

PeopleAdmin: How To Replace an Existing Position

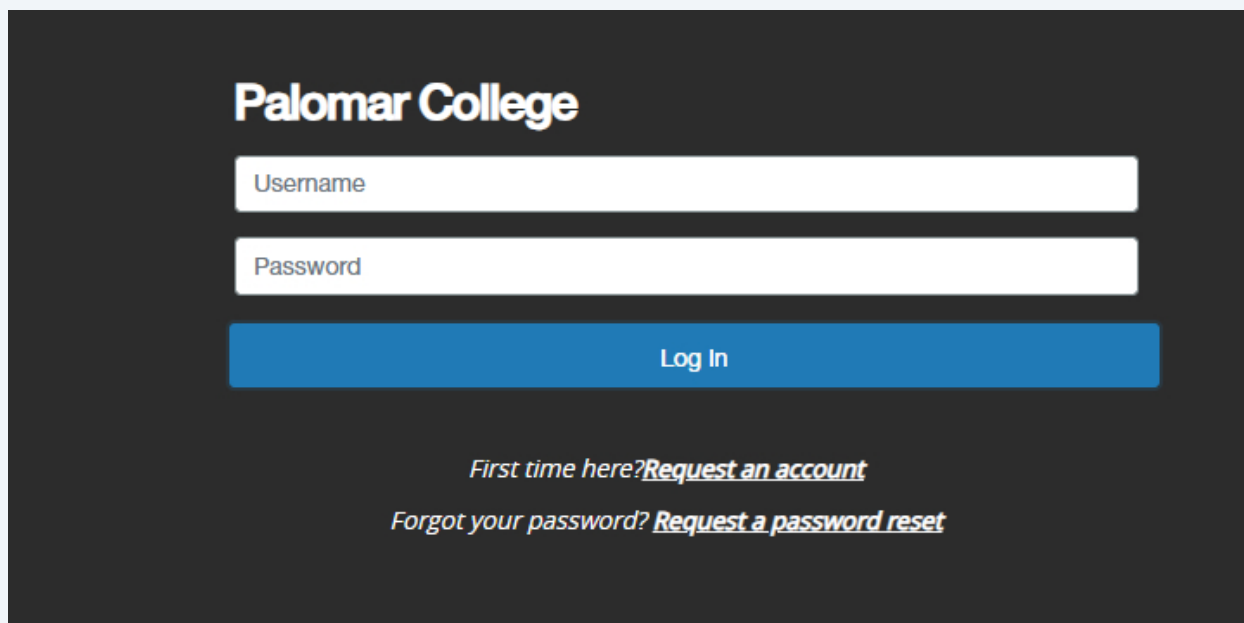
Replacement to "PAR Form"

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

A screenshot of the Palomar College PeopleAdmin login interface. The background is dark grey. At the top, the text "Palomar College" is displayed in a white, bold, sans-serif font. Below this, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Below the input fields is a blue rectangular button with the text "Log In" in white. At the bottom of the form, there are two lines of text in a smaller, italicized white font: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)".

2 Employee homepage



User Group:
Employee

Shortcuts

Welcome to your Online Recruitment System

Inbox

PostingsActions

SEARCH

Filters

There are no results to be displayed.

My Filled Postings
Last 30 days

0

My Open Postings

0

Average days your inbox tasks wait

Watch List

PostingsActions

SEARCH

Unwatch Postings

There are no results to be displayed.

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

Palomar College
SANTA CRUZ

User Group:
Hiring Manager

Shortcuts

Welcome to your Online Recruitment System

Inbox Postings Actions

SEARCH

Filters

There are no results to be displayed.

Watch List Postings Actions

SEARCH

Unwatch Postings

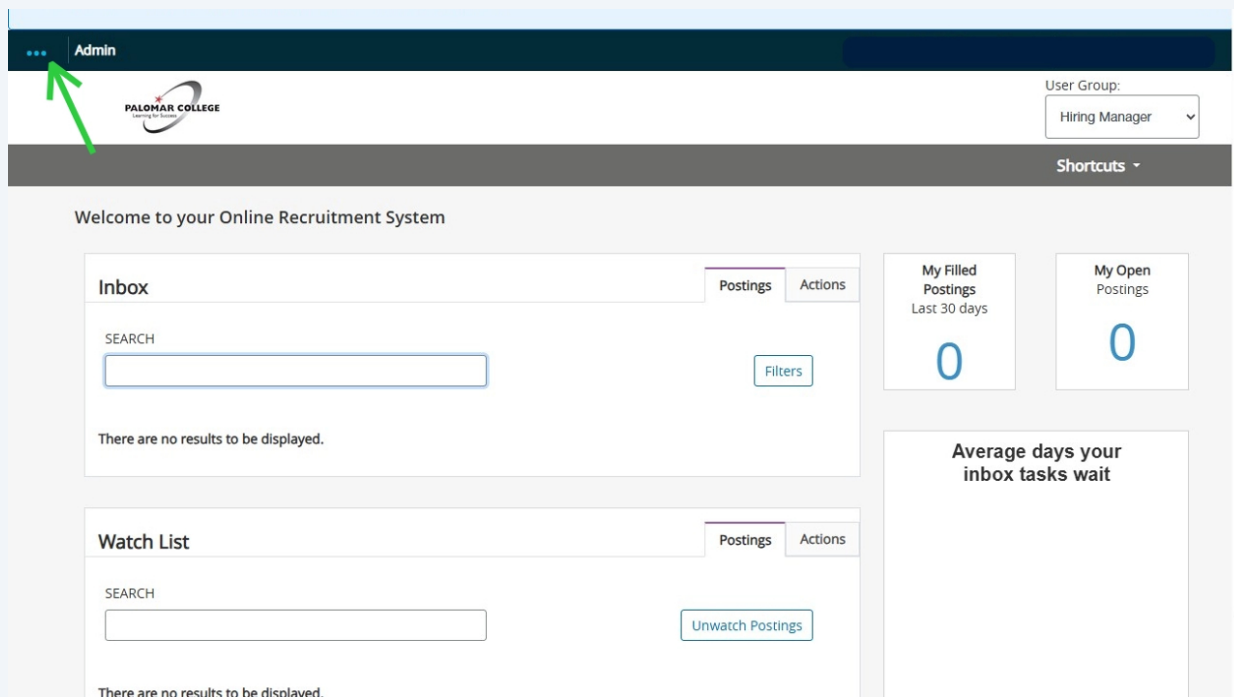
There are no results to be displayed.

My Filled Postings
Last 30 days
0

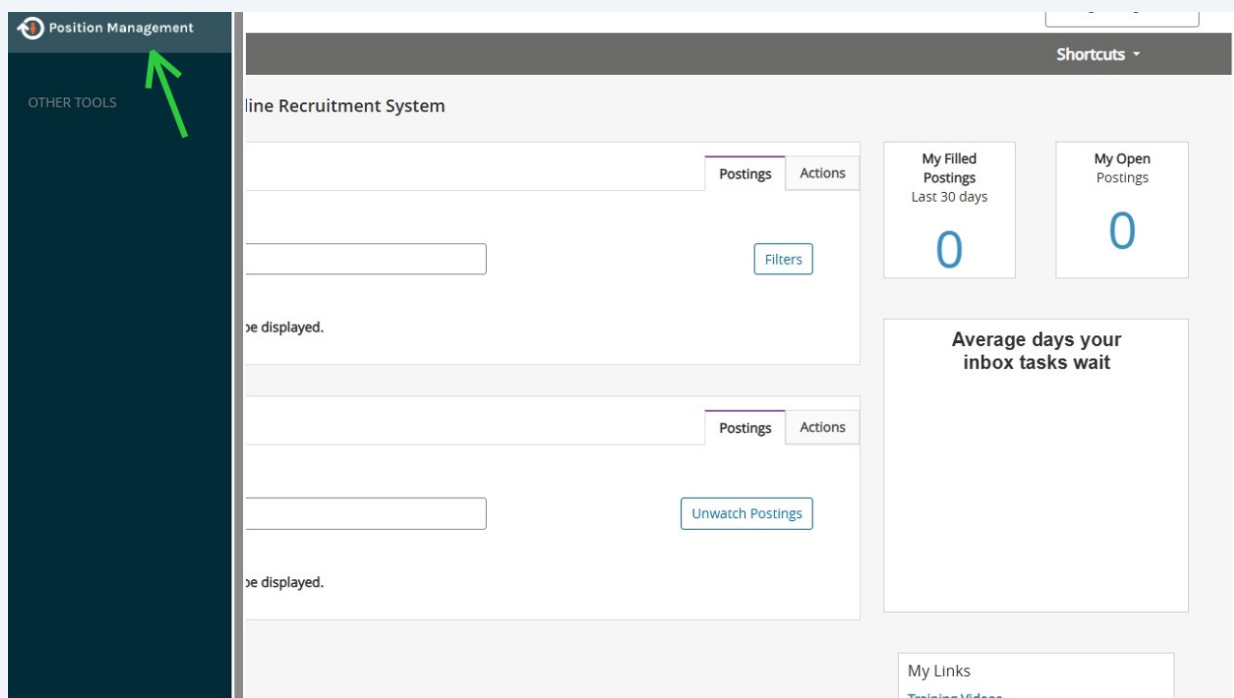
My Open Postings
0

Average days your inbox tasks wait

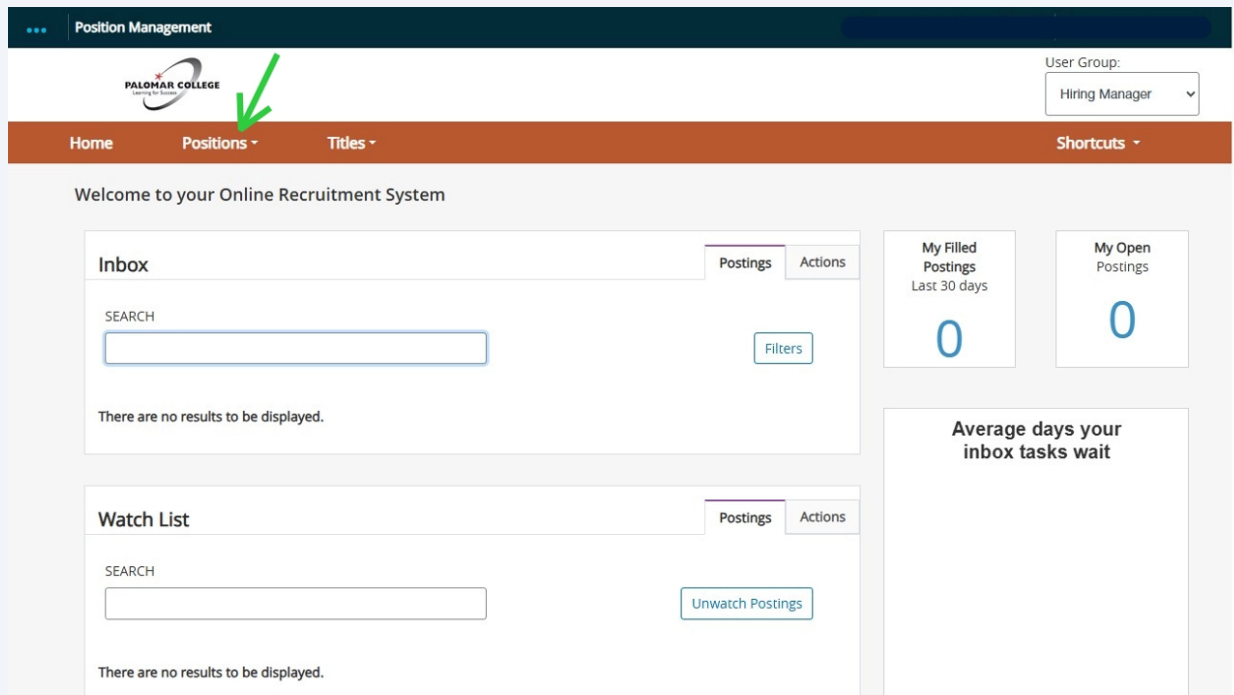
4 Select the ellipsis menu (3 dots) on the top left of the homepage.



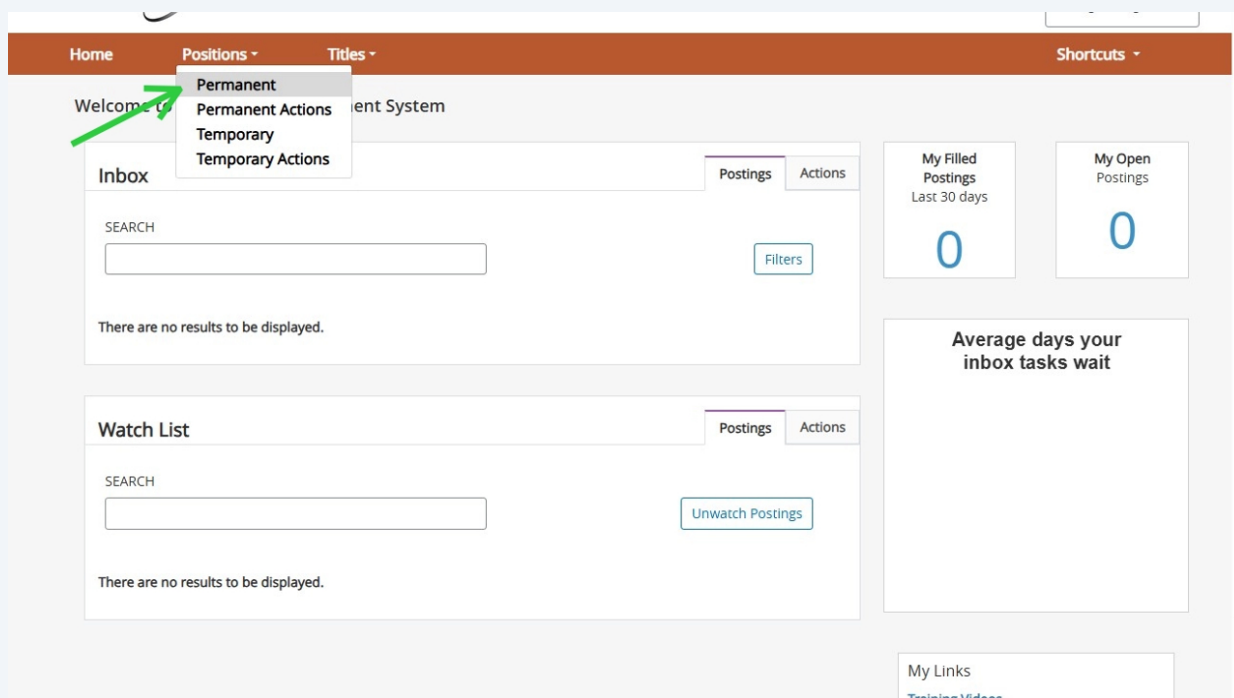
5 In the menu select "Position Management"



6 On the homepage of position management, select "Position" dropdown

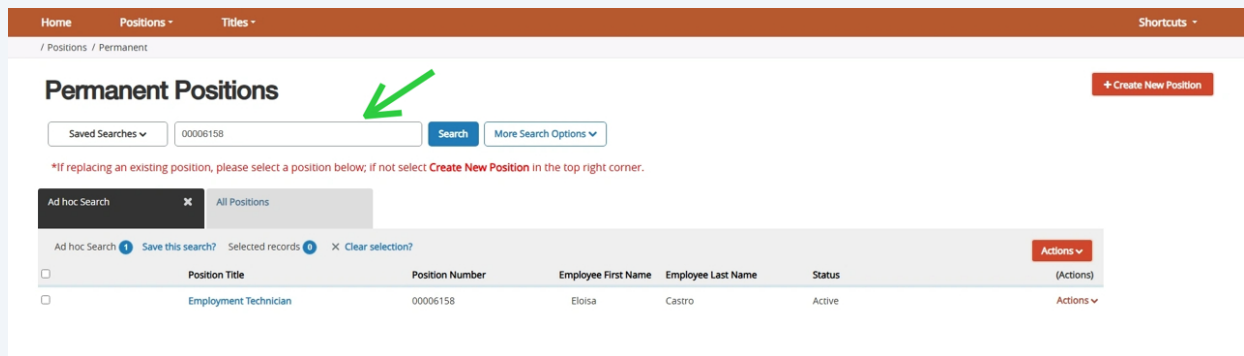


7 Click "Permanent"



8 To replace an existing position, begin by searching the position.

Tip: Use the position number for a more accurate search



Home Positions Titles Shortcuts

/ Positions / Permanent

Permanent Positions

+ Create New Position

Saved Searches 00006158 Search More Search Options

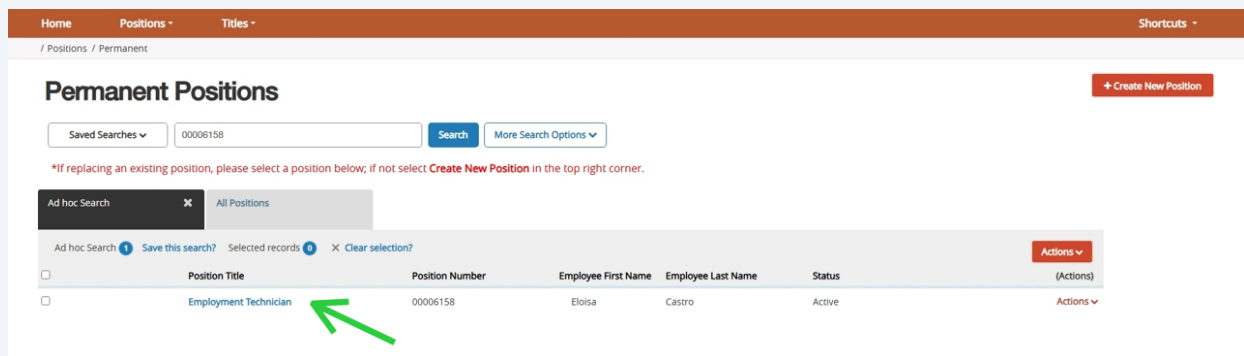
*If replacing an existing position, please select a position below; if not select **Create New Position** in the top right corner.

Ad hoc Search X All Positions

Ad hoc Search Save this search? Selected records Clear selection?

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	Actions
☐	Employment Technician	00006158	Eloisa	Castro	Active	Actions

9 Click on the position title



Home Positions Titles Shortcuts

/ Positions / Permanent

Permanent Positions

+ Create New Position

Saved Searches 00006158 Search More Search Options

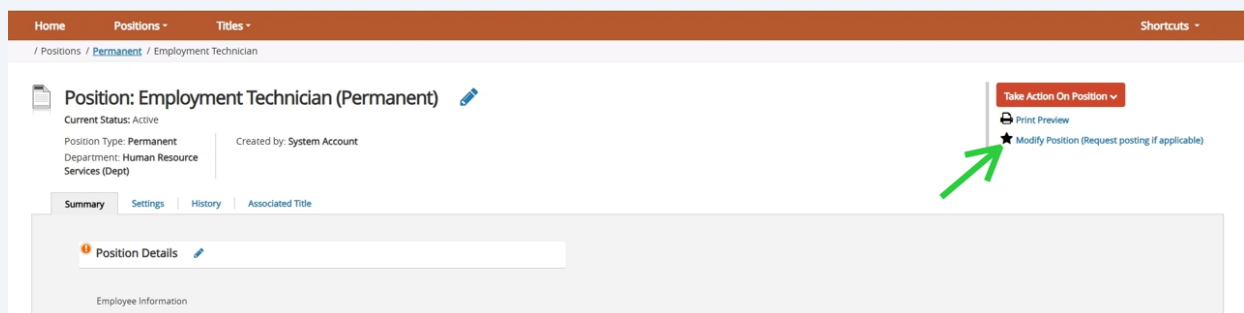
*If replacing an existing position, please select a position below; if not select **Create New Position** in the top right corner.

Ad hoc Search X All Positions

Ad hoc Search Save this search? Selected records Clear selection?

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	Actions
☐	Employment Technician	00006158	Eloisa	Castro	Active	Actions

10 Navigate to the top right of the page and select "Modify Position"



Home Positions Titles Shortcuts

/ Positions / Permanent / Employment Technician

Position: Employment Technician (Permanent)

Current Status: Active

Position Type: Permanent Created by: System Account

Department: Human Resource Services (Dept)

Summary Settings History Associated Title

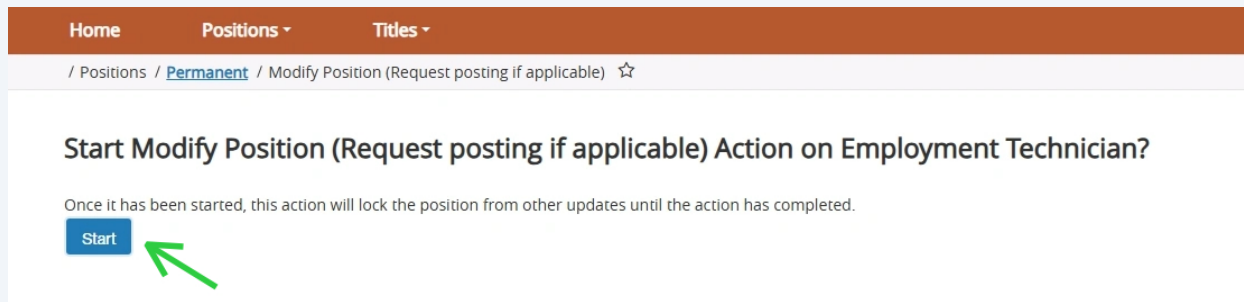
Position Details

Employee Information

Take Action On Position

- Print Preview
- ★ Modify Position (Request posting if applicable)

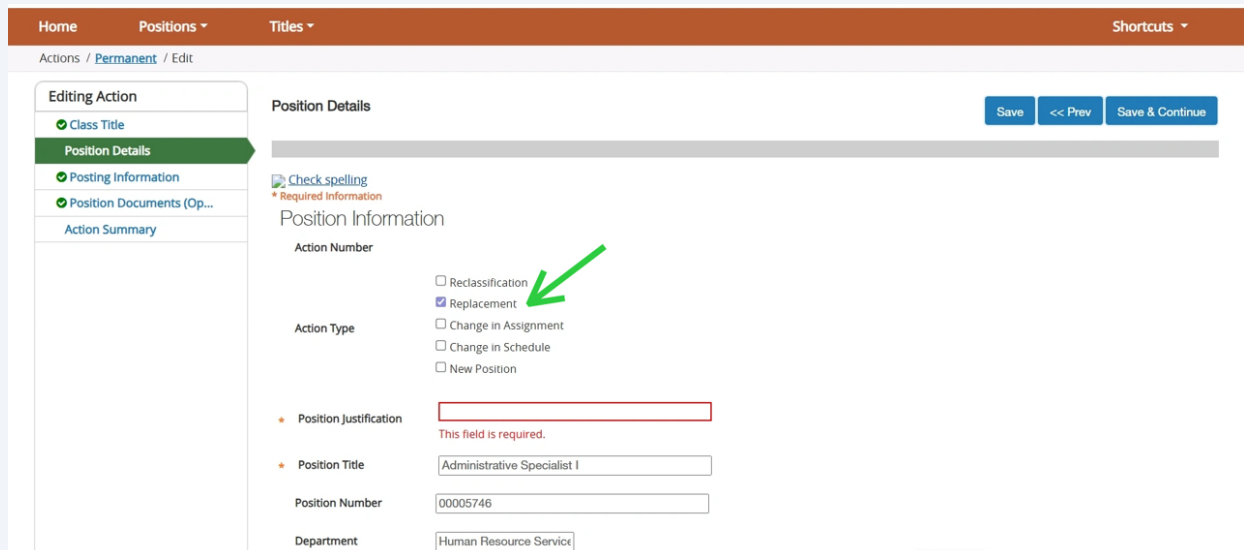
11 Confirm you are modifying correct position and select start



The screenshot shows a web interface with a top navigation bar containing 'Home', 'Positions', and 'Titles'. Below the bar is a breadcrumb trail: '/ Positions / Permanent / Modify Position (Request posting if applicable) ☆'. The main heading is 'Start Modify Position (Request posting if applicable) Action on Employment Technician?'. A subtext reads: 'Once it has been started, this action will lock the position from other updates until the action has completed.' At the bottom left is a blue 'Start' button, which is pointed to by a green arrow.

12 Select "replacement" and continue filling in position details

****Unselect existing selections**



The screenshot shows a web interface for 'Position Details'. The top navigation bar includes 'Home', 'Positions', 'Titles', and 'Shortcuts'. A breadcrumb trail reads: 'Actions / Permanent / Edit'. On the left is a sidebar with 'Editing Action' containing links for 'Class Title', 'Position Details' (highlighted with a green arrow), 'Posting Information', 'Position Documents (Op...', and 'Action Summary'. The main area is titled 'Position Details' and has 'Save', '<< Prev', and 'Save & Continue' buttons. Below this is a 'Check spelling' icon and a 'Required Information' section. The 'Position Information' section includes: 'Action Number' (empty), 'Action Type' with radio buttons for 'Reclassification', 'Replacement' (selected, pointed to by a green arrow), 'Change in Assignment', 'Change in Schedule', and 'New Position'; 'Position Justification' (empty, with a red border and 'This field is required.' text); 'Position Title' (filled with 'Administrative Specialist I'); 'Position Number' (filled with '00005746'); and 'Department' (filled with 'Human Resource Service').

13

* Hours per week

* Number of Months

* Work Schedule

Grade

Step

Salary/Wage

Salary/Wage Frequency

* Supervisor Title

Reports to Position #

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

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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

Award End Date

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

* Salary Account #1

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

* Fund #1

15

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

16

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.

17 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

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☐ This field is required.

* First Name This field is required.

* Last Name This field is required.

* Date

18 Review "Position Summary/ Job Description"

Desired modifications will be reviewed and approved by Human Resources. Please contact the Manager, Human Resources- Operations to start the process.

[HR Contact Us Website](#)

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

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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](#)

20

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.

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Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

[Save](#)[Save & Continue](#)

21

Enter Posting Information if known (refer to AP 7120 or AP 7120A for details) and select save and continue.

***If information is not known, skip section.*

22

Review Position Details before submitting requisition

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

Palomar College

User Group: Hiring Manager

Home Positions Titles Shortcuts

Actions / Permanent / New Position definition

New Position and Posting: Administrative Specialist I (Permanent)

Current Status: Draft

Position Type: Permanent
Department: Human Resource Services (Dept)

Created by:
Owner:

Summary History Settings

Position Details

Position Information

Action Number	
Action Type	Replacement
Position Justification	Currently: blank
Position Title	Administrative Specialist I Currently: blank
Position Number	00005746 Currently: blank
Department	Human Resource Services (Dept)
	San Marcos Campus

Take Action On Action

- Keep working on this Action
- 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)

24

To take final action to next step, enter brief comment and select "Submit"

Home Positions Titles

Actions / Permanent / New Position definition

New Position and Posting: Administrative Specialist I (Permanent)

Current Status: Draft

Position Type: Permanent
Department: Human Resource Services (Dept)

Created by: Zirze Cordova
Owner: Zirze Cordova

Summary History Settings

Position Details

Position Information

Action Number	
---------------	--

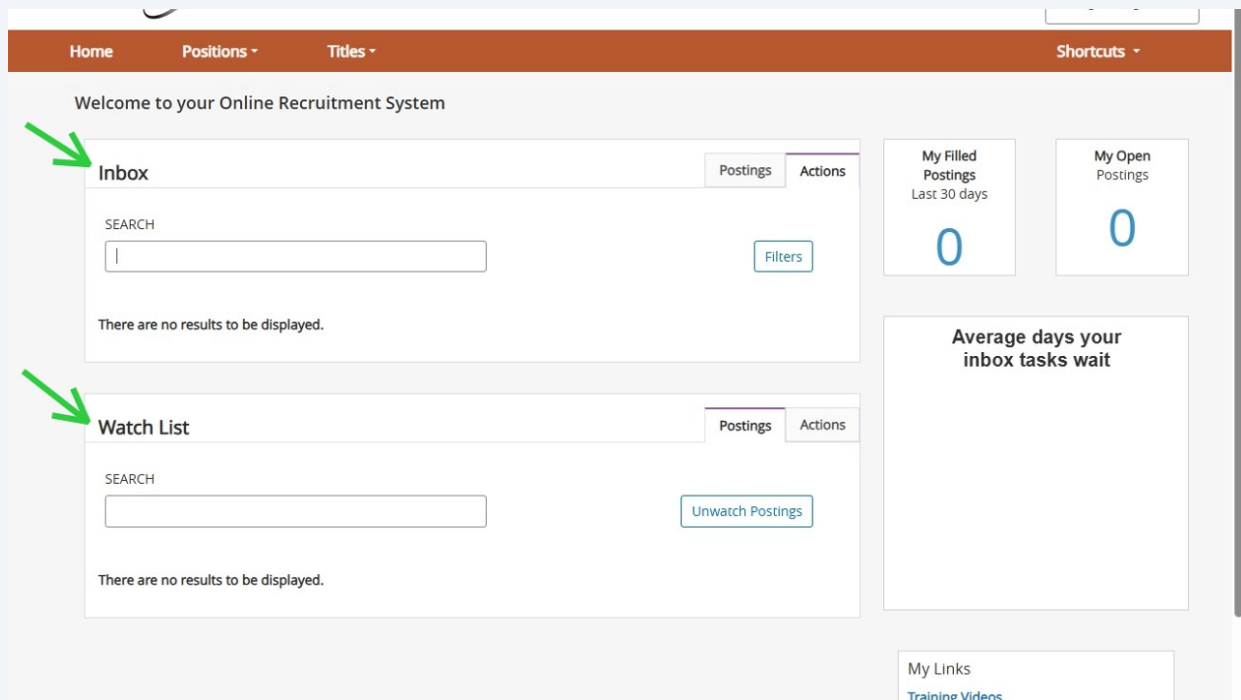
Take Action

Move to Recruitment Proposal (move to Recruitment Proposal)

Comments (optional)

Submit Cancel

25 Use "Inbox" and "Watchlist" to monitor pending requisitions.



26 For assistance, please contact Human Resources

- HRHelp@palomar.edu
- (760)744-1150 ext. 2609