

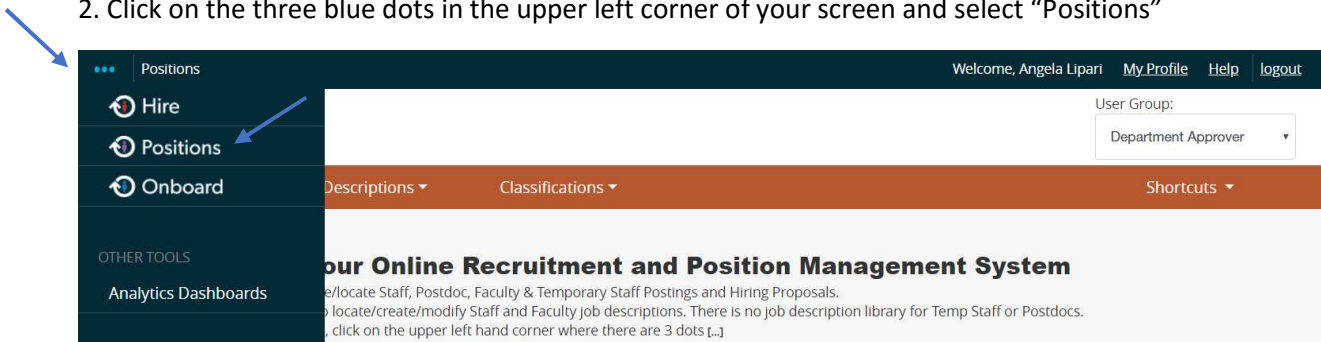
Creating a New Job Description with a Career Profile

Before beginning a new job description request, you need to select the appropriate job classification. The career profile associated with the classification selected will serve as the basis for populating four key areas of the job description:

- ★ Education Required (from “Minimum Education Required” in the career profile)
- ★ Experience Required (from “Minimum Experience Required” in the career profile)
- ★ Skills Required (from “Minimum Skills Required” in the career profile)
- ★ Job Duties (from “Essential Functions” in the career profile)

To search the job classifications and find the associate career profile, follow these steps:

1. Login using your NetID and password
2. Click on the three blue dots in the upper left corner of your screen and select “Positions”

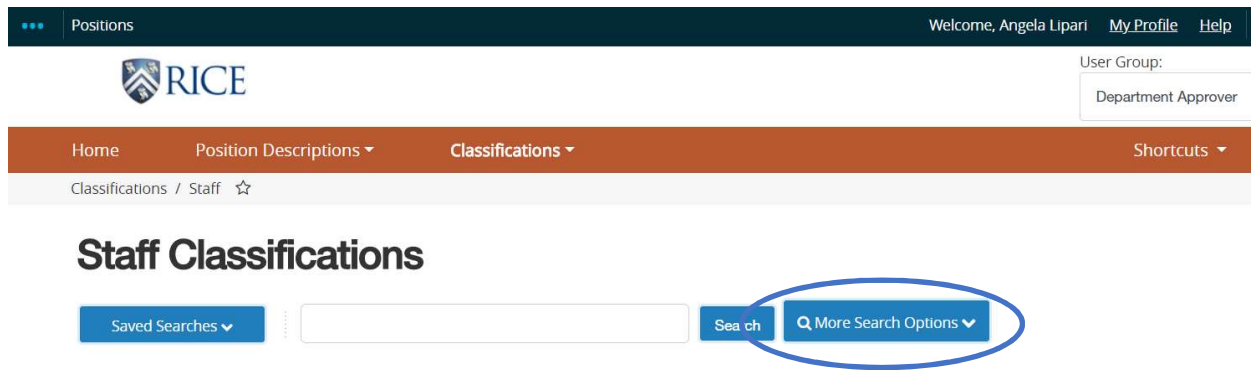


3. Click on “Classifications”



4. Click on “Staff”

5. Click on “More Search Options”



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6. Use the fields included the narrow your search

The screenshot shows a web application interface for "Staff Classifications". At the top, there is a navigation bar with "Home", "Position Descriptions", and "Classifications". Below the navigation bar, the breadcrumb "Classifications / Staff" is visible. The main heading is "Staff Classifications". Below the heading, there is a search area with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "Hide Search Options" dropdown. Below the search area, there is a light blue panel containing several filter fields: "Add Column:" with a dropdown menu, "Job Family:", "Subfamily:", "Job Classification:", "Classification Code:", "Pay Grade:", and "FLSA:".

7. Click on the job classification to view the career profile and pay range information on the job classification

The screenshot shows a table with the following columns: "Job Classification", "Classification Code", "Classification Status", "Pay Grade", "FLSA", and "(Actions)". The table contains three rows of data. A blue arrow points to the "Administrative Assistant I" row.

Job Classification	Classification Code	Classification Status	Pay Grade	FLSA	(Actions)
Administrative Assistant I	ES000	Approved	D	Nonexempt	Actions
Customer Service Assistant I	ES001	Approved	C	Nonexempt	Actions
Data & Records Assistant I	ES002	Approved	C	Nonexempt	Actions

8. Read the career profile

9. Once you have selected the desired classification, click on "Position Descriptions" in the top orange navigation bar → right click on "Staff" → click on "Open link in new window." This will allow you to have the career profile open as you modify the job description.

The screenshot shows the RICE website interface. At the top, there is a dark blue header with "Positions". Below the header, the RICE logo is visible. The navigation bar is orange and contains "Home", "Position Descriptions", and "Classifications". Below the navigation bar, the breadcrumb "Classifications / Staff" is visible. The main content area shows a list of job classifications. A right-click context menu is open over the "Staff" link, with the following options: "Open link in new tab", "Open link in new window", "Open link in incognito window", "Save link as...", "Copy link address", and "Inspect". The "Open link in new window" option is highlighted.

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10. Click on the orange “Create New Position Description” button on the right side of the screen.

The screenshot shows the RICE Positions system interface. At the top, there is a navigation bar with 'Positions', 'Welcome, Angela Lipari', 'My Profile', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The main content area is titled 'Staff Position Descriptions' and includes a search bar and a 'Create New Position Description' button circled in blue.

11. Enter the Job Title and department information and click on the orange “Start Position Request” button.

The screenshot shows the 'New Position' page in the RICE Positions system. It features a 'Start Position Request' button circled in blue. Below the button, there are several input fields for 'Job Title', 'Organizational Unit', 'Location', 'Division', and 'Department'. A blue arrow points to the 'Job Title' field.

13. Complete the fields in the new position request, making sure to copy and paste the following fields from the career profile directly into the listed field in the job description

Career Profile Field		Job Description Field
Minimum Education Required	→	Education Required
Minimum Experience Required	→	Experience Required
Minimum Skills Required	→	Skills Required
Essential Functions	→	Job Duties

For more information about completing the job description, review the document titled “SAMPLE Job Description using Career Profile.”