



Updating a Filled Staff Position

1. As Initiator, navigate to the **Position Management** module (orange side)

This screenshot shows the top navigation bar of the University of Idaho system. The 'Position Management' module is highlighted with a red box. The user is logged in as Mandy Brocke. A dropdown menu for 'User Group' is open, showing options: HRS, Employee, HRS, HRS Administrator, and Initiator. The 'Initiator' option is highlighted with a red box.

2. Click on **Position Descriptions** and select **Staff/Professional**.

This screenshot shows the 'Position Descriptions' dropdown menu open. The 'Staff/Professional' option is highlighted with a red box. Other options include 'Staff/Professional Actions', 'Faculty', 'Faculty Actions', 'Temporary Faculty', and 'Temporary Faculty Actions'.

3. You can then search for the position you want to update putting in the **PCN or employee name**. Once you have found the position description you wish to update, click the **title of the position**.

Position Management

University of Idaho

Home Position Descriptions Titles

/ Position Descriptions / Staff/Professional

Staff/Professional Position Descriptions

Saved Searches 6187 Search Hide Search Options

Add Column: Add Column

Position Number:

Position Description Status: Draft Active

Position Description Organizational Unit: Position Description Organizational Unit

Division/College:

Outstanding Actions: Select outstanding actions

Ad hoc Search PDs with dates and suffix

Ad hoc Search 1 Save this search? records 0 Clear selection?

Working Title	Department	Employee First Name	Employee Last Name	Position Control Number	Status
Recruitment and Operations Lead	Human Resource Services			6187	Active

4. Once you have clicked into the position description, click **Modify/Reactivate** on the top right side of the position description, then click **Start Action** on the next page.

User Group: Initiator

Shortcuts

Professional)

- Print Preview
- Print Preview (Employee View)
- ★ View Supervisor
- ★ **Modify or Reactivate PCN**

Reminders about updating filled positions:

- Before writing updates from scratch, check to see if there is a published job family position that would be suitable. [Staff Job Families - Human Resources | University of Idaho \(uidaho.edu\)](#) If a job fits within a published job family template, use is required at update to an employee's job description, including use of the established titles. For assistance, contact hr-classcomp@uidaho.edu.
- If the position does not fall into a published job family with standardized content, compare your Position Overview and Required Qualifications to the Staff Job Description Guidelines for compliance with University requirements. [Staff Job Description Resources - Human Resources | University of Idaho \(uidaho.edu\)](#).
- Upload a current organizational chart that includes reporting lines of the position and other employees in the unit. The organizational chart should list PCNs and Position Titles, person names are not needed.
- If the unit believes the updates may change the market rate for the position, select "market rate review, unit requested" from the drop-down menu in the position details section.
- Posting information does not need to be included when updating a filled position, all fields can be left blank.

If you have any questions about initiating an action to update to a filled position, please reach out to employment@uidaho.edu or 885-3611.