

## Instructions to Create a Posting from a Position

The action “Create a Posting from a Position” is used to request that an approved position be posted on Shepherd University’s online applicant site.

If the position you wish to post is a current approved position and there will be no changes to the job duties or title, proceed with these instructions. If the position is new or if there are changes to the position, please call the Human Resources Office at extension 5328 for assistance.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information. To save your work, click on the “Preview Posting” button at the bottom of the screen. Select the status of “Save without Submitting”. Click on “Continue” and then “Confirm”. When you are ready to resume your work on the action, click on “Pending Postings” from the left hand navigation bar and select the appropriate search criteria.

Log in to the HR system at <https://jobs.shepherd.edu/hr>. (If you have never logged onto the system please call the Human Resources Office at extension 5328 for your user name and password.) To begin creating a posting from a position, click on the “From Position” link which is located on the left hand navigation bar just below “Create Posting”.

**Shepherd UNIVERSITY**  
Applicant Tracking, Position Description, and Performance Management System

**POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**CREATE POSTING**  
FROM POSITION

**POSITION DESCRIPTIONS**  
BEGIN NEW ACTION  
SEARCH ACTIONS  
PENDING ACTIONS  
SEARCH POSITIONS

**EVALUATIONS**  
BEGIN NEW PERFORMANCE EVALUATION  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS

**ADMIN**  
HOME  
CHANGE PASSWORD

Welcome **LuAnn Yanna**. You are logged in.  
Your Current User Type:Supervisor. Tuesday, November 26, 2013

**Welcome to the Online System for Shepherd University**

**Please ensure that you are logged in with the correct user type for the actions that you wish to perform.**

**Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.**

[Faculty and Staff Instructions for Performing Actions Using the Online HR System](#)

[Student Employment Supervisor Instructions for Performing Actions Using the Online HR System](#)

After you click on “From Position” a screen similar to the one below will appear. To search for the position you wish to post, you may either enter search criteria and click on “Search”, or simply click on “Search” which will bring up a list of positions that you can select from.

Shepherd UNIVERSITY  
Applicant Tracking, Position Description, and Performance Management System

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HISTORICAL EVALUATIONS  
ADMIN  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Welcome **LuAnn Yanna**. You are logged in.  
Your Current User Type:Supervisor. Tuesday, November 26, 2013

### Create from a Position

**Create from a Position**

Job Title: Any	Working Title
Position Number	Employee ID Number
Employee First Name	Employee Last Name

Click on the “Create” link, which is located just below the Job Title of the position you wish to post.

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Applicant Tracking, Position Description, and Performance Management System

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Shepherd University  
• OFFICE OF HUMAN RESOURCES  
• CLASSIFIED STAFF SALARY SCHEDULE  
• FACULTY AND STAFF INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM  
• STUDENT EMPLOYMENT SUPERVISOR  
• INSTRUCTIONS FOR PERFORMING ACTIONS

Welcome **LuAnn Yanna**. You are logged in.  
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### Create from a Position

From Position

1 Record

Job Title	Working Title	Job Code	Position Number	Employee Id	Employee Last Name	Last Action	Date Approved
ADMIN SEC <a href="#">Create</a>   <a href="#">View Summary</a>	Admin Sec Training Site Position	453605	123		VACANT	New Staff Position Description Approved	11-26-2013

**Create from a Position**

Job Title: ADMIN SEC	Working Title
Position Number	Employee ID Number
Employee First Name	Employee Last Name

The "Posting Details" tab will include information from the position description that is currently in the HR System. Review all fields and enter or edit information as necessary. Please note that information in the RED titled fields will be viewable by applicants.

**POSTINGS**  
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**CREATE POSTING**  
 FROM POSITION

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SHEPHERD UNIVERSITY  
 OFFICE OF HUMAN RESOURCES

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PROPOSALS

**CREATE POSTING**  
 FROM POSITION

**POSITION DESCRIPTIONS**  
 BEGIN NEW ACTION  
 SEARCH ACTIONS  
 PENDING ACTIONS  
 SEARCH POSITIONS

**EVALUATIONS**  
 BEGIN NEW PERFORMANCE EVALUATION  
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Welcome **LuAnn Yanna**. You are logged in.  
 Your Current User Type:Supervisor. Tuesday, November 26, 2013

### Create Posting - ADMIN SEC

Reports

[Job Posting Preview](#)

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	Notes / History
-----------------	----------------------------	------------------------	------------	----------	-----------------

**CONTINUE TO NEXT PAGE >>**

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

\*Required information is denoted with an asterisk.

Posting Number	
<b>POSITION INFORMATION</b>	
Job Title:	ADMIN SEC
Working Title:	Admin Sec Training Site Position
New Position?	<input type="checkbox"/>
If this is not a new position, name and position # of previous incumbent:	
Job Code:	453605
Position Number:	123
FTE:	100
FLSA:	Non-exempt
Proposed Salary Range:	
Salary:	
Base Salary:	
(Classified Step Structure) (If classified position is less than 12 months, please pro-rate)	
<a href="#">Classified Staff Salary Schedule</a>	
Base Hourly Rate (if part-time position or hourly):	
(Classified Step Structure)	
Pay Grade:	10
Position Type:	Classified
Position Type (Applicant Display):	
Position Status:	Full Time
If faculty position, tenure track?	<input type="checkbox"/>
If faculty position, rank?	No Response
Appointment Length:	12 Months
If other, please describe:	
Anticipated Hire Date?	MM/DD/YYYY - MM-DD-YYYY
* Fund:	Fund Number
* Org:	Org Number
* Account:	Account Number
<b>DEPARTMENT INFORMATION</b>	
* Department:	Human Resources

<b>ACTIVE POSTINGS</b>	
PENDING POSTINGS	
HISTORICAL POSTINGS	
SEARCH HIRING PROPOSALS	
<b>CREATE POSTING</b>	
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<hr/>	
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SHEPHERD UNIVERSITY	
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INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	

<div style="display: flex; justify-content: space-between;"> <div>Not Selected</div> <div>Selected</div> </div>																									
* Departmental User(s) with Access:	<table border="1"> <tr> <td>Abdul-Muhamin, Sharika</td> <td>&gt;</td> <td>Yanna, LuAnn</td> </tr> <tr> <td>Alzona, Esperanza</td> <td>&lt;</td> <td></td> </tr> <tr> <td>Ames, Christopher</td> <td>&gt;&gt;</td> <td></td> </tr> <tr> <td>Anderson, Scott</td> <td>&lt;&lt;</td> <td></td> </tr> <tr> <td>Angle, Jayne</td> <td></td> <td></td> </tr> <tr> <td>Armstrong, Kathy</td> <td></td> <td></td> </tr> <tr> <td>Barnett, Andro</td> <td></td> <td></td> </tr> <tr> <td>Beard, R</td> <td></td> <td></td> </tr> </table>	Abdul-Muhamin, Sharika	>	Yanna, LuAnn	Alzona, Esperanza	<		Ames, Christopher	>>		Anderson, Scott	<<		Angle, Jayne			Armstrong, Kathy			Barnett, Andro			Beard, R		
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Beard, R																									
Supervisor/Manager:	LuAnn Yanna																								
Supervisor/Manager Phone/Extension:	5000																								
INACTIVE: Alternate Student Timesheet Signer:																									
Supervisor/Manager Email:																									
Supervisor/Manager Fax:																									
<b>POSTING TEXT</b>																									
Job Summary/Basic Function:	Job summary will populate here																								
Minimum Qualifications:	Minimum qualification will populate here.																								
Preferred Qualifications:	Preferred qualifications will populate here.																								
Work Hours:	July 1 - June 30																								
Posting Date:	<input type="text"/> MM/DD/YYYY or MM-DD-YYYY																								
Closing Date:	Open Until Filled																								
Required Applicant Documents:	<a href="#">Check All</a> <a href="#">Clear All</a> <input type="checkbox"/> Resume <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> CV <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> Other Document <input type="checkbox"/> List of Professional References <input type="checkbox"/> Cover Letter																								
NOTE: If documents are not selected under optional or required documents, applicants will not have the ability to attach documents.																									
Optional Applicant Documents:	<a href="#">Check All</a> <a href="#">Clear All</a> <input checked="" type="checkbox"/> Resume <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> CV <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> Other Document <input type="checkbox"/> List of Professional References <input type="checkbox"/> Cover Letter																								
Special Instructions to Applicants:	Appointment to this position may be contingent upon a satisfactory background check.																								
If you would like to advertise externally, please list your desired advertising sources:																									
Quicklink for Posting:																									
*Required information is denoted with an asterisk.																									
<input type="button" value="CONTINUE TO NEXT PAGE &gt;&gt;"/>																									
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>																									

- If the “Job Summary/Basic Function”, “Minimum Qualifications”, or “Preferred Qualifications” fields are blank or the information is not correct, please contact the Human Resources Office for assistance.
- The online staff application requires that applicants include 3 professional references; therefore, “List of Professional References” should not be selected on the “Required Applicant Documents” list for a staff posting. However, the online faculty/administration application does not include a place for references so “List of Professional References” should be selected as a required document for a faculty/administration posting.
- When the information on this tab is complete, click on “Continue to Next Page”.

The “Posting Specific Questions” tab contains two questions that each candidate is required to answer; you do not need to make any changes to those. If you would like to add posting specific Screening Questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score, please contact the Human Resources Office at extension 5328 for assistance.

• Welcome **LuAnn Yanna**. You are logged in.  
Your Current User Type:Supervisor. Tuesday, November 26, 2013

### Create Posting - ADMIN SEC

Reports  
[Job Posting Preview](#)

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	Notes / History
-----------------	----------------------------	------------------------	------------	----------	-----------------

To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.

Posting Specific Questions

**How did you hear about this employment opportunity?**

**ANSWER**  
 No Response  
 Public Job Posting  
 Internal Job Posting  
 Agency Referral (please specify below)  
 Advertisement/Publication (please specify below)  
 Personal Referral (please specify below)  
 Website/Listserv (please specify below)  
 Other (please specify below)  
This question is required.

**Please specify name of referral source (if applicable):**

**LONG TEXT**  
This question is not required.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

**SAVE AND STAY ON THIS PAGE**

If you are not adding additional screening questions, click on “Continue to Next Page”.

The “Disqualifying Points” tab is where you can assign points to Screening Questions. If you are not adding Screening Questions, click on “Continue to Next Page”.

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, November 26, 2013  
 Your Current User Type:Supervisor.

## Create Posting - ADMIN SEC

**Reports**

**Job Posting Preview**

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	Notes / History
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On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.

When finished adding points, selecting disqualifying answers, or to skip this section, click the **Continue to Next Page** button.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: **0**

### Posting Specific Questions

#### How did you hear about this employment opportunity?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Public Job Posting		0
Internal Job Posting		0
Agency Referral (please specify below)		0
Advertisement/Publication (please specify below)		0
Personal Referral (please specify below)		0
Website/Listserv (please specify below)		0
Other (please specify below)		0

**0 %**

**RECALCULATE**

**RESET**

**<< RETURN TO PREVIOUS**

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

The “Guest User” tab is where you may create an account that will be used by search committee members to view online applications and attached documents. Click on “Activate Guest User”.

• Welcome **LuAnn Yanna**. You are logged in.  
Your Current User Type:Supervisor. Tuesday, November 26, 2013

**Create Posting - ADMIN SEC**

Reports  
Job Posting Preview

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	Notes / History
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On this screen, you may create an account that will be used by members of the review committee.

Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.

When finished or to skip this section, click the **Continue to Next Page** button.

[Activate Guest User](#)

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW POSTING

The HR System will assign a User Name. Enter a password. This will be the password used by the search committee members to access the applications, so you should avoid using a personal password that you would not want other people to see. Click on “Continue to Next Page”.

• Welcome **LuAnn Yanna**. You are logged in.  
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**Create Posting - ADMIN SEC**

Reports  
Job Posting Preview

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	Notes / History
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On this screen, you may create an account that will be used by members of the review committee.

Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.

When finished or to skip this section, click the **Continue to Next Page** button.

[Deactivate Guest User](#)

**Create Guest User**

\*Required information is denoted with an asterisk.

**User Name:**

**\* Password:**   
Between 6 and 20 Characters

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW POSTING

The “Comments” tab is where you may enter comments to other approvers as it moves through the approval work-flow. (Please remember that all comments and notes will forever remain a part of the document and can be viewed by everyone with access to the system including, potentially, the employee.) Click on “Continue to Next Page”.

Welcome LuAnn Yanna. You are logged in.  
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**Create Posting - ADMIN SEC**

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Job Posting Preview

Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	<b>Comments</b>	Notes / History
-----------------	----------------------------	------------------------	------------	-----------------	-----------------

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

\*Required information is denoted with an asterisk.

Supervisor Comments:	<input style="width: 80%;" type="text"/>
Assistant's Comments:	<input style="width: 80%;" type="text"/>
Department Chair Comments:	<input style="width: 80%;" type="text"/>
Dept Head/Director/Dean Comments:	<input style="width: 80%;" type="text"/>
VP/Executive Officer Comments:	<input style="width: 80%;" type="text"/>
Finance/Budget Approval Comments:	<input style="width: 80%;" type="text"/>
General Counsel Comments:	<input style="width: 80%;" type="text"/>
President Comments:	<input style="width: 80%;" type="text"/>
Human Resources Comments:	<input style="width: 80%;" type="text"/>

\*Required information is denoted with an asterisk.

The “Notes/History” tab is where you will see what date and time notes were added and/or users approved and moved the action forward through the approval work-flow. (Once you enter a note and save it by clicking on “Add Notes” and *confirming*, that note will be permanently added to the posting, even if you cancel out of the posting without saving.) Click on “Continue to Next Page”.

Welcome LuAnn Yanna. You are logged in.  
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**Create Posting - ADMIN SEC**

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Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Comments	<b>Notes / History</b>
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This page lists the notes of the posting. You can see at what date and time the note was added to the posting as well as by whom.

Once you enter a note and save it, by clicking the **Add Notes** button and confirming, that note will be permanently added to this posting, even if you cancel out of the posting without saving.

History	Modified By
11-26-2013 2:26 PM	LuAnn Yanna
<i>Create</i>	

**Add Notes**

Notes:	<input style="width: 80%;" type="text"/>
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You should now see a screen similar to the one below where you will be able to scroll down and review all of the information that you have entered. If there is anything that needs to be changed, click on “Edit” and make the changes. At this point you can either save without submitting, or submit the posting to the next approver in the approval work-flow. Select the appropriate choice and click on “Continue” and then “Confirm”.

Applicant Tracking, Position Description, and Performance Management System

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**POSTINGS**

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**CREATE POSTING**

FROM POSITION

**POSITION DESCRIPTIONS**

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**EVALUATIONS**

BEGIN NEW PERFORMANCE EVALUATION  
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LOGOUT

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SHEPHERD UNIVERSITY

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• Welcome **LuAnn Yanna**. You are logged in. Tuesday, November 26, 2013
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## View Posting Summary - ADMIN SEC

[Printer-Friendly Version](#)

Please review the details of the posting carefully before continuing.

Reports

[Job Posting Preview](#)

To take the action you have specified, click the **Continue** button. To edit the posting, click the **Edit** link. To exit the posting without making any changes, click the **Cancel** button.

[Edit](#)

**Posting Status**

Save Without Submitting

Submit Posting to Dept Chair for Review

Submit Posting to Director/Dean for Review

CANCEL

CONTINUE

**Posting Details**

Posting Number	
<b>POSITION INFORMATION</b>	
Job Title:	ADMIN SEC
Working Title:	Admin Sec Training Site Position
New Position?	Yes
If this is not a new position, name and position # of previous incumbent:	
Job Code:	453605
Position Number:	123
FTE:	100
FLSA:	Non-exempt