



UNM

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**June 15 & 16, 2010**



# Understanding Positions in Banner and UNMJobs

Joyce McCarthy

Program Operations Director  
HR Process Improvements

Sidney Mason-Coon

Position Control Specialist  
Position Control

# Agenda

- What is a position?
- Why are positions important?
- What is the difference between position management/position control?
- How to manage your positions?
- How to use positions in UNMJobs?

# What is a Position?

- “A position is a box on your Org Chart”
  - It is important for departments to develop an org chart to effectively manage their departments
- There are two types of positions
  - Single Positions
  - Pooled Positions

# Single Positions

- Usually represent a single classification
- Budgeted individually
- Examples of single positions include:  
Program Manager, Full Time Faculty, and  
an Administrative Assistant 2

# Pooled Positions

- Represent a larger box on the Org Chart that could contain many individuals
- Budgeted as a pool by type of employment
- Examples of pooled positions include:  
TPTs, On-Call Staff, Student Employees and UNM Temps

# Why is a Position Important?

Position is used in Budget, Finance, HR, Payroll and Security

- Budgeting
  - Position Budgeting
  - Salary Planner
- Posting of Jobs (UNMJobs)
  - Includes duties specific to the position in your department
  - Preferred qualifications and applicant questions

# Why is a Position Important?

Position is used in Budget, Finance, HR, Payroll and Security

- Setup of Jobs (Banner)
  - Accurate set up of salary, position class, e-Class, salary table, grade
- Security
  - Org on position drives Salary Planner
  - Org on job drives time entry, most other security for HR/PR



# Why is a Position Important?

**The key to position management and position control is the ability to accurately select the appropriate position before you begin any type of action.**

# Position vs. Job

## Position

- Position #
- Org Code
- Position Classification
- Position Budget
- Eclass
- Grade
- Labor Distribution
- FTE

## Job

- Position #
- Org Code
- Employee
- Banner ID
- Salary on Job
- Org Code
- Labor Distribution
- Appointment %
- Suffix

# Positions in UNMJobs

- Combination of data in Banner Position and Job
- Includes custom summary, preferred qualifications, applicant questions
- Provides data from the position, the job and the postings built from this information to allow you to easily post the position in the future

# How do I find my Positions?

- First, look in UNMJobs
- E-Print – HR/PR Repository
  - Active Employee Report: PZROEMA
  - Position Vacancy Report: PZRVACR

These are found in the ***HRP\_BANP***  
Repository

# Differences between Position Management and Position Control

- Position **control** is concerned with budgeting of positions.
- Position **management** is concerned with all other data related to positions.
  - Such as:
    - Position Classification – correct minimum requirements, org codes, salary grades, e-classes

# Basic Premise of Position Management

- Keeping the classification information accurate
  - Reclassifications
  - Career Ladders
- Managing your vacancies
  - Canceling positions if they are never going to be filled
  - Knowing when to create a new position
    - Is it an additional FTE?
    - Do I have a vacant position that is not going to be filled and can be reclassified for this posting?

# Basic Premise of Position Control

- Departments should not hire more individuals than they have funding for
- Number of budgeted FTEs should equal the number of positions in your organization

# Basic Premise of Position Control

- The Org code on your position and on your employees job should match
- Vacant positions that departments do not have budget for should be deactivated or reclassified to titles that you have budget for
- Departments should use reports to identify what positions are in your org(s)



# Managing Positions in UNMJobs

- Position data in UNMJobs is a result of what was loaded as of Nov 2008 and what departments have modified/added since.
- How do I decide how to proceed in UNMJobs when posting a position.

# Managing your positions in UNMJobs

- Not all positions show in UNMJobs but if you have a position in Banner (PZROEMA or PZROVACR) that is not in UNMJobs – you should chose the Action:

**“Create a new position and request to Post ”**

Be sure to reference your position number that is in Banner but not in UNMJobs.

# Managing your positions in UNMJobs

- If you have a vacant position or a position that is soon to be vacated and it is the right classification, use that position.
- If you do not have a vacant or soon to be vacated position in the right classification, but you have a position that you do not intend to fill, use that position and reclass it.
- UNMJobs Action:  
“Modify an existing position and request to Post ”

**Job Postings**

- Active Postings
- Pending Postings
- Historical Postings
- Search Hiring Proposals
- Position Descriptions
- Begin New Action**
- Search Actions
- Pending Actions
- Search Positions

**Admin**

- Home
- Change Default View
- Change User Type
- Logout

• Welcome **Jason (jblanken) Blankenship**. You are logged in with Department View.  
Your Current Group:Department Originator.

Monday, June 14,

## Begin New Action

### Begin New Action

5 Records

Action	Description
<b>New Staff/Student Position (Request Posting if applicable)</b> <a href="#">Start Action</a>	Use this action to request a new staff/student position, and request posting if applicable.
<b>Modify Existing Staff/Student Position (Request Posting if applicable)</b> <a href="#">Start Action</a>	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
<b>UNM Temps Request</b> <a href="#">Start Action</a>	Use this action for UNM Temps requests.
<b>New Faculty Position (Request Posting if applicable)</b> <a href="#">Start Action</a>	Use this action to request a new faculty position, and request posting if applicable.
<b>Modify Existing Faculty Position (Request Posting if applicable)</b> <a href="#">Start Action</a>	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.

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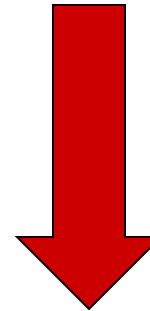
Welcome **Jason (jblanken) Blankenship**. You are logged in with Department View. Monday, June 1, 2015 10:00 AM  
 Your Current Group: Department Originator.

## Modify Existing Staff/Student Position (Request Posting if applicable)

Modification Purpose	<b>Classification</b>	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Com
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Classification Details	
Position Class Title:	Data Manager
Position Class Code:	E0012
Salary Grade:	12
Exempt/Non-Exempt:	Exempt
Posting Salary Range:	12 - \$2,915.47 minimum to \$3,993.60 midpoint(Monthly)
Employee Class:	SE - Exempt Staff
Position Type:	Staff
Position Summary:	Manages and maintains a comprehensive University information resource, ensuring consistency and integrity of data; oversees collect and reporting of complex, related information. Interprets data, includ statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments. Conducts needs assessments, designs and creates databases, and participates testing and implementation of new applications and/or enhancements and modifications to existing systems. Provides assistance and trainin system users.
Minimum Qualifications:	Bachelor's degree; at least 2 years of experience that is directly relat to the duties and responsibilities specified.  OR

**Scroll down**



Other 0

**0 %**

**CHANGE CLASSIFICATION**

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

[Job Postings](#)  
[Active Postings](#)  
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[Search Hiring Proposals](#)  
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[Begin New Action](#)  
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Monday, June 14, 2010

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Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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### Search Classifications

Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>
Salary Grade	<input type="text" value="Any"/>	UNMTemps Eligible	<input type="text" value="Any"/>

**SEARCH**

**CLEAR RESULTS**

**CANCEL SEARCH**

### Classification Details

Position Class Title:	Data Manager
Position Class Code:	E0012
Salary Grade	12

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Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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On this tab, please select the position class title to associate with your new position. **IMPORTANT:** if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

### Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

1 Record

▲ Position Class Title	▼ Position Class Code	▼ Position Type	▼ Salary Grade
<b>Accountant 2</b> <a href="#">Select and Continue</a> <a href="#">View Summary</a>	B2001	Staff	11

### Search Classifications

Position Type <input type="text" value="Staff"/>	Position Class Title <input type="text" value="Accountant 2"/>	Position Type <input type="text" value="Staff"/>	Position Class Title <input type="text" value="Accountant 2"/>
Salary Grade <input type="text" value="Any"/>	UNM Temps Eligible <input type="text" value="Any"/>	Salary Grade <input type="text" value="Any"/>	UNM Temps Eligible <input type="text" value="Any"/>



# Future State

- Project in progress to synchronize the position data in Banner and UNMJobs.
- Already synchronized the ORGs between the jobs and the positions.
- Working on moving IB/PC from the hiring proposal into the posting.
- Researching the ability to move all transactions through the systems electronically.

# Questions?

- Contact Position Control at:  
[POSCNTRL@unm.edu](mailto:POSCNTRL@unm.edu)
- Joyce McCarthy: 277-0988,  
[JMccCarthy@salud.unm.edu](mailto:JMccCarthy@salud.unm.edu)