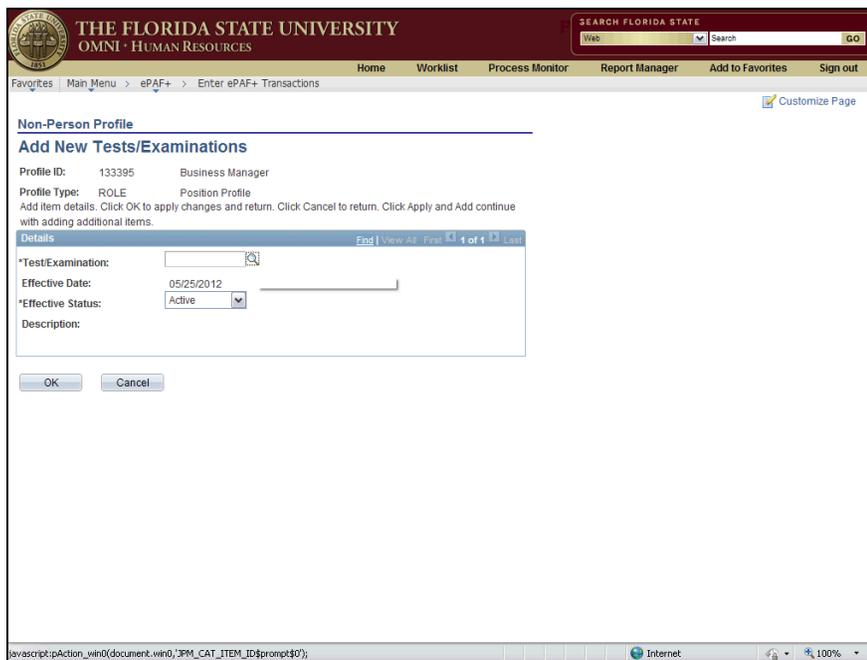
Step	Action
74.	Click the **Look up Test/Examination** button.

Step	Action
75.	Select the appropriate Background Level required for this position. For the purpose of this example, click the **TE02, Background Check, FDLE Level 1** link. Background Level 1 = State background check Background Level 2 = National background check (Fingerprinting required)

Step	Action
76.	Click the **OK** button.

Step	Action
77.	Click the **Save** button to save position profile changes.
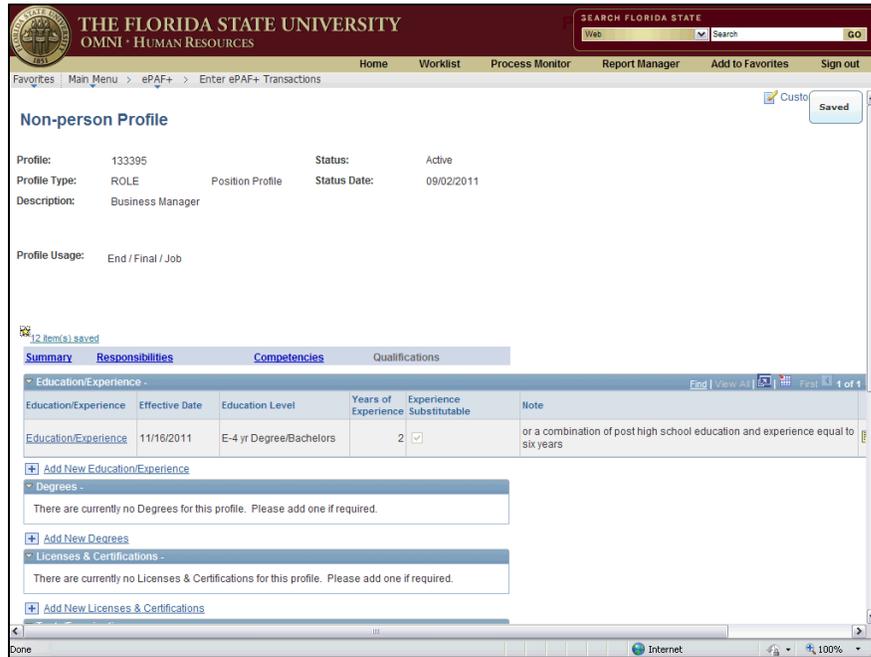
Step	Action
78.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the **item(s) saved** link.

Step	Action
79.	For the purpose of this example you have 12 saved items. Click the **OK** button once you have finished reviewing/revising your saved items.

Step	Action
80.	If you have made any additional changes, click **Save.** After you have saved the changes, click the **Return to ePAF+** link. Return to ePAF+

Step	Action
81.	Enter the appropriate VP Approver into the **VP Approver** field. For the purpose of this example, enter "**TFULCHER**".

Step	Action
82.	Comments are required by the originator. The reason for the reclassification and any information an approver may need to know prior to approving the ePAF+ should be entered into the **Comments** field. For the purpose of this example, enter "**Reclassifying vacant position to Office Administrator.**"

Step	Action
83.	If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the **Submit** button.
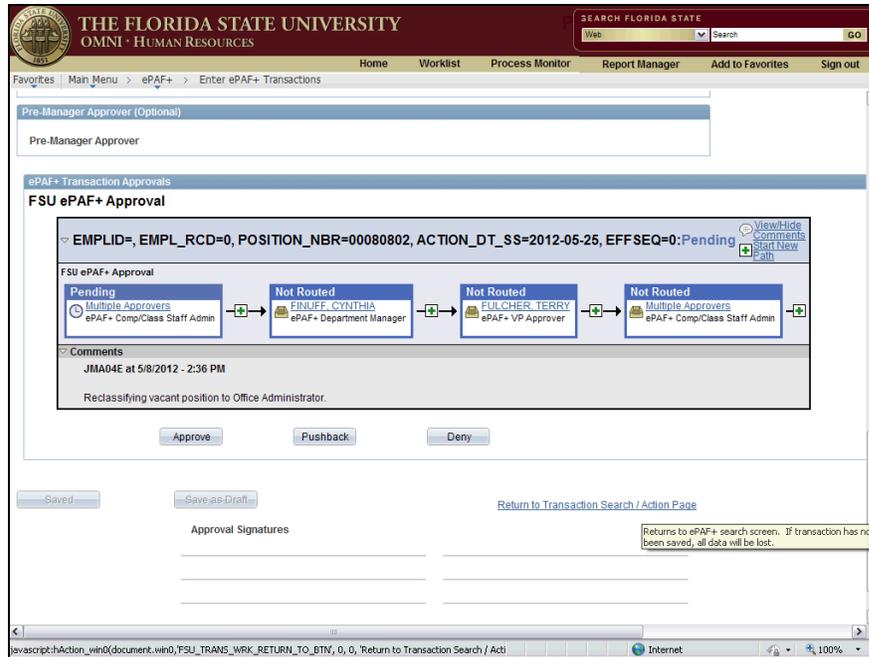
Step	Action
84.	Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.
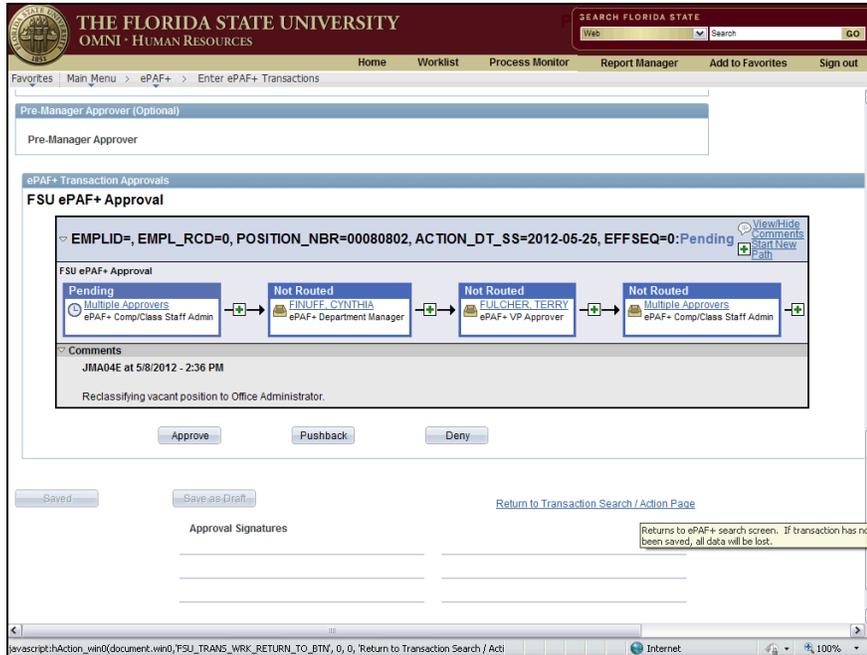
Step	Action
85.	Click the **Return to Transaction Search / Action Page** link.
	Return to Transaction Search / Action Page
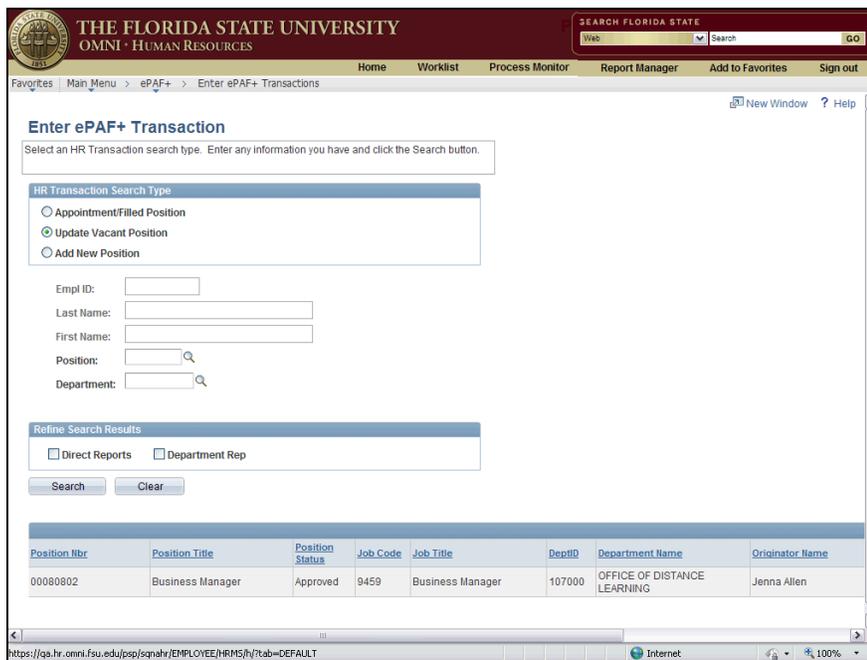
Step	Action
86.	Click the **Home** link. Home
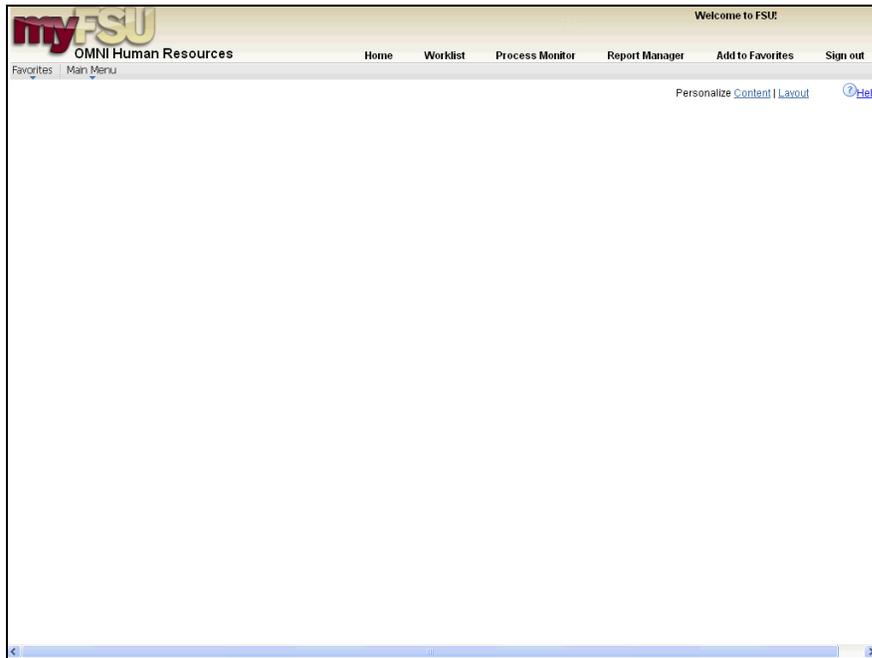
Step	Action
87.	**Congratulations!** You have completed this topic. **End of Procedure.**