

Employee view of position description in PeopleAdmin:

This job aid outlines the process for employees to view their position description in the [PeopleAdmin system](#).

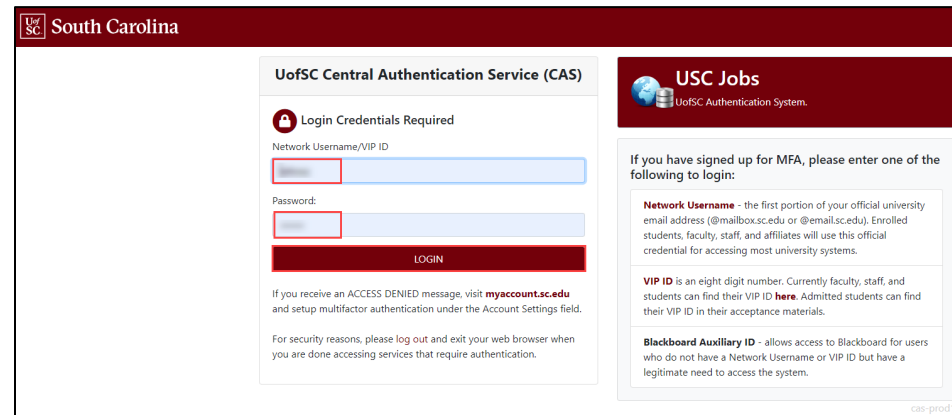
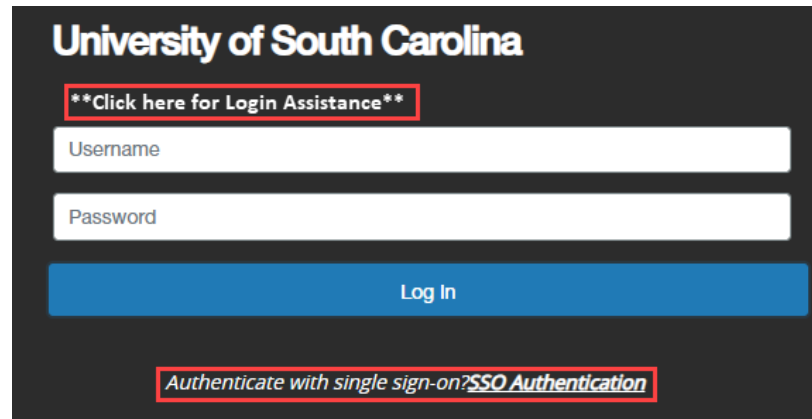
Processing Steps/Information

Step 1: Log into PeopleAdmin

<https://uscjobs.sc.edu/hr/sessions/new>

- 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.

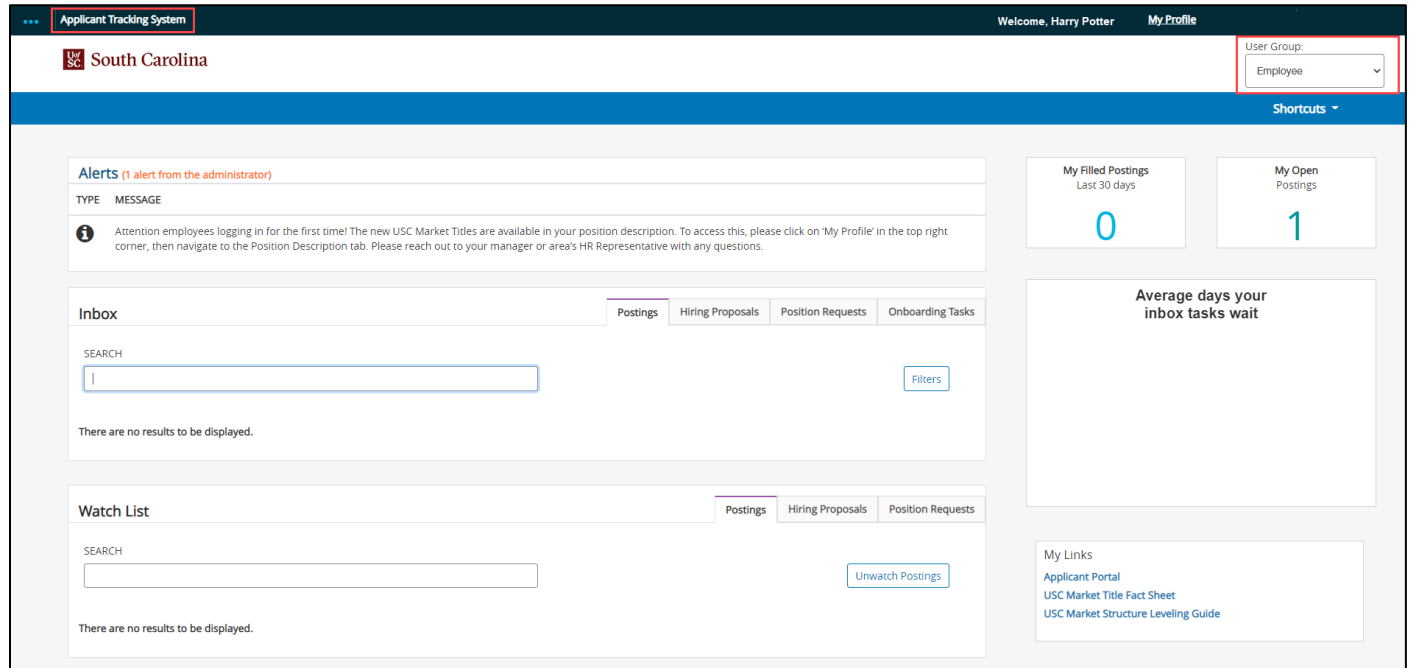
Screenshots



Step 2: PeopleAdmin Homepage

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

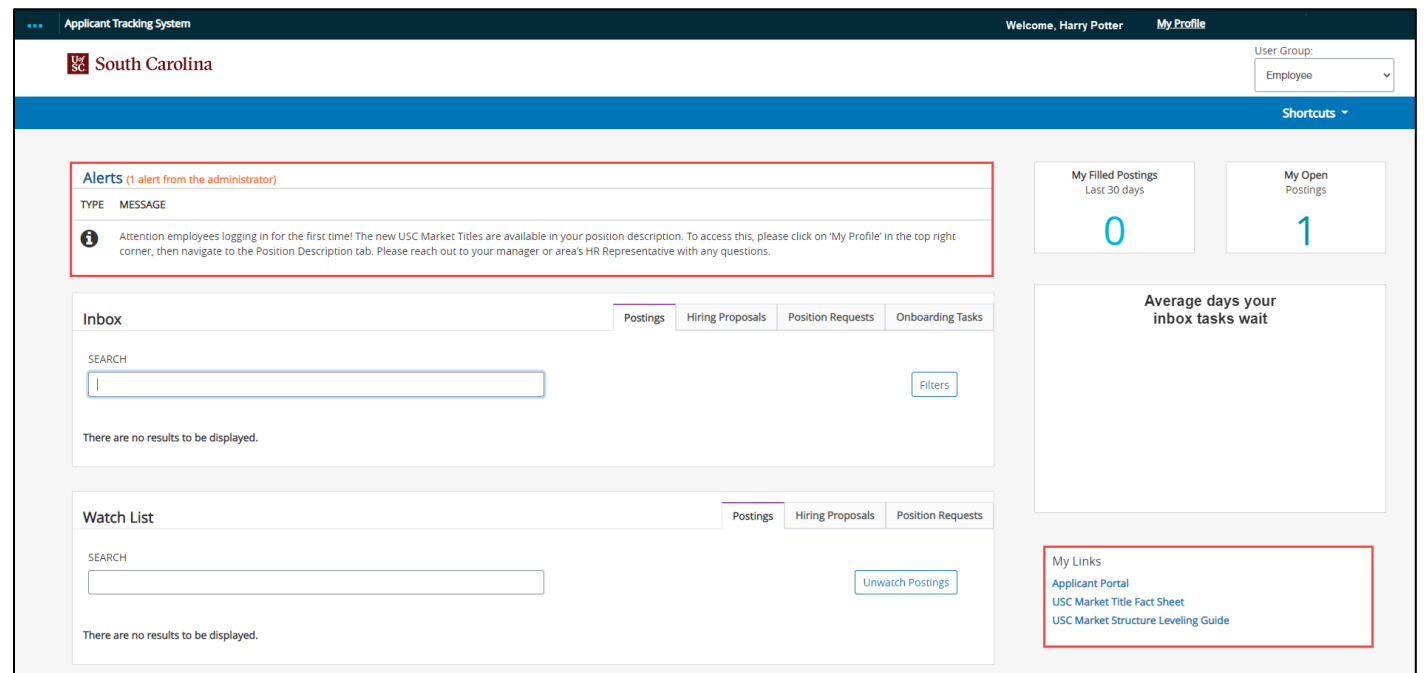
- Unless you have a business role in this system (i.e. HR Contact, Search committee, initiator, etc.) your default view will be with the **User Group of Employee** in the **Applicant Tracking System** (indicated by a blue header bar) as shown in this screenshot.
- If your **User Group** does not default 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.



The screenshot shows the PeopleAdmin homepage for an Employee user group in the Applicant Tracking System. The header bar is blue and contains the text "Applicant Tracking System" on the left, "Welcome, Harry Potter" and "My Profile" on the right. A "User Group" dropdown menu is set to "Employee". The main content area is divided into several sections: "Alerts" (1 alert from the administrator), "Inbox" (with tabs for Postings, Hiring Proposals, Position Requests, and Onboarding Tasks), "Watch List" (with tabs for Postings, Hiring Proposals, and Position Requests), "My Filled Postings" (Last 30 days, 0), "My Open Postings" (1), "Average days your inbox tasks wait", and "My Links" (Applicant Portal, USC Market Title Fact Sheet, USC Market Structure Leveling Guide).

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 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.



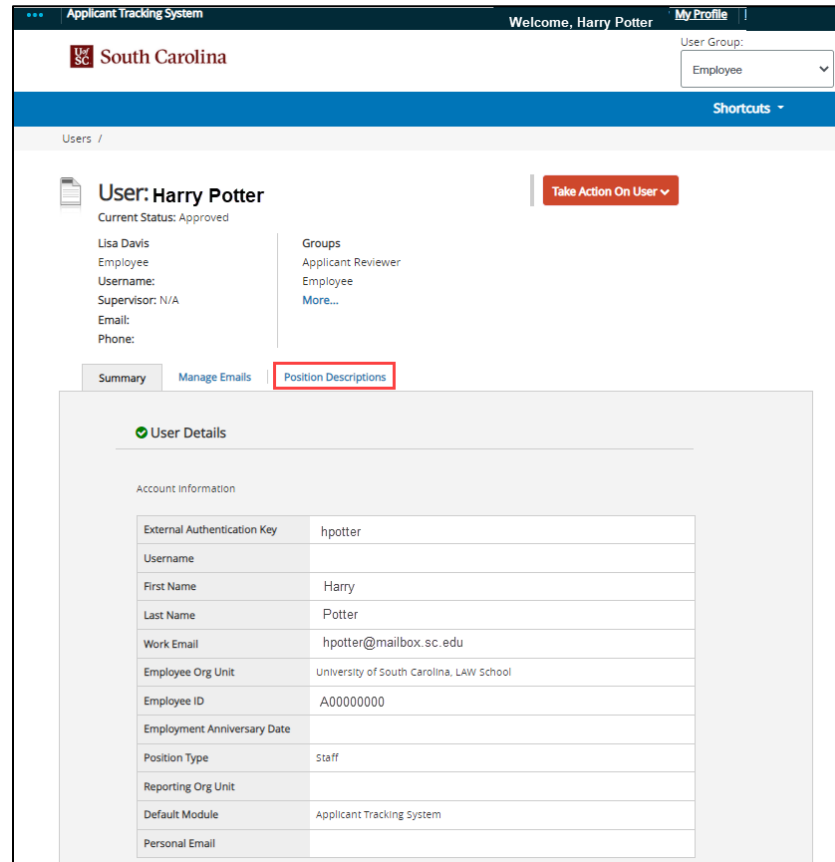
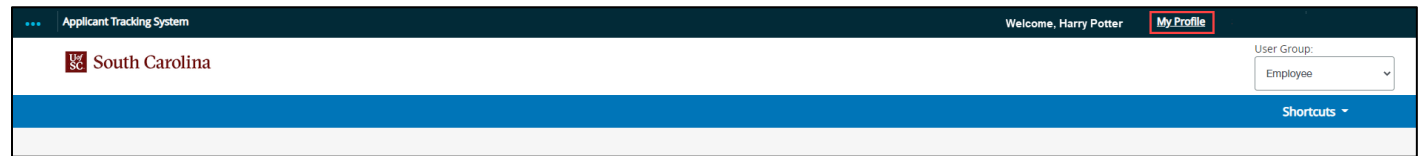
The screenshot displays the 'Applicant Tracking System' interface for a user named Harry Potter. The interface includes a navigation bar with 'South Carolina' and 'Employee' group. The main content area is divided into several sections:

- Alerts (1 alert from the administrator):** A message box with a red border containing information about new USC Market Titles and instructions on how to access them.
- My Filled Postings (Last 30 days):** A card showing 0 filled postings.
- My Open Postings:** A card showing 1 open posting.
- Average days your inbox tasks wait:** A card with a large empty space, likely for a chart or graph.
- My Links:** A card with a red border containing links to the Applicant Portal, USC Market Title Fact Sheet, and USC Market Structure Leveling Guide.
- Inbox and Watch List:** Two sections with search bars and filters, both showing 'There are no results to be displayed.'

University of South Carolina Division of Human Resources Employee View Position Description in PeopleAdmin

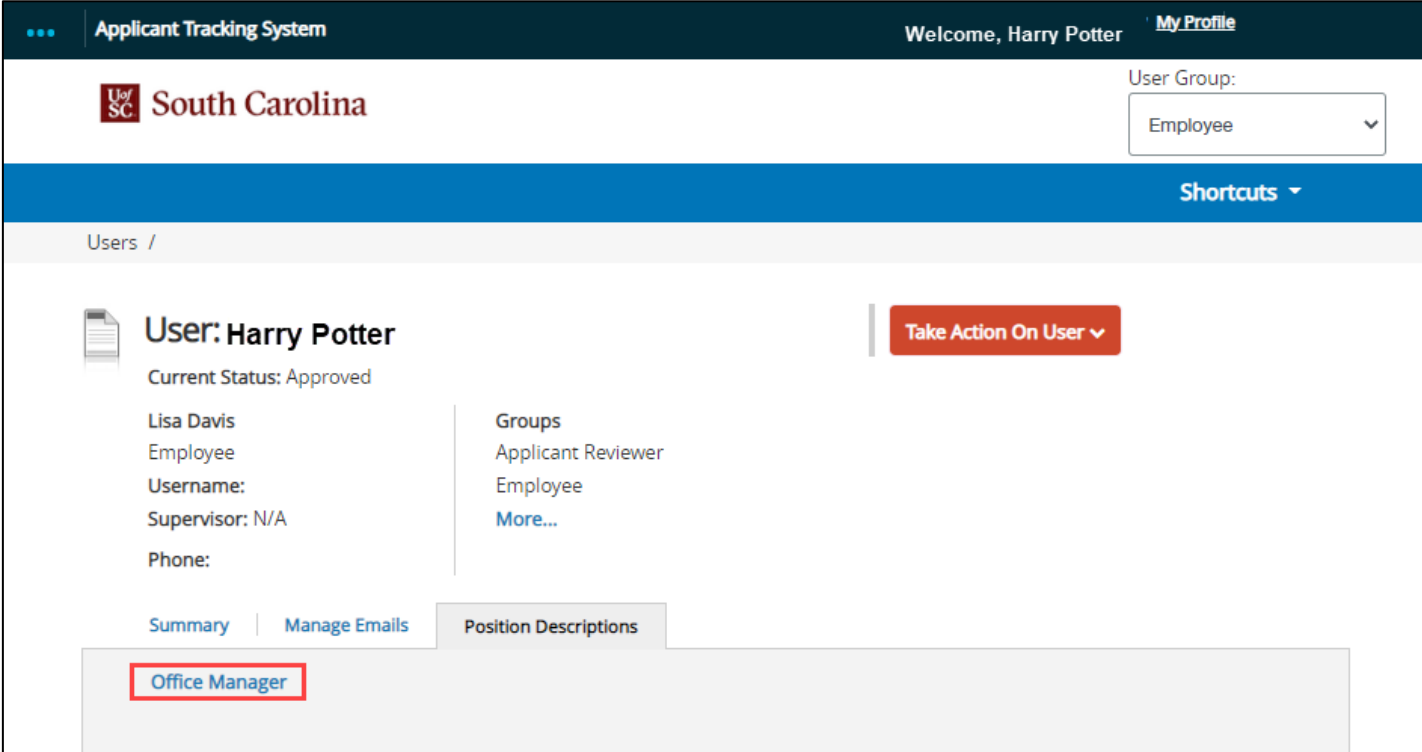
Step 4: My Profile

- 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**.



The screenshot shows the 'Applicant Tracking System' interface for the University of South Carolina. The user is logged in as Harry Potter, with a 'User Group' of 'Employee'. The 'Users /' breadcrumb is visible. The main content area displays the user profile for 'User: Harry Potter', with a 'Take Action On User' button. The profile details include: Current Status: Approved; Name: Lisa Davis; Title: Employee; Username; Supervisor: N/A; and Phone. The 'Groups' section lists 'Applicant Reviewer' and 'Employee'. At the bottom, there are tabs for 'Summary', 'Manage Emails', and 'Position Descriptions'. The 'Position Descriptions' tab is selected, and the job title 'Office Manager' is highlighted with a red box.

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.

Position Description: Office Manager (Staff)

Current Status: Active
 Position Type: Staff Created by: System Account
 Department: LAW School (158000)

Summary Associated USC Market Title

Position Details

USC Market Title Details

Job Family	Business Operations
Job Family Description	Support academic and administrative units' business operations including personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance. Aid in the attainment, monitoring, and control of external funding sources. Monitor budgets, agreements, grants and contracts for compliance and appropriate use of funds. Common Knowledge/Skills/Abilities: Understanding of basic accounting and financial management principles. Organizational and time management skills needed to meet deadlines. Analytical skills needed to identify appropriate use of funds. Ability to communicate effectively. Ability to establish and maintain effective working relationships with others. Required to conduct business lawfully and ethically by consistently adhering to compliance policies, procedures and regulations. Knowledge of basic computer software, including Microsoft Office products as well as Adobe and other web-based applications.
Job Function	Business Operations
Job Function Description	Responsible for providing administrative, office management, budgetary, and programmatic support for an assigned program or department. Performs professional administrative and managerial functions to support the timely, efficient, and successful operation assigned areas. Other key components of this position may include, but are not limited to, serving as a liaison to university departments, coordinating travel, administering student grants, purchasing for the LLCs, working with catering, and Common Knowledge/Skills/Abilities: Understanding of basic accounting and financial management principles. Organizational skills and time management skills needed to meet deadlines. Analytical skills needed to identify areas in which spending can be reduced. Ability to communicate effectively. Ability to establish and maintain effective working relationships with others. Required to conduct business lawfully and ethically by consistently adhering to compliance policies, procedures and regulations.
Job Level	P1 - Professional
USC Market Title	Business Operations Specialist
State Pay Band	5
USC Minimum Qualifications	Typically requires a bachelor's degree and 1 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.

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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.

Position Information	
Internal Title	Office Manager
Position Number	00002094
Employee's Building	School of Law, Columbia: 022
Campus	Columbia
Work County	Richland
Type of Staff Position	Full-time Equivalent (FTE)
Part/Full Time	Full Time
Hours per Week	37.5
Weeks per Year	52
Basis	12 months
FLSA	Non-Exempt
Position Specific SOC Code	43-6014

Position Description	
Job Purpose	The Office Manager is responsible for the administrative coordination of the Law School's Clinics Department to include oversight of the business management and HR functions of the office in order to ensure an efficient and effective office environment. The Office Manager must be able to work independently with little supervision in order to prioritize the complex needs of an ever-growing department on a daily basis. This requires that the Office Manager be familiar with the individual needs of each clinic and its respective faculty, staff, and students which comprise the department as a whole. Due to the varied responsibilities of this position, the Office Manager is required to have detailed knowledge of University-specific policies and regulations as well as any local, state, or federal regulations that may be applicable to the individual clinical programs.
USC Minimum Qualifications	Typically requires a bachelor's degree and 1 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Position Specific Minimum Qualifications (Classified and Unclassified positions)	Bachelor's degree and 2 years related experience in business management, public administration, or administrative services; or equivalency.
Preferred Qualifications	Employee should have a working knowledge of Clio case management software, Westlaw, TWEN, LexisNexis, and Blackboard.
Knowledge/Skills/Abilities	Proficient with Microsoft Office products (Word, Excel, Outlook) and Adobe Acrobat. Experience working with students in a higher education environment. Knowledge and/or work experience with legal processes. Personable and always maintain a professional appearance and attitude. Proficient in PeopleSoft or have the ability to quickly learn the application.
Supervisory Responsibilities	May, on occasion, supervise a student assistant.
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	Ability to work with minimum amount of supervision, maintaining professional relationships with diverse range of people. Employee must keep client and employee information confidential.

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).

Job Duties	
Job Duty	Receptionist duties, including greeting the public, referring telephone calls appropriately, answering questions related to policies and procedures in the office, and accurately relaying pertinent information to professors. Supports professionalism of the office (i.e. appearance, conduct, appropriate tone and decorum). Maintains orderliness and cleanliness throughout the office; controls access to non-public areas of the office. Also routinely tasked with reserving classrooms for clinical faculty via 25Live, submitting parking requests for faculty and students on behalf of clients and guest speakers, and helping to oversee and coordinate the annual Clinic Lottery.
Essential Function	Yes
Percentage of Time	15
Job Duty	Train clinic faculty, staff, and students in Clio case management software on an on-going basis. Assist faculty with TWEN as needed. Update Westlaw listings as required.
Essential Function	Yes
Percentage of Time	10
Job Duty	Serve as office manager for a growing department of clinical law professors and between forty to sixty students to include these clinics: CHAMPS, Criminal Practice, Domestic Violence, Education Rights, Environmental Law, Juvenile Justice, and Nonprofit Organizations. Provide administrative support and coordination to clinics faculty and forty to sixty law students per semester. This includes word processing of various documents; maintaining client filing system and maintaining case management software. This also includes assisting faculty with course materials and handouts, including on-line course materials on Westlaw or LexisNexis web courses, committee & scholarly work, sometimes involving preparing materials and mailings. Photocopy, scan, and fax miscellaneous class or office related projects. Also responsible for intake of prospective clients for Education Rights Clinic and occasionally for the Domestic Violence Clinic. Perform paralegal level duties by occasionally meeting with client referrals to assess their individual situations, needs, and qualifications.
Essential Function	Yes
Percentage of Time	40
Job Duty	Serve in business management function for the entire clinical department through preparation of accounts payables according to USC policies and procedures. Also coordinate procurement functions of the office and serve as the purchasing card coordinator for the office which requires performing monthly procurement card duties including the preparation of expense reports in PeopleSoft. Submit payment requests for South Carolina bar dues and CLE filing fees through University Foundations. Submit payments for membership dues for AALS, CLEA, and any other faculty organizations requiring dues payments. Responsible for overseeing the department's Staples account and ordering supplies for the office. Maintain malpractice insurance for each clinic, which involves submitting an application yearly and making sure the dues and premium are paid in a timely fashion.
Essential Function	Yes
Percentage of Time	30
Job Duty	Coordinates the administrative tasks related to the Human Resource actions of the clinical department by initiating HR actions within PeopleAdmin.
Essential Function	Yes
Percentage of Time	5

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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.

Funding Information

Source of Funding

State Funding %	100.00
Federal Funding %	000.00
Other Funding %	000.00

Position Attributes

Hazardous weather category	Non-Essential
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ADA Checklist

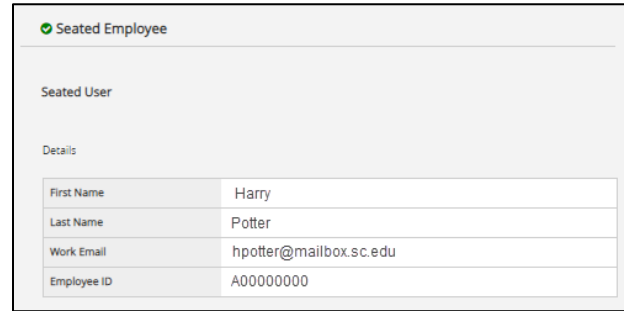
ADA Checklist

Mental Demands	Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Verbal Communication, Written Communication, Math, Training
Additional Mental Demands	
Physical Demands	Attendance, Sitting, Speaking, Standing, Walking, Writing, Grasp, Talk or Hear
Lifting Requirements	Up to 25 Pounds (Light)
Visual Acuity Requirements	Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)
Noise Conditions	Moderate Noise Conditions
Physical Demands (Elements Exposed to)	None of these listed
Additional Physical Demands	
Please Select Any and All Equipment Needed to Perform the Duties	Computer and Peripheral Equipment, Copier, Fax, Credit Card Transactions, Scanner, Telephone, Calculator
List Any and All Additional Equipment Needed to Perform the Duties	

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Step 5f: View Position Description

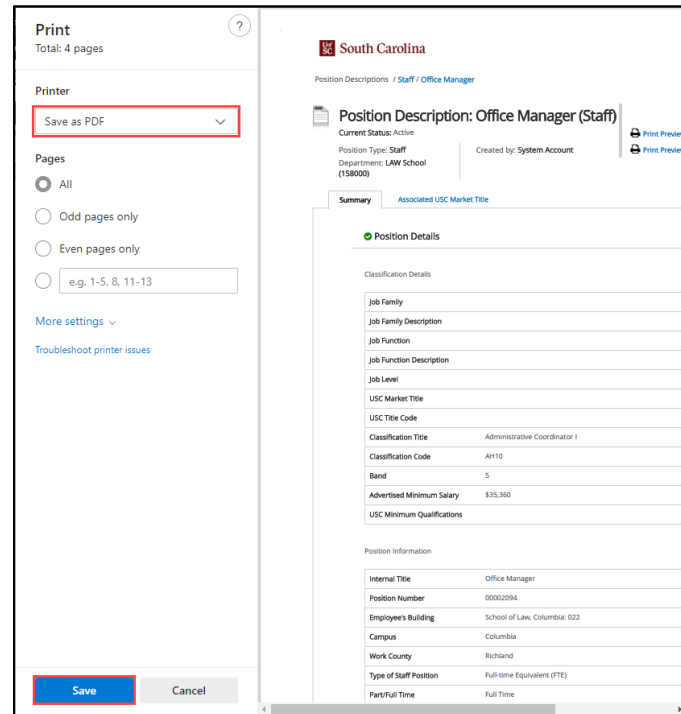
- The last section of the position description is the **Seated Employee**. Your name, work email and USC ID will populate in this section.



Seated Employee	
Seated User	
Details	
First Name	Harry
Last Name	Potter
Work Email	hpotter@mailbox.sc.edu
Employee ID	A00000000

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.



Print
Total: 4 pages

Printer: Save as PDF

Pages:
 All
 Odd pages only
 Even pages only
 e.g. 1-5, 8, 11-13

More settings
 Troubleshoot printer issues

South Carolina
 Position Descriptions / Staff / Office Manager

Position Description: Office Manager (Staff)
 Current Status: Active
 Position Type: Staff
 Department: LAW School (158000)
 Created by: System Account

Summary Associated USC Market Title

Position Details

Classification Details

Job Family	
Job Family Description	
Job Function	
Job Function Description	
Job Level	
USC Market Title	
USC Title Code	
Classification Title	Administrative Coordinator I
Classification Code	AH10
Band	5
Advised Minimum Salary	\$35,360
USC Minimum Qualifications	

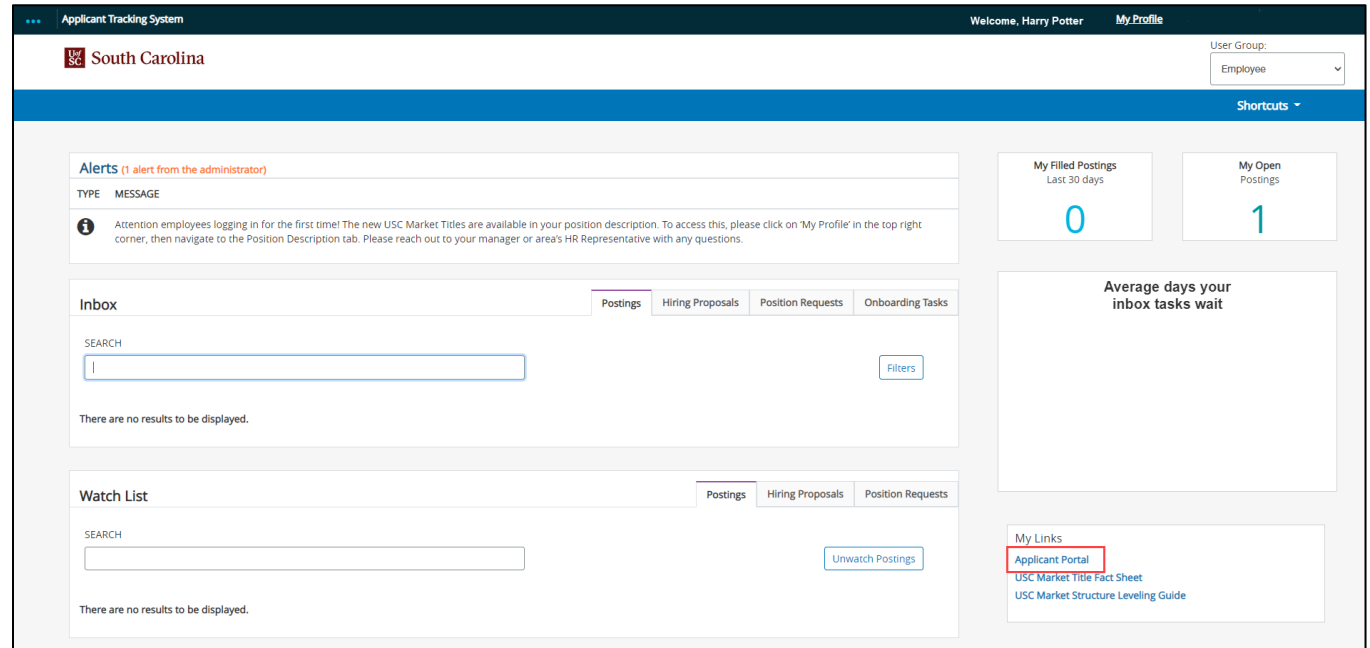
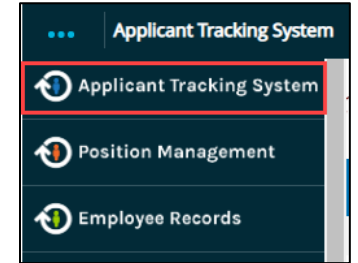
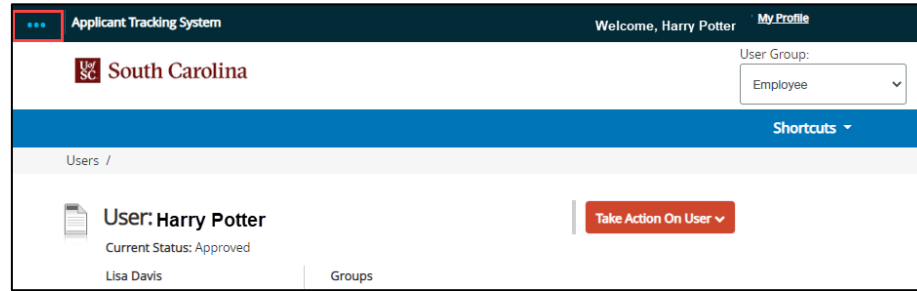
Position Information

Internal Title	Office Manager
Position Number	00002094
Employer's Building	School of Law, Columbia: 022
Campus	Columbia
Work County	Richland
Type of Staff Position	Full-time Equivalent (FTE)
Part/Full Time	Full Time

Save Cancel

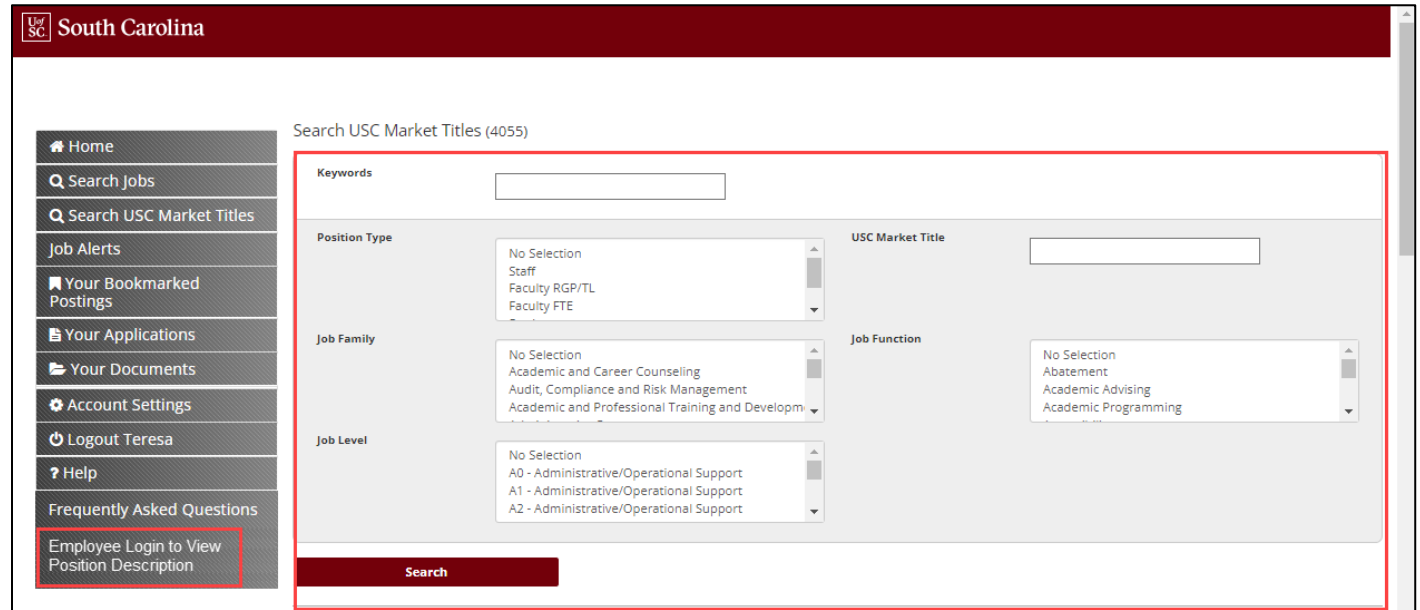
Step 7a: Viewing Market Titles through the Applicant Portal

- 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.



The screenshot shows the 'Search USC Market Titles (4055)' page. On the left is a navigation menu with options: Home, Search Jobs, Search USC Market Titles, Job Alerts, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Logout Teresa, Help, and Frequently Asked Questions. The 'Employee Login to View Position Description' option is highlighted with a red box. The main search area contains a 'Keywords' input field, three dropdown menus for 'Position Type', 'Job Family', and 'Job Level', and a 'Job Function' dropdown menu. A 'Search' button is located at the bottom of the search area.