Employee view of position description in PeopleAdmin:
This job aid outlines the process for employees to view their position description in the PeopleAdmin system.

### Processing Steps/Information

**Step 1: Log into PeopleAdmin**

- For quick reference, the **Click here for Login Assistance** link opens a PDF view of this job aid.
- Click the white SSO Authentication link, do not enter your credentials in the fields on this page.
- Upon clicking the SSO link, you will be directed to the University’s Central Authentication System (CAS).
- On the CAS log in page, enter your USC Network ID and Password, then click the Login button.
Step 2: PeopleAdmin Homepage

Upon logging into PeopleAdmin in the previous step, you will see the default homepage based on your established user preferences.

- Unless you have a business role in this system (i.e. HR Contact, Search committee, initiator, etc.) your default view will be with the User Group of Employee in the Applicant Tracking System (indicated by a blue header bar) as shown in this screenshot.
- If your User Group does not default to Employee, click the drop-down menu button and select Employee.
- If your default system view is Position Management (indicated by an orange header bar), there is no change needed as functionality to view the position description exists on both pages.
Step 3: Alerts and My Links

- Notice the message in the Alerts section at the top of the page. This message is informing you of the new functionality for employees to view their position description.

- The My Links section in the bottom right corner of the screen displays a link to the Applicant Portal along with two vital resources: the USC Market Title Fact Sheet and the USC Market Structure Leveling Guide.
  - The Applicant Portal link takes you to the applicant view of USCJobs where you can apply for posted positions (open jobs).
  - The USC Market Title Fact Sheet provides an overview of the redesign of the classification and compensation system.
  - The USC Market Structure Leveling Guide details each of the levels within the established job type.
Step 4: My Profile

- Click the My Profile link in the top right corner of the page.
- On the My Profile page the default view is of the Summary tab. On this tab you see a summary of your user details including name, USC ID, email, etc.
- On the Manage Emails tab you have the ability to unsubscribe from system generated emails. This is only applicable for employees with business functions in the system (i.e. HR Contact, Search committee, initiator, etc.).
- Click the Position Descriptions tab to view your current position description.
Step 5a: View Position Description

- On the **Position Descriptions** tab you should see one position description.
  - If you have held more than one position at UofSC you may see more than one result. Please select your current job.
- Click the job title of your current job. In this example, the employee’s internal title is **Office Manager**.

![Position Description Screen](image)
Step 5b: View Position Description

- **Position Details** is the first section to display on your position description. This section outlines the market job family, function, level, and market title. In addition, this section lists the State of South Carolina state pay band. Lastly, this section provides the USC minimum qualifications for this position that align with the USC Market Structure Leveling.

  - **Job Family** – An overarching description of a field of work that includes multiple areas of responsibility and specialty within varying degrees of scope.
  - **Job Function** – A specific area of responsibility or specialty with varying degrees of scope. Defines a career path.
  - **Job Level** – Within a job function, the specific scope of responsibility.
Step 5c: View Position Description

- The **Position Information** header includes basic position information such as: internal title (this is separate from the market title and is specific to your position), state position number, location information, position type, hours per week, weeks per year, basis and Fair Labor Standards Act (FLSA) status.

- The **Position Description** header houses the Job Purpose which is the foundation for the existence of your position. It outlines the minimum qualifications and preferred qualifications for the position along with the knowledge/skills/abilities required to successfully perform this job. This section also outlines any supervisory responsibilities and the guidelines/supervision this position receives to do the job.
Step 5d: View Position Description

- The Job Duties header outlines the essential and non-essential functions of your position. The percent of time across all duties must total 100%.
  - Job Duties are the foundation for your annual performance evaluation (EPMS).

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Essential Function</th>
<th>Percentage of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception duties, including greeting the public, referring telephone calls appropriately, answering questions related to policies and procedures in the office, and accurately relaying patient information to physicians. Supports professionalism of the office (i.e., appearance, conduct, appropriate tone and demeanor). Maintains office files and documentation throughout the office, ensuring access to non-privileged areas of the office. Also routinely works with referring physicians for clinical facility.</td>
<td>Yes</td>
<td>15</td>
</tr>
<tr>
<td>Train new faculty, staff, and students in CCR case management software on an ongoing basis. Assist faculty with TMN as needed. Update reception lines as required.</td>
<td>Yes</td>
<td>10</td>
</tr>
<tr>
<td>Serve as office manager for a growing department of almost two professors and between forty to fifty students to include those in new CCRARS, Criminal Justice, Domestic Violence, Education Rights, Environmental Law, Justice Policy, and Violence Prevention Orgaizations. Provide administrative support and coordination to clinic faculty and staff to serve new students per semester. This includes maintaining various documents, maintaining an intake system, and maintaining state and local data management software. This also includes providing faculty with course material and feedback, including online course materials on Westlaw, LexisNexis, web courses, committees &amp; scholarly work, sometimes involving press releases and meetings.Pediatric exam, and the maintenance of state and local data management software. At the office level, this also includes work for the Domestic Violence Clinic. Perform administrative duties by attending meetings with faculty and students to assess their individual situations, needs, and qualifications.</td>
<td>Yes</td>
<td>42</td>
</tr>
<tr>
<td>Serve in business management function for the entire clinical department through preparation of accounts payable according to USC policies and procedures. Also coordinate procurement functions of the office and serves as the purchasing agent for the office.</td>
<td>Yes</td>
<td>30</td>
</tr>
<tr>
<td>Conducts administrative tasks related to the Human Resources office and the clinical department by initiating HR actions within PeopleAdmin.</td>
<td>Yes</td>
<td>5</td>
</tr>
</tbody>
</table>
Step 5e: View Position Description

- The **Funding information** section includes the source of funding for your position and also lists if your position is considered essential or non-essential in the event of a hazardous weather event.

- The **ADA Checklist** section details the Americans with Disabilities Act (ADA) requirements to perform the essential job duties of this position.
Step 5f: View Position Description

- The last section of the position description is the Seated Employee. Your name, work email and USC ID will populate in this section.

Step 6: Save Position Description

- The best way to save the position description is to right click on your screen and select Print. The print menu then appears where you can select print to Save as PDF and then click the Save button.
Step 7a: Viewing Market Titles through the Applicant Portal

- If you are curious about all of the established Market Titles, navigate back to the home page to access the My Links section.
  - Click the three blue dots in the top left corner of the page.
  - From the drop-down menu, click the Applicant Tracking System option.
  - On the home page click the Applicant Portal link in the bottom right corner.
Step 7b: Viewing Market Titles through the Applicant Portal

- Upon clicking Applicant Portal in the previous step you are directed to the Search USC Market Titles page. On this page you can explore all of the established Job Families, Job Functions, Job Levels, and Market Titles.
  - You can find the descriptions of Job Family, Job Function, and Job Level on page 6 of this job aid.
  - Each distinct job has a USC Market Title, which is a general reflection of a position’s essential duties and scope of responsibility. The Market Title is meant to facilitate comparisons with positions outside of USC.
- Clicking the Employee Login to View Position Description option on the left side menu takes you back into PeopleAdmin to continue reviewing your position description.