PeopleAdmin: How To Create A New Position Requisition

Replacement to "PAR Form"

1 Navigate to **https://palomar.peopleadmin.com/hr/login**

Use your Palomar domain credentials to log in (*Hint: first initial last name 'jdoe'*)

• for assistance resetting your password email **HRHelp@palomar.edu**

2 Employee homepage

3

Once logged in, select the correct "User Group" on the top right side of the webpage.

*Default setting is "employee" which **does not** grant access to process position requisitions.*

Depending on your role select the appropriate user group

- Hiring Manager

- Fiscal Reviewer

- Executive Cabinet Reviewer

- Divisional VP Reviewer

4 Select the ellipsis menu (3 dots) on the top left of the homepage.
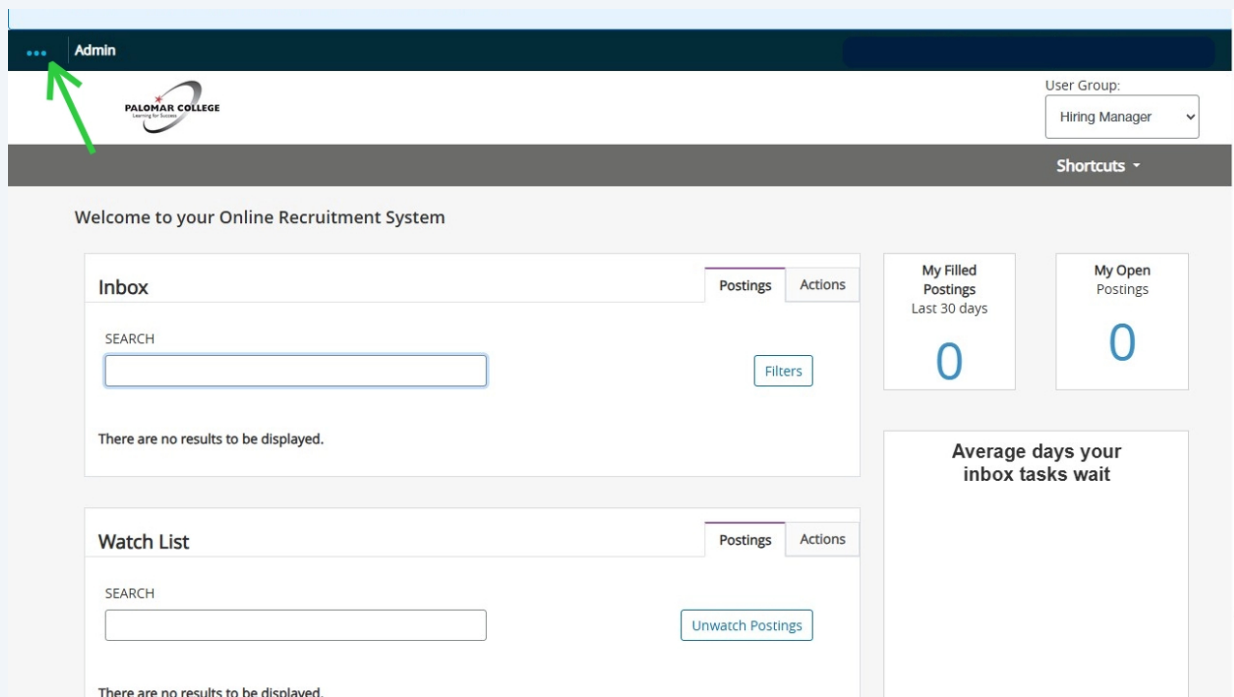
5 In the menu select "Position Management"
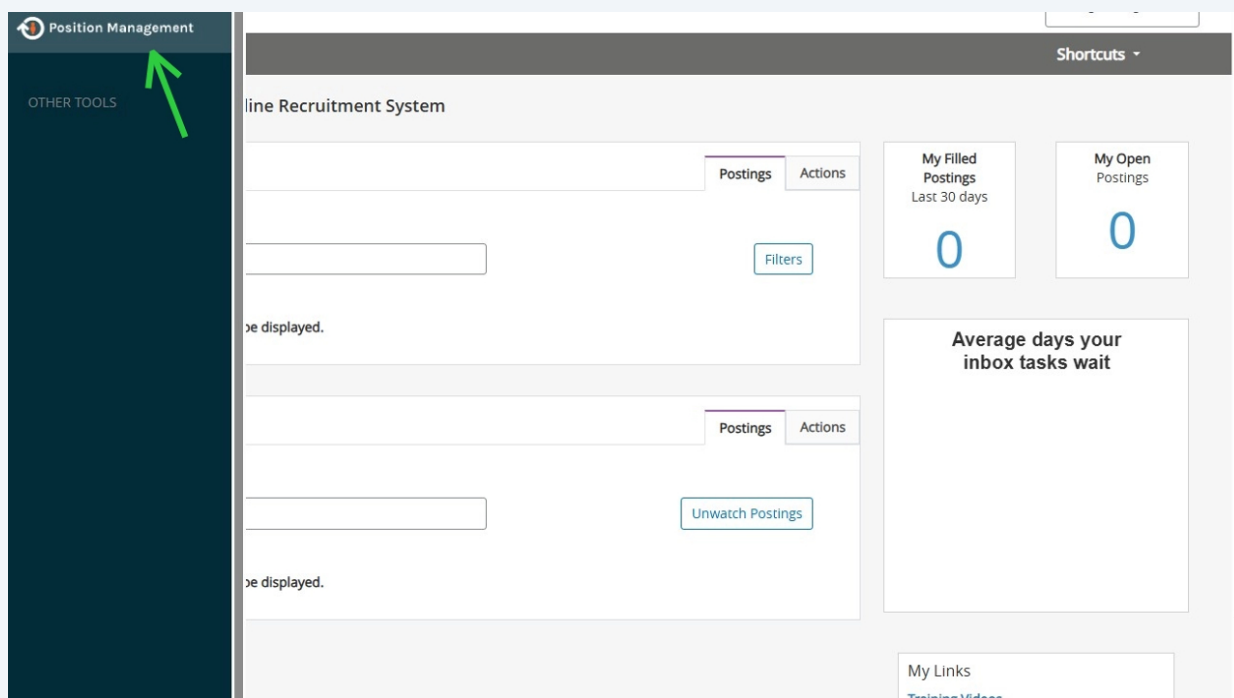
6 On the homepage of position management, select "Position" dropdown
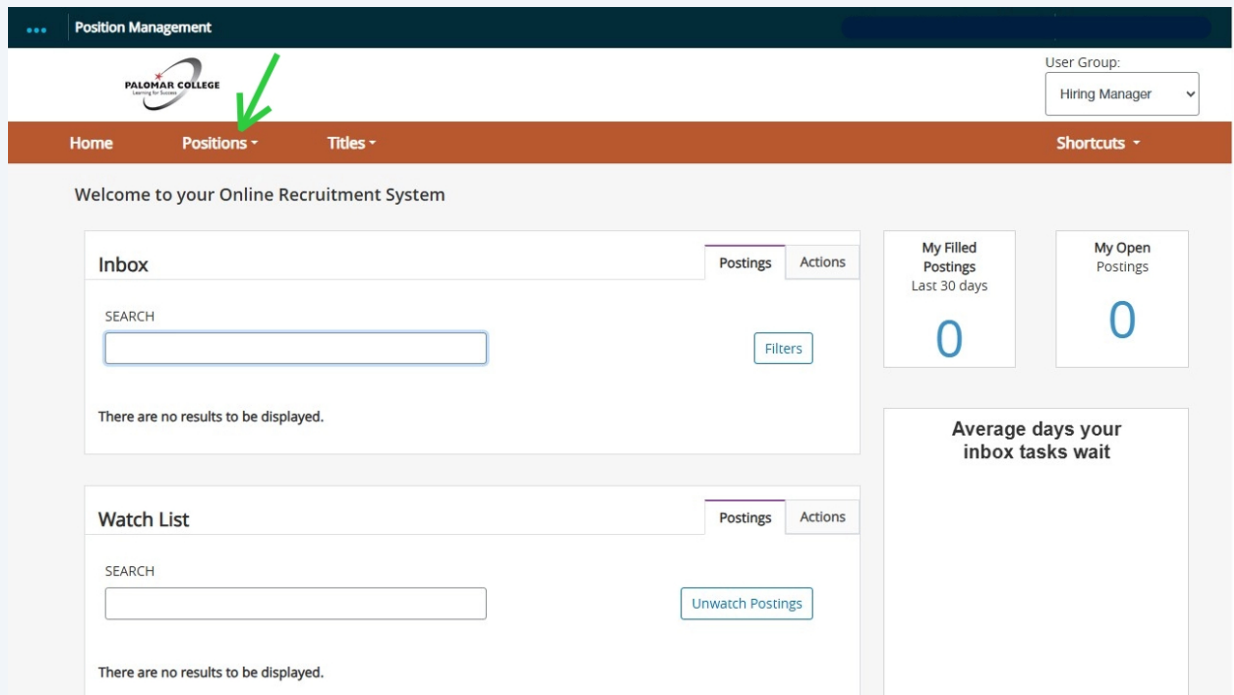
7 Click "Permanent"
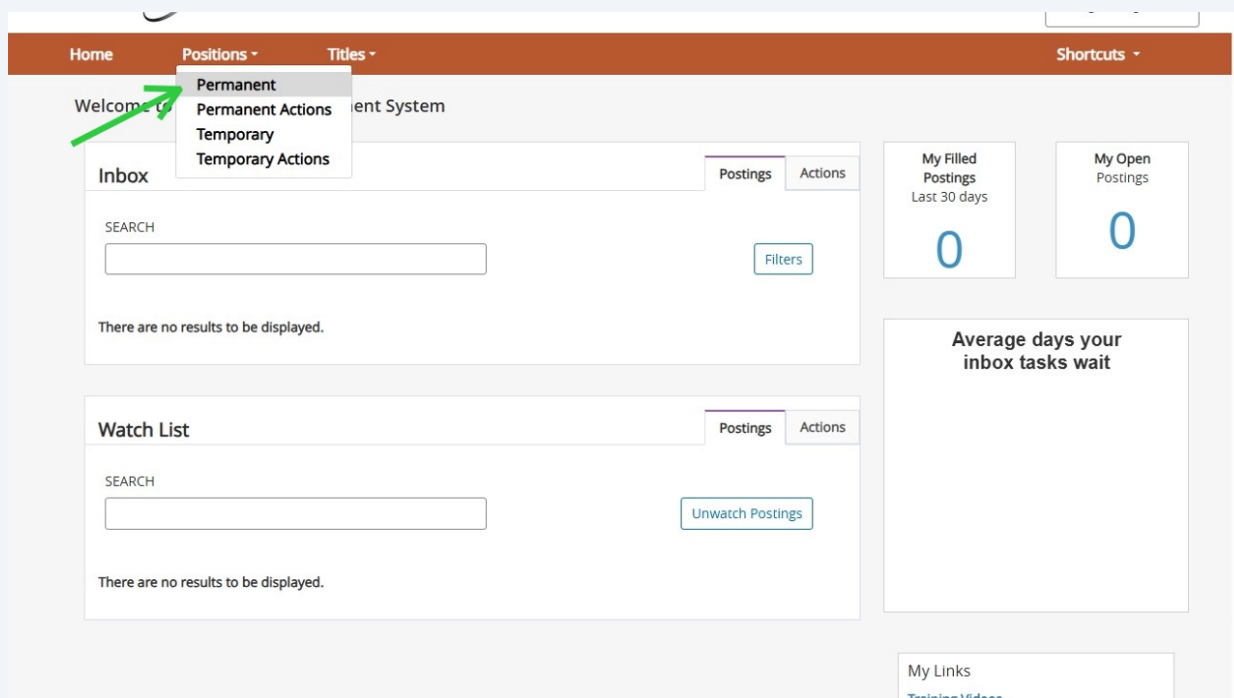
8 To create a new position without cloning an existing position, click "Create New Position"

	Home	Positions ▾	Titles ▾		Shortcuts ▾

/ Positions / Permanent ☆

Permanent Positions

+ Create New Position

Saved Searches ▾		**Search**	More Search Options ▾

*If replacing an existing position, please select a position below; if not select **Create New Position** in the top right corner.

All Positions ✖

"All Positions" **20**   Selected records **0**   ✖ Clear selection?

Actions ▾

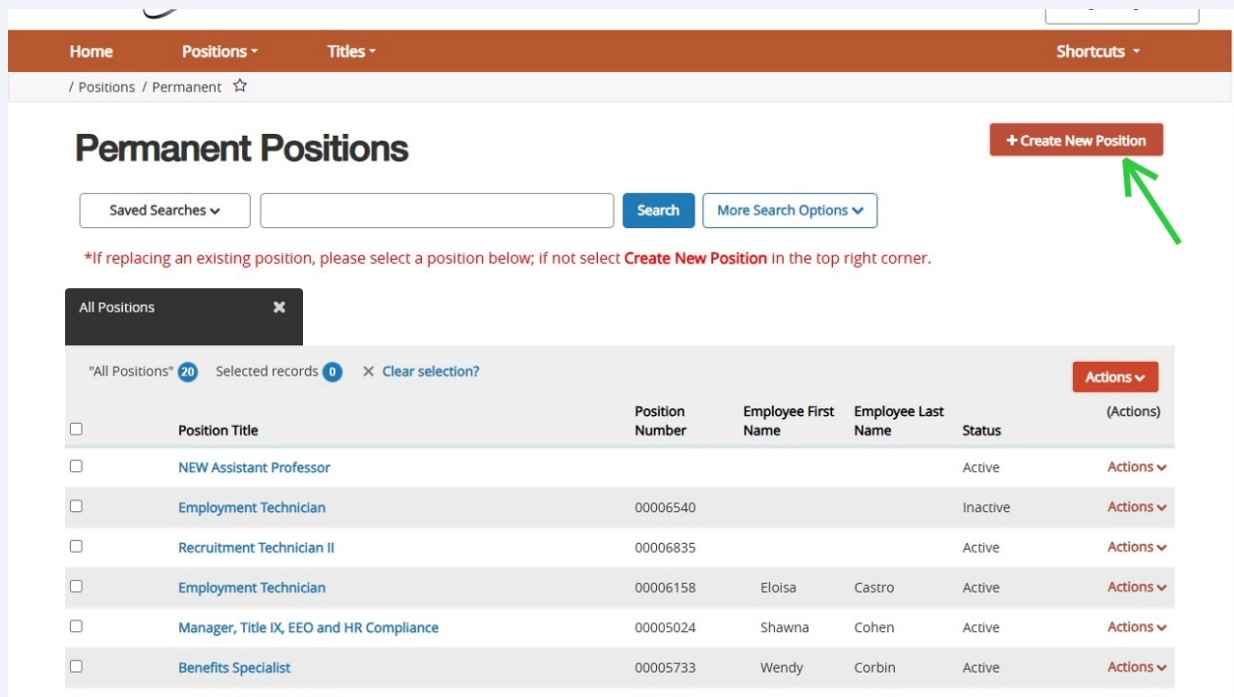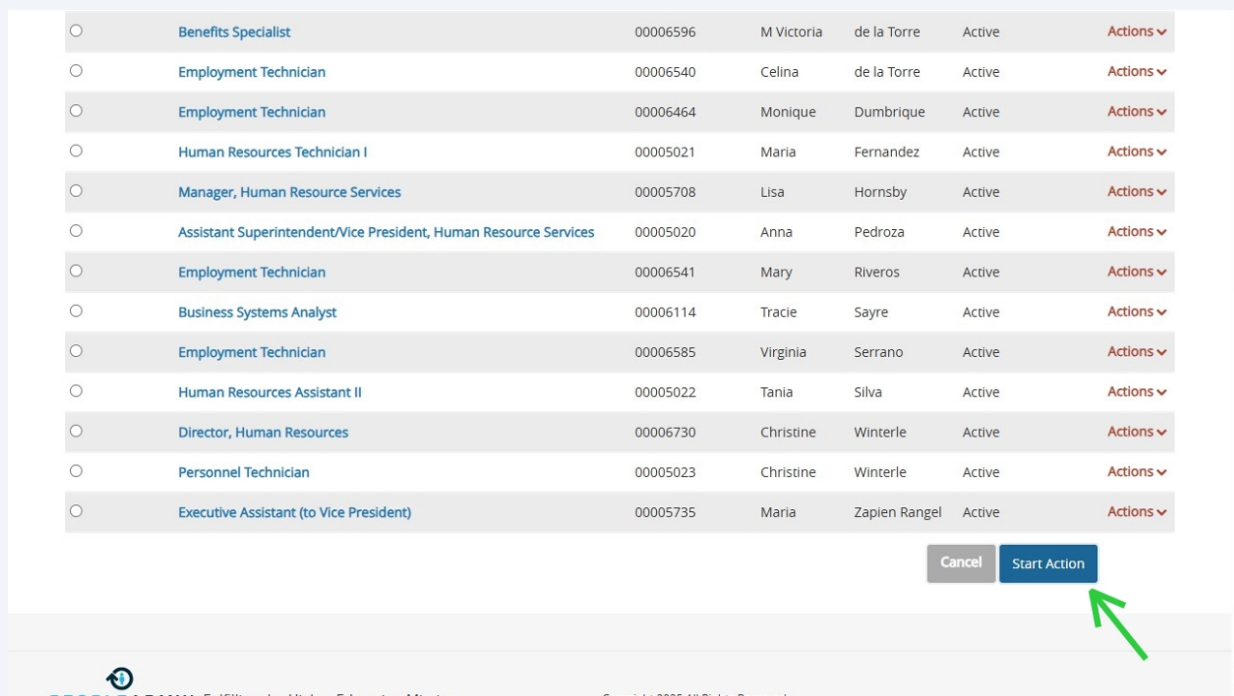|	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
☐	NEW Assistant Professor				Active	Actions ▾
☐	Employment Technician	00006540			Inactive	Actions ▾
☐	Recruitment Technician II	00006835			Active	Actions ▾
☐	Employment Technician	00006158	Eloisa	Castro	Active	Actions ▾
☐	Manager, Title IX, EEO and HR Compliance	00005024	Shawna	Cohen	Active	Actions ▾
☐	Benefits Specialist	00005733	Wendy	Corbin	Active	Actions ▾

9 Scroll to the bottom of the page and select "Start Action"

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
○	Benefits Specialist	00006596	M Victoria	de la Torre	Active	Actions ▾
○	Employment Technician	00006540	Celina	de la Torre	Active	Actions ▾
○	Employment Technician	00006464	Monique	Dumbrique	Active	Actions ▾
○	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions ▾
○	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions ▾
○	Assistant Superintendent/Vice President, Human Resource Services	00005020	Anna	Pedroza	Active	Actions ▾
○	Employment Technician	00006541	Mary	Riveros	Active	Actions ▾
○	Business Systems Analyst	00006114	Tracie	Sayre	Active	Actions ▾
○	Employment Technician	00006585	Virginia	Serrano	Active	Actions ▾
○	Human Resources Assistant II	00005022	Tania	Silva	Active	Actions ▾
○	Director, Human Resources	00006730	Christine	Winterle	Active	Actions ▾
○	Personnel Technician	00005023	Christine	Winterle	Active	Actions ▾
○	Executive Assistant (to Vice President)	00005735	Maria	Zapien Rangel	Active	Actions ▾

Cancel   **Start Action**

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10 Enter required information on form.

11

12

★	Hours per week	40
★	Number of Months	12 month

★	Work Schedule	B I S ⌧ T̅ " ‹› ☰ ☰ ☰ ☰ ↺ ↻ Regular Work Schedule Monday-Friday
	Grade	G22
	Step	1
	Salary/Wage	$3,586.62
	Salary/Wage Frequency	Monthly
★	Supervisor Title	Manager Human Resource Services
	Reports to Position #	00005708
	Additional Information	B I S ⌧ T̅ " ‹› ☰ ☰ ☰ ☰ ↺ ↻

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

★	Position Funding (Select all that applies)	☐ General Funds ☐ Grant Funds ☐ Categorical Funds

13

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

★	Position Funding (Select all that applies)	☐ General Funds ☐ Grant Funds ☐ Categorical Funds This field is required.
	Grant Name	
	Grant Number	
	Award Begin Date	MM/DD/YYYY 📅
	Award End Date	MM/DD/YYYY 📅
	Categorical Program Name	
	If Categorical Funds, Will COLA Apply?	

COLA information can be found in the CCCO Compendium or the Joint Analysis - Governor's.

	Comments	B I S ⌧ T̅ " ‹› ☰ ☰ ☰ ☰ ↺ ↻
★	Salary Account #1	A212200611100666000000000

Be sure that the information provided here is the Salary Account, NOT the Budget Pool.

★	Fund #1	11

14

★	Salary Account #1	A21220061110066600000000
		Be sure that the information provided here is the Salary Account, NOT the Budget Pool.
★	Fund #1	11
		2 digits
★	Class #1	10
		6 digits maximum
★	% #1	100
	Salary Account #2	
		25 digits
	Fund #2	
		2 digits
	Class #2	
		6 digits maximum
	% #2	
	Salary Account #3	
		25 digits
	Fund #3	
		2 digits
	Class #3	
		6 digits maximum
	% #3	

15

	Salary Account #3	
		25 digits
	Fund #3	
		2 digits
	Class #3	
		6 digits maximum
	% #3	

Additional Salary Account Chart Fields

[Add Additional Salary Account Chart Fields Entry]

Certification Statement

★ I acknowledge that this recruitment proposal will be reviewed by the Divisional VP Reviewer. Additionally, Fiscal and HRS staff will perform preliminary reviews of the proposal. HRS will start the recruitment process after: (a) Executives approved the proposal during cabinet meeting; and (b) Fiscal staff approved the position during the Fiscal Final Approval workflow.

☐
This field is required.

★ First Name
This field is required.

16 Complete "Certification Statement" with your information.

Class #3

6 digits maximum

% #3

Additional Salary Account Chart Fields

Add Additional Salary Account Chart Fields Entry

Certification Statement

I acknowledge that this recruitment proposal will be reviewed by the Divisional VP Reviewer. Additionally, Fiscal and HRS staff will perform preliminary reviews of the proposal. HRS will start the recruitment process after: (a) Executives approved the proposal during cabinet meeting; and (b) Fiscal staff approved the position during the Fiscal Final Approval workflow.

This field is required.

First Name

This field is required.

Last Name

This field is required.

Date

17 Review "Position Summary/ Job Description"

Desired modifications will need to be reviewed and modified by Human Resources Team.

Position Summary

Primary Function	To coordinate the recruiting and hiring processes for classified and administrative positions District-wide; write, publish and distribute position announcements; conduct training sessions with selection committee members; and perform a variety of technical duties relative to assigned area of responsibility.
Distinguishing Characteristics	
Supervision Received and Exercised	Receives direction from the Supervisor, Employment Services while assuming independent responsibility and serving as a lead to other Employment Services staff.
Duties and Responsibilities	Essential and other important responsibilities and duties may include, but are not limited to, the following: Essential Functions: Coordinate the recruiting and hiring processes for all regular District positions including classified, administrative and Child Development Center teacher positions; assuming sole responsibility for all assigned recruitments and work independently of supervision; ensure compliance with federal, state and District laws and regulations regarding employment for all recruitments. Draft, publish and distribute position announcements; research advertising sources and draft and place advertisements in print publications and on websites. Maintain and update the Human Resource Services website with new positions and employment information. Input position and applicant data into the department
Knowledge, Skills, Abilities	
Minimum Qualifications	Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three years of increasingly responsible recruiting and hiring experience. Training: Equivalent to the completion of the twelfth grade supplemented by college-level course work in human resource management, business administration or a related field.
Diversity, Equity and Inclusion Statement	Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.
Preferred Qualifications	
Licenses and/or Certificates	
Working Conditions	Environmental Conditions: Office environment; exposure to computer screens. Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time, extensive use of

18

work in human resource management, business administration or a related field.

Diversity, Equity and Inclusion Statement
Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Preferred Qualifications

Licenses and/or Certificates

Working Conditions
Environmental Conditions: Office environment; exposure to computer screens. Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

Terms of Employment

EE06 Category   5

Benefits
Full-time employees receive fully-paid benefits including medical, dental, and vision insurance for employees and dependents; life, disability, and long-term care insurance; and sick leave, vacation and paid holidays. All full-time classified employees are enrolled in PERS (Public Employees Retirement System).

Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

[Save] [Save & Continue]

19   Click "Save & Continue"

work in human resource management, business administration or a related field.

Diversity, Equity and Inclusion Statement
Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Preferred Qualifications

Licenses and/or Certificates

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Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

[Save] [Save & Continue]

20 Enter Posting Information if known (refer to AP 7120 or AP 7120A for details).

**If information is not known, skip section.

21 Click "Save & Continue" to continue

22   Review Position Details before submitting requisition

Summary	History	Settings

⚠ Position Details ✏

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Employment Technician Currently: blank
Position Number	00006540 Currently: blank
Department	Employment Services (Dept)
Location	
Full or Part Time	Full-Time Currently: blank
Category	Classified Currently: blank
Paygroup	CLS Currently: blank
	1.00

23   After reviewing, select "Take Action" menu on the top right of the webpage and select appropriate action.

Home	Positions ▾	Titles ▾		Shortcuts ▾

Actions / Permanent / New Position definition

Take Action On Action ▾

Keep working on this Action
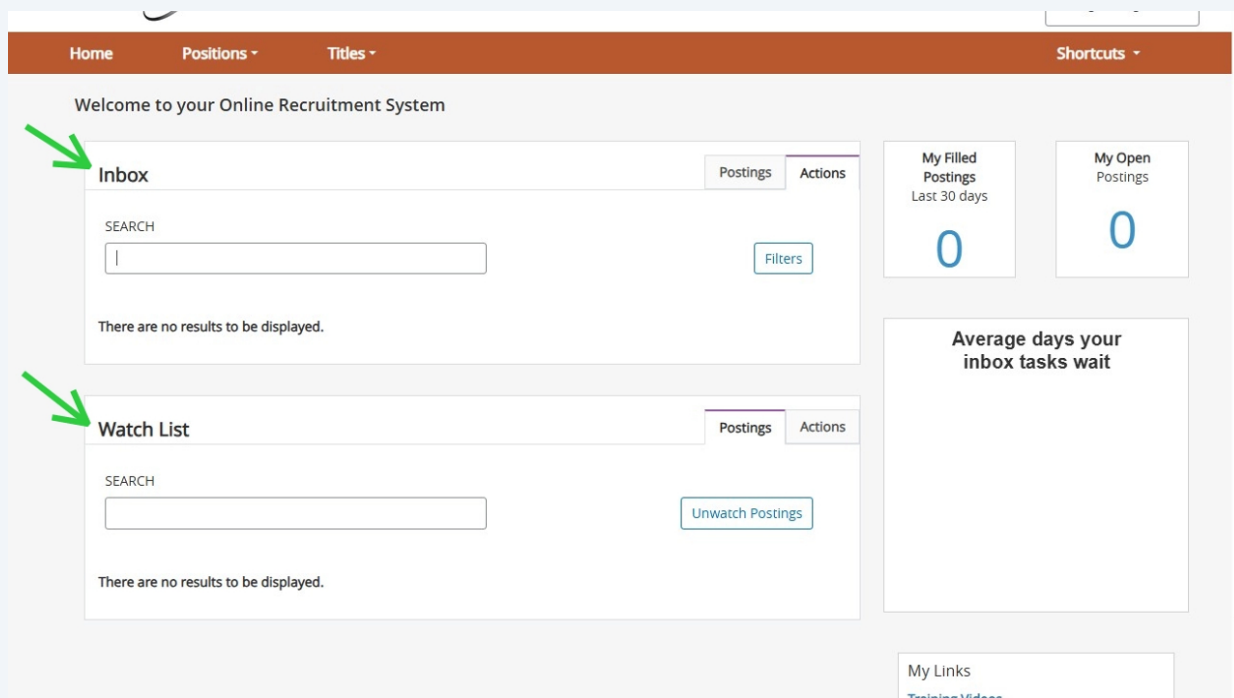
WORKFLOW ACTIONS

Cancel Action (move to Canceled)

Move to Recruitment Proposal (move to Recruitment Proposal)

Send to Recruitment Proposal Review (move to VP Recruitment Proposal Review)

Cancel (move to Canceled)

New Position and Posting: Employment Technician (Permanent) ✏

Current Status: Draft

Position Type: **Permanent**
Department: **Employment Services (Dept)**

Created by: **Maria Zapien Rangel**
Owner: **Maria Zapien Rangel**

Summary	History	Settings

⚠ Position Details ✏

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Employment Technician

24   To take final action to next step, enter brief comment and select "Submit"
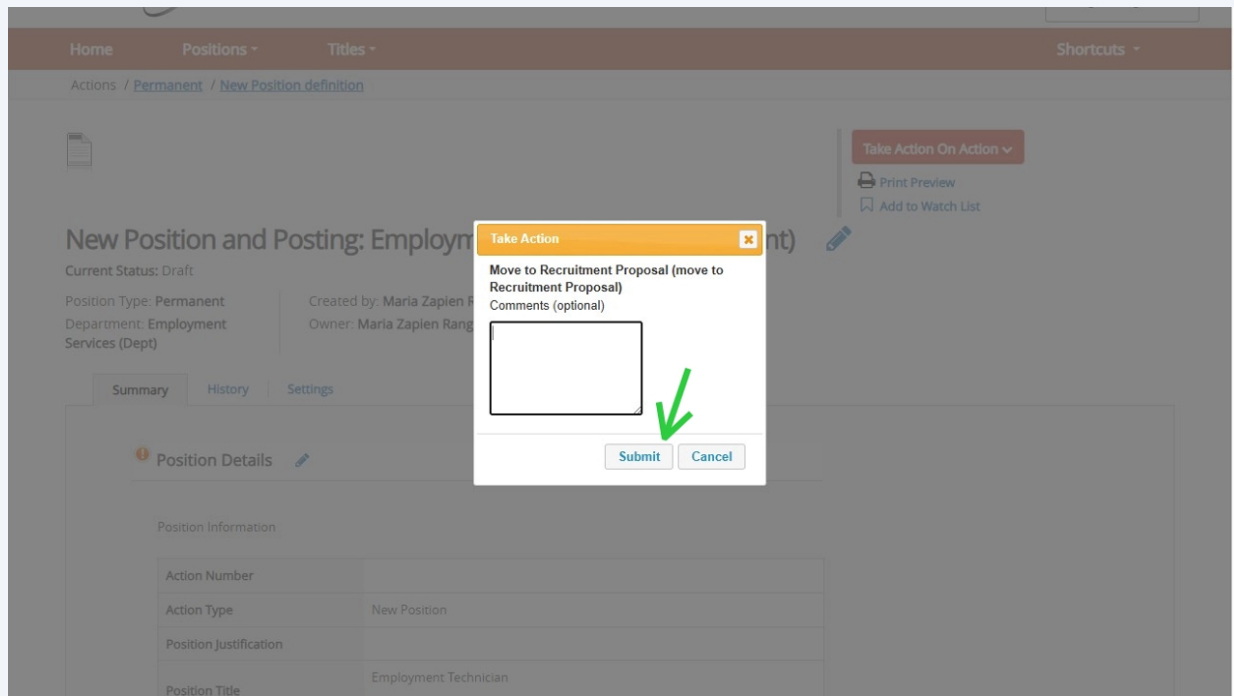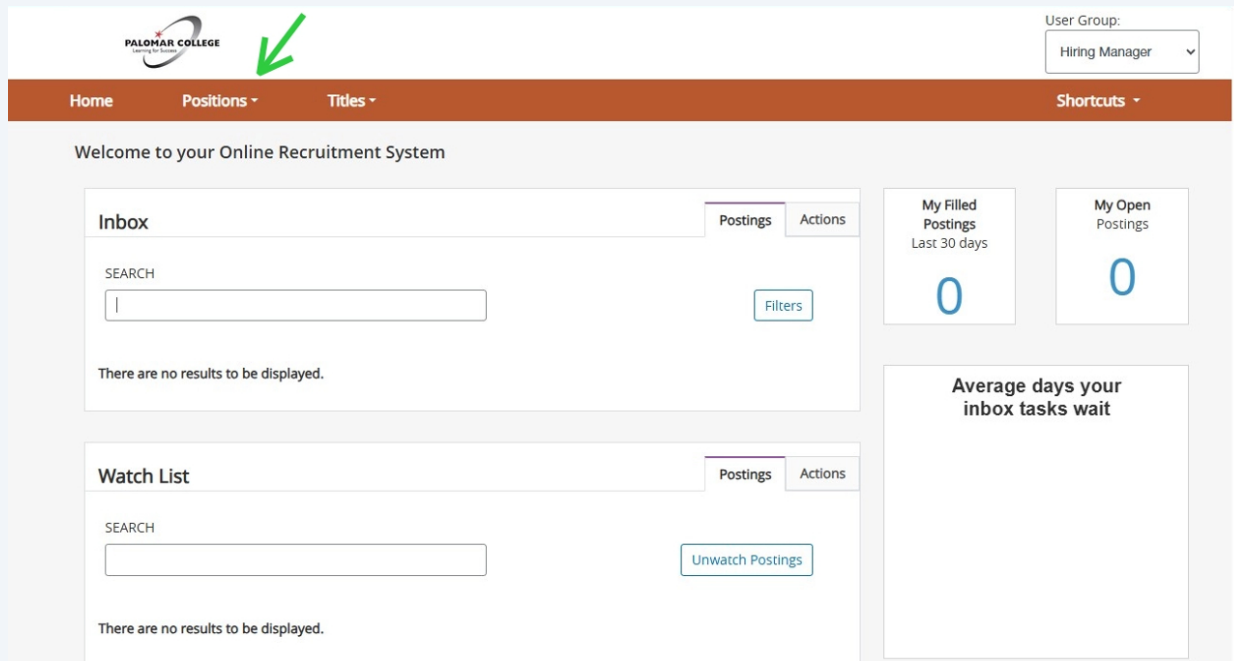
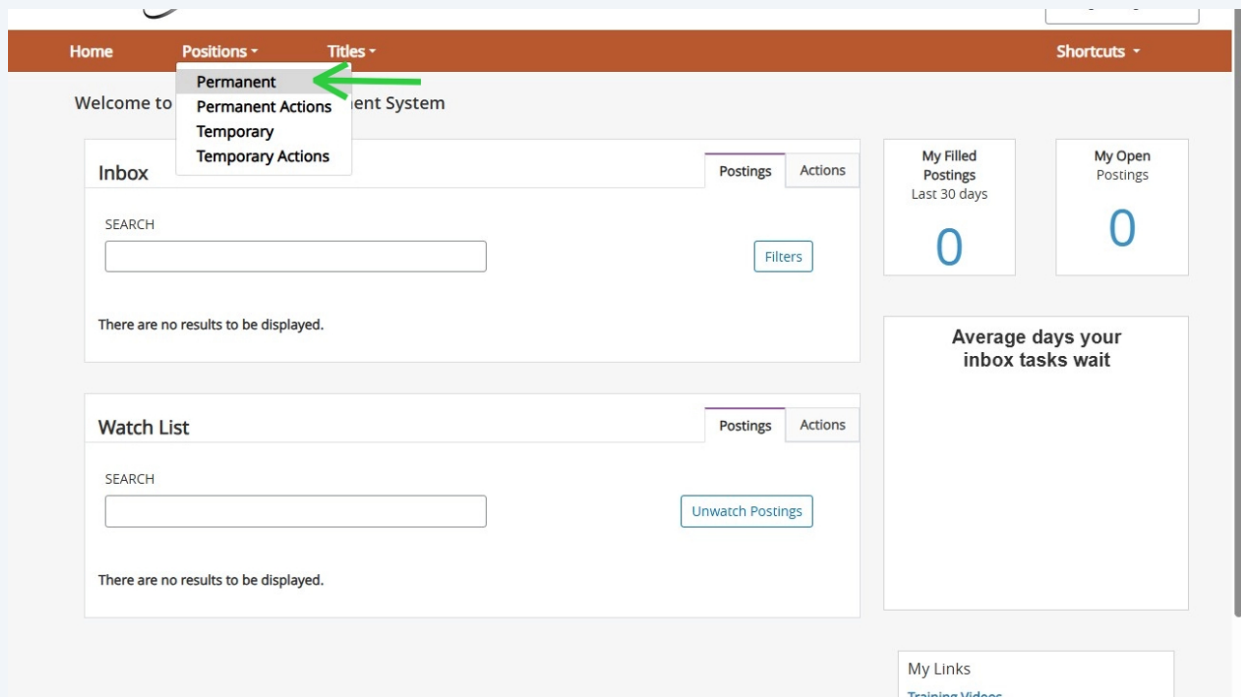**25**   Use "Inbox" and "Watchlist" to monitor pending requisitions.

Cloning a Position in PeopleAdmin

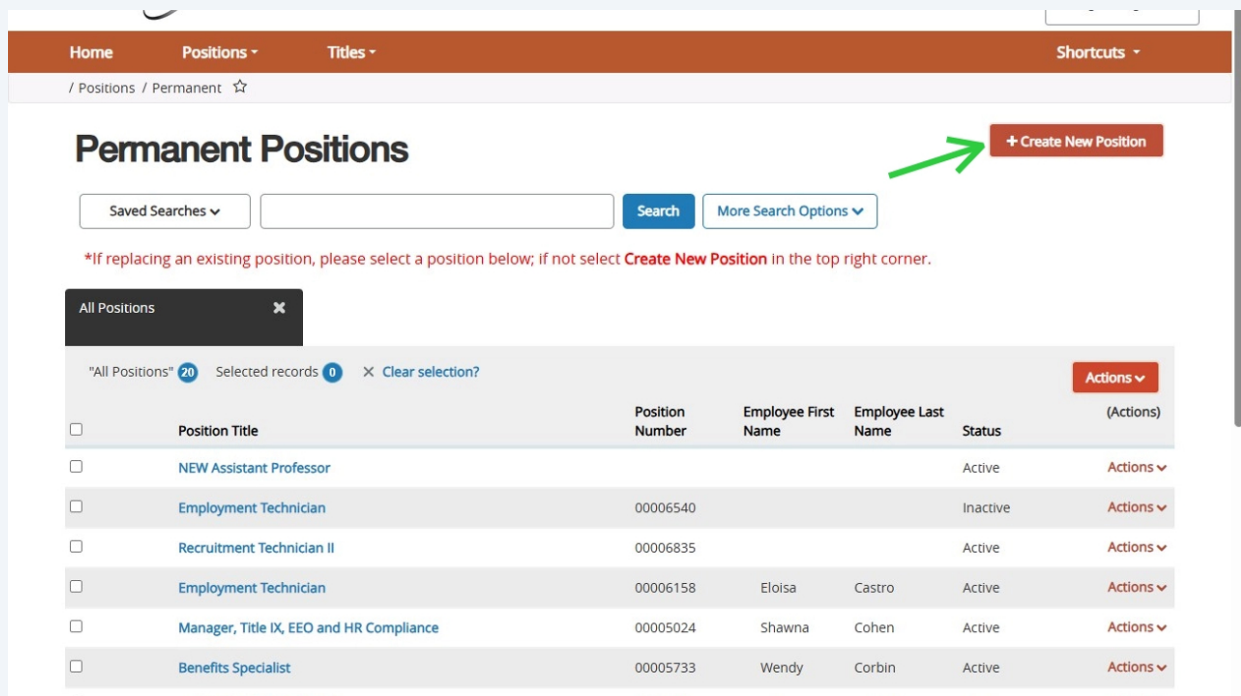**26** To **clone** existing position, select "Position"

27   Click "Permanent"

28   Click "Create New Position"

29 Using search bar, find similar position from your department to clone.

To create a new Position, select a title and Organizational Unit. Select a Position below to clone from an existing Position.

Position Title *

Organizational Unit

Area *   Select a Area

Department *   Select a Department

Saved Searches ✔ [   ] Search   More Search Options ✔

Clone an existing Position?

All Positions   ✖

"All Positions" 20

Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)

30 Select "Search"

To create a new Position, select a title and Organizational Unit. Select a Position below to clone from an existing Position.

Position Title *

Organizational Unit

Area *   Select a Area

Department *   Select a Department

Saved Searches ✔ recruitment Search   More Search Options ✔

Clone an existing Position?

All Positions   ✖

"All Positions" 20

Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)

31 Select appropriate radio button

Organizational Unit

Area *   Select a Area ⌄

Department *   Select a Department ⌄

Saved Searches ⌄   recruitment   **Search**   More Search Options ⌄

Clone an existing Position?

Ad hoc Search	✖	All Positions

Ad hoc Search

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
○	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions ⌄
○	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions ⌄
○	Recruitment Technician II	00006835			Active	Actions ⌄

Cancel   **Start Action**

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32 Select "Start Action"

Area *   Select a Area ⌄

Department *   Select a Department ⌄

Saved Searches ⌄   recruitment   **Search**   More Search Options ⌄

Clone an existing Position?

Ad hoc Search	✖	All Positions

Ad hoc Search

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
○	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions ⌄
○	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions ⌄
●	Recruitment Technician II	00006835			Active	Actions ⌄

Cancel   **Start Action**

33 Review and modify position information as needed for new position.

34

35

Grade	G24
Step	1
Salary/Wage	$4,987.89
Salary/Wage Frequency	Monthly
★ Supervisor Title	Supervisor, Human Resources
Reports to Position #	00006464

B *I* S̶ 🔗 ᴛᴛ 99 ‹› ☰ ☰ ☰ ☰ ↰ ↱

Additional Information

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

★ Position Funding (Select all that applies)
- ☐ General Funds
- ☐ Grant Funds
- ☐ Categorical Funds

This field is required.

Grant Name

Grant Number

Award Begin Date   MM/DD/YYYY 📅

36

B *I* S̶ 🔗 ᴛᴛ 99 ‹› ☰ ☰ ☰ ☰ ↰ ↱

Comments

★ Salary Account #1   A212200611100666000000000
Be sure that the information provided here is the Salary Account, NOT the Budget Pool.

★ Fund #1   11
2 digits

★ Class #1   10
6 digits maximum

★ % #1   100

Salary Account #2
25 digits

Fund #2
2 digits

Class #2
6 digits maximum

% #2

Salary Account #3
25 digits

Fund #3
2 digits

37

2 digits

Class #3   [   ]

6 digits maximum

% #3   [   ]

Additional Salary Account Chart Fields

[Add Additional Salary Account Chart Fields Entry]

Certification Statement

I acknowledge that this
recruitment proposal
will be reviewed by the
Divisional VP Reviewer.
Additionally, Fiscal and
HRS staff will perform
preliminary reviews of
the proposal. HRS will
* start the recruitment   ☐
process after: (a)   This field is required.
Executives approved the
proposal during cabinet
meeting; and (b) Fiscal
staff approved the
position during the
Fiscal Final Approval
workflow.

* First Name   [   ]
                               This field is required.

* Last Name   [   ]
                               This field is required.

* Date   [   ]

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38   Continue reviewing position information

position during the
Fiscal Final Approval
workflow.

* First Name   [   ]
                               This field is required.

* Last Name   [   ]
                               This field is required.

* Date   [   ]
                               This field is required.

Position Summary

Primary Function	Independently performs highly responsible and paraprofessional specialized and technical level work conducting full-cycle recruitment and selection of District personnel; coordinates the recruiting and hiring processes; provides technical support to hiring committees; coordinates with applicants.
Distinguishing Characteristics	Recruitment Technician is the journey-level class in the Recruitment series. This class is distinguished from the Senior Recruitment Specialist by the former's coordination of standardized recruitments assigned to positions within the series, and by latter's lead-level duties in providing direction to lower-level department staff.
Supervision Received and Exercised	Supervision received from: an assigned Supervisor, Human Resources Supervision given: general supervision

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:
1. Drafts job postings from established class specifications; works with administrators, supervisors, and faculty department chairs to obtain preferred qualifications for job postings; creates, edits and publishes job postings in the online applicant tracking system; coordinates advertisements of postings including placing ads and processing invoices; drafts recruitment timelines.
2. Coordinates recruitments with committee chairs and provides training to hiring committees; provides training on screening applicants and interviewing; assists hiring committees with the development of application screening criteria and interview questions; works with Senior Recruitment Specialist or supervisor to ensure compliance with all legal requirements, equal employment opportunity (EEO) and District policies and procedures.
3. Screens and evaluates online applications for completeness, minimum qualifications and conformance with

39   Review Position Summary and Job Description

Modifications needed to a position must be reviewed and processed by Human Resources Recruitment team.

* Date

This field is required.

Position Summary

Primary Function
Independently performs highly responsible and paraprofessional specialized and technical level work conducting full-cycle recruitment and selection of District personnel; coordinates the recruiting and hiring processes; provides technical support to hiring committees; coordinates with applicants.

Distinguishing Characteristics
Recruitment Technician is the journey-level class in the Recruitment series. This class is distinguished from the Senior Recruitment Specialist by the former's coordination of standardized recruitments assigned to positions within the series, and by latter's lead-level duties in providing direction to lower-level department staff.

Supervision Received and Exercised
Supervision received from: an assigned Supervisor, Human Resources
Supervision given: general supervision

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:
1. Drafts job postings from established class specifications; works with administrators, supervisors, and faculty department chairs to obtain preferred qualifications for job postings; creates, edits and publishes job postings in the online applicant tracking system; coordinates advertisements of postings including placing ads and processing invoices; drafts recruitment timelines.
2. Coordinates recruitments with committee chairs and provides training to hiring committees; provides training on screening applicants and interviewing; assists hiring committees with the development of application screening criteria and interview questions; works with Senior Recruitment Specialist or supervisor to ensure compliance with all legal requirements, equal employment opportunity (EEO) and District policies and procedures.
3. Screens and evaluates online applications for completeness, minimum qualifications and conformance with legal requirements; answers applicant and candidate questions regarding District employment and generates notices and correspondence to applicants and candidates; routes applications to hiring committees.
4. Ensures applicants' eligibility for employment in regards to citizenship and nepotism; works with Supervisor to ensure applicants' eligibility for employment in regards to criminal history and in identifying any special accommodations needed for the interview process.
5. Assigns user access to committee members for the District's online selection committee trainings or gives in-person training; checks training test grades and manages the database of trained committee members; ensures committee members sign confidentiality agreement forms.
6. Assists applicants with the online application process by providing technical support and user assistance; uploads documents to applications and corrects errors when needed.
7. Drafts and schedules interviews with applicants and coordinates the interview process; sends notifications to

Duties and

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40   After reviewing, select "Save & Continue" to move forward to the next section

Licenses and/or Certificates

Working Conditions
Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

Terms of Employment
The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.

EE06 Category
5

Benefits

Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

Save   Save & Continue

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Fulfilling the Higher Education Mission.

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41 Enter Posting Information if known (refer to AP 7120 or AP 7120A for details).

**If information is not known, skip section.

42 Select "Save & Continue" on the bottom right of the page.

43   Review Position Details before submitting

Summary	History	Settings

⚠️ Position Details ✏️

Position Information

| Action Number	
Action Type	New Position
Position Justification	
Position Title	Recruitment Technician II Currently: blank
Position Number	00006835 Currently: blank
Department	Human Resource Services (Dept)
Location	San Marcos Currently: blank
Full or Part Time	Full-Time Currently: blank
Category	Classified Currently: blank
Paygroup	CLS Currently: blank

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44   On the top right of the webpage, select "Take Action on Action"

Select appropriate action to proceed

📄

New Position and Posting: Recruitment Technician II (Permanent) ✏️

Current Status: Draft

Position Type: **Permanent**	Created by: **Maria Zapien Rangel**
Department: **Human Resource Services (Dept)**	Owner: **Maria Zapien Rangel**

Take Action On Action ⌄

Keep working on this Action

WORKFLOW ACTIONS

Cancel Action (move to Canceled)

Move to Recruitment Proposal (move to Recruitment Proposal)

Send to Recruitment Proposal Review (move to VP Recruitment Proposal Review)
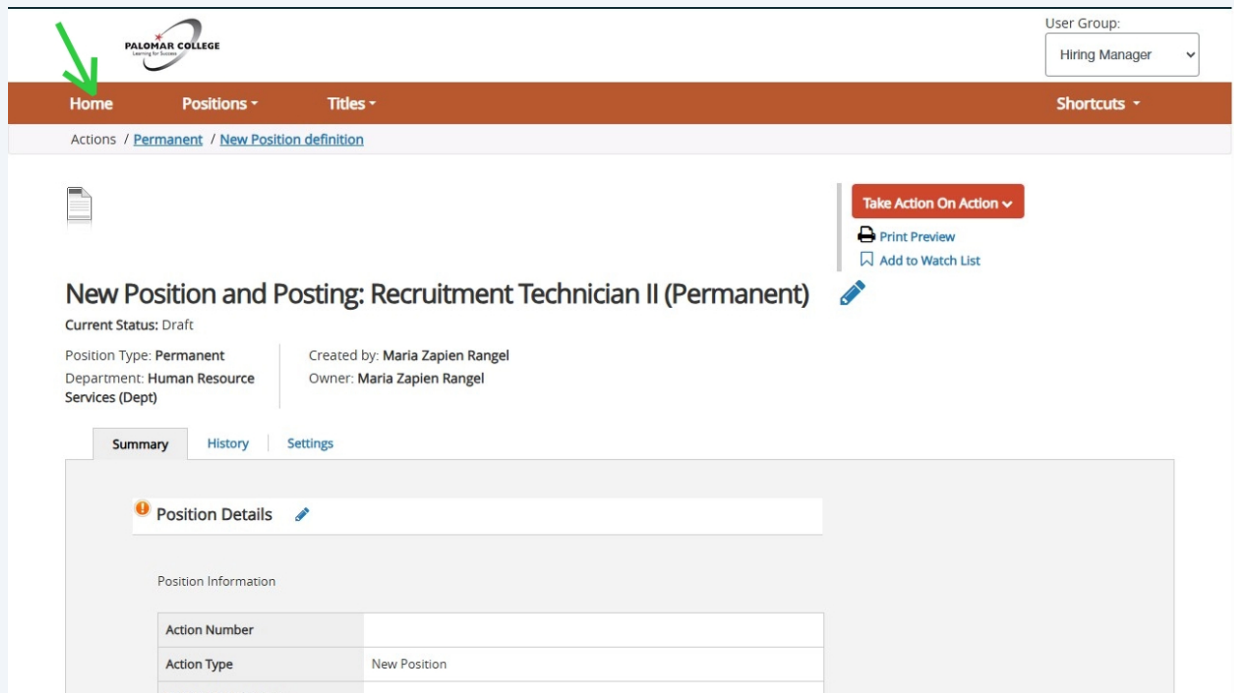
Cancel (move to Canceled)

Summary	History	Settings

⚠️ Position Details ✏️

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Recruitment Technician II Currently: blank
Position Number	00006835 Currently: blank

45 To take final action to next step, enter comment and select "Submit"
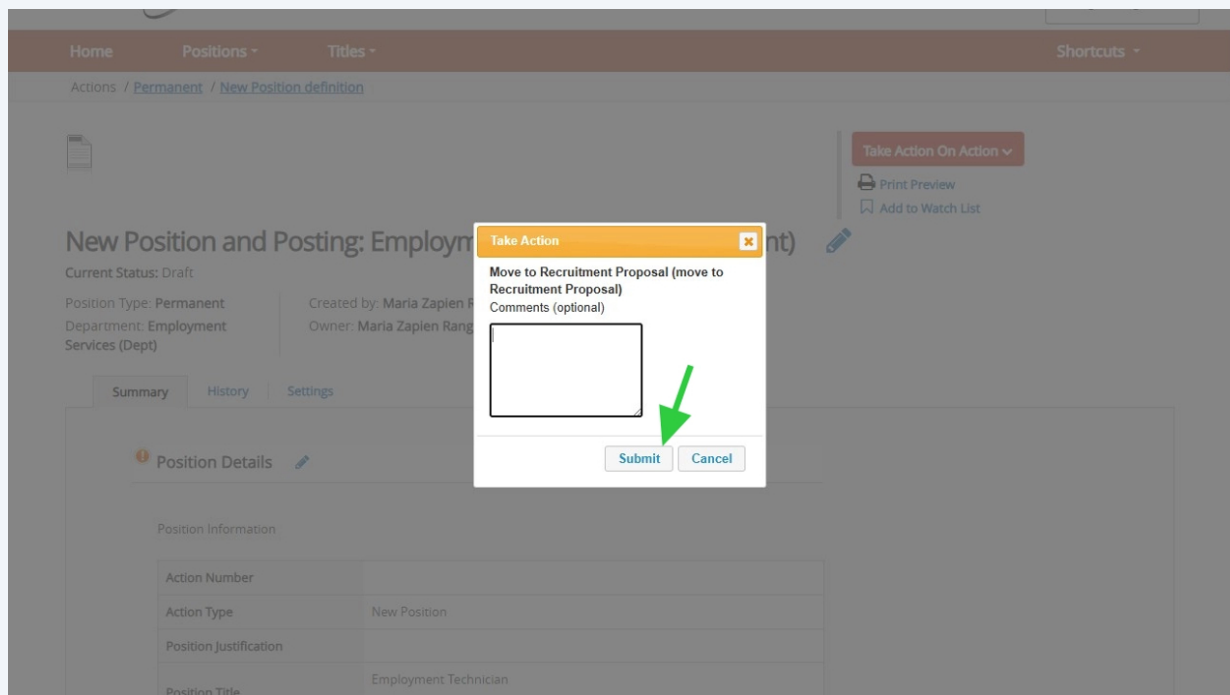
46 Select "Add to Watch List" to add posting on your PeopleAdmin homepage to monitor posting
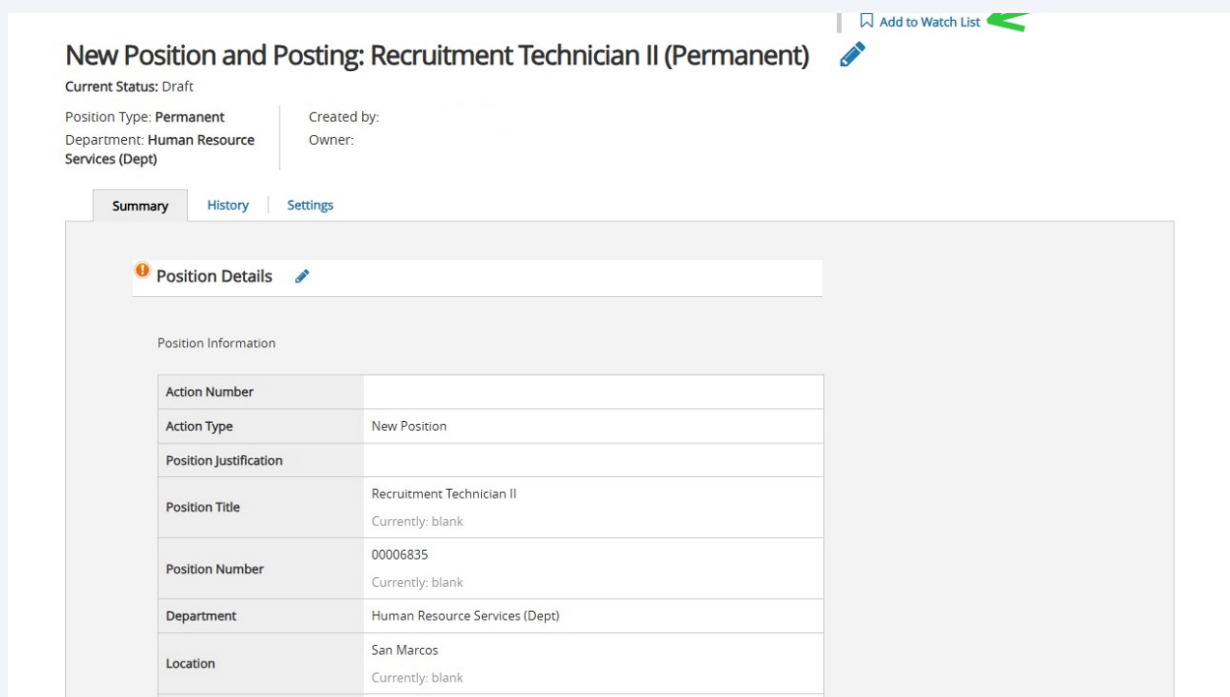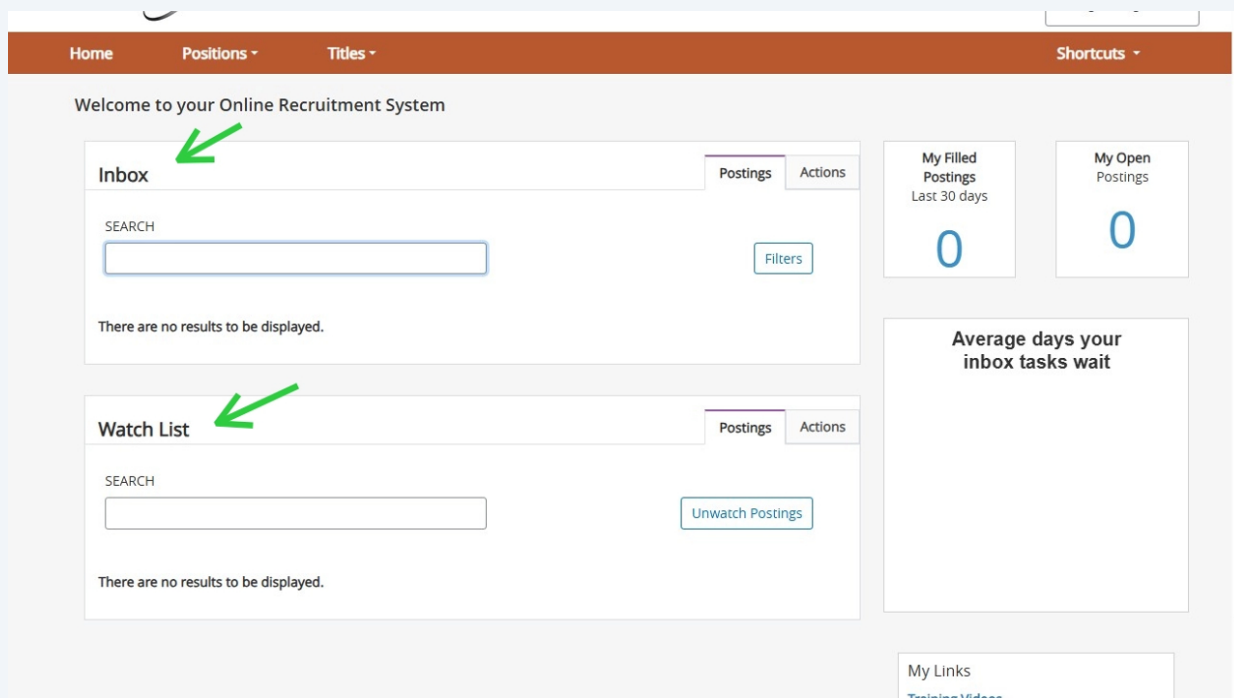
47   Click "Home" to return to homepage of PeopleAdmin

48   Review pending position requisitions on homepage

49 For assistance, please contact Human Resources

- **HRHelp@palomar.edu**

- (760)744-1150 ext. 2609