



PeopleAdmin Job Aids

Employee View Position Description: PeopleAdmin

How to view a position description in PeopleAdmin: This job aid outlines the process for employees to view their position description in the PeopleAdmin system.

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.

University of South Carolina

****Click here for Login Assistance****

Username

Password

Log In

Authenticate with single sign-on? **SSO Authentication**

UNIVERSITY OF South Carolina

USC Central Authentication Service (CAS)

USC Jobs

Login Credentials Required

Login Credential

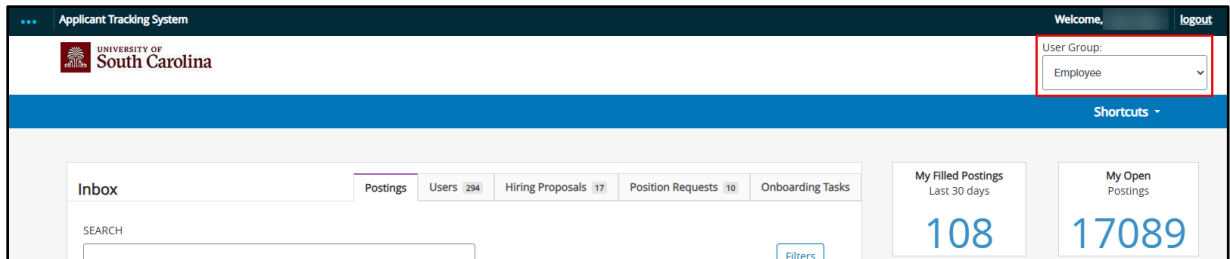
Password

LOGIN

2) PeopleAdmin Homepage

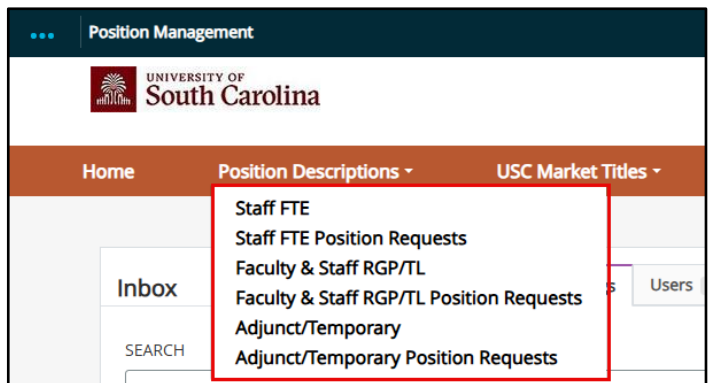
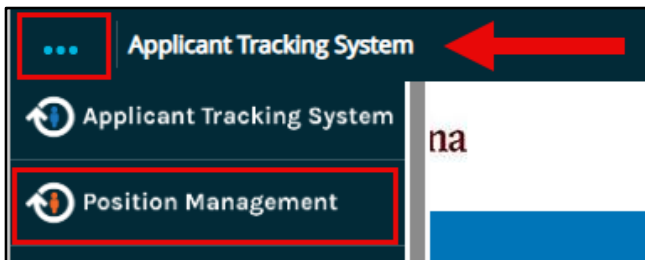
Upon logging into PeopleAdmin in the previous step, you will see the default homepage based on your established user preferences.

- 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.



3) Position Management

- Select Position Management from the module selector (upper left side of the screen) by first clicking the 3 blue dots.
- Click the Position Descriptions. (PDs) in the orange header and select the appropriate position type from the drop down. Position types with PDs are staff , faculty research grant (RGP)/ time-limited (TL) and adjunct/temporary.
- Click the Actions drop down menu for your position (right side of the screen) to select View. Please select your current job.



NOTE: The Position Request options in the drop down are request for newly created PDs and modified PDs.

Staff FTE Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search

More Search Options ▾

Staff - Active Position Des... ✕

"Staff - Active Position Descriptions" 2 Selected records 0 ✕ Clear selection?

	Position Number	Business Title (Internal Title)	Employee Last Name	Employee First Name	Department	Status	Job Family	Job Function	Job Level	USC Market Title	USC Title Code	Actions ▾
☐	0000	HR Generalist			DHR HR Operations and Services Administration (620130)	Active	Human Resources	HR Service Center	P1 - Professional	Human Resources Generalist	133123	Actions ▾

4a) 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: HR Generalist (Staff FTE)

Current Status: Active

Position Type: **Staff FTE**

Department: **DHR HR Operations and Services Administration (620130)**

Created by:

[Print Preview](#)

[Print Preview \(Employee View\)](#)

Summary [Associated USC Market Title](#)

Position Details

USC Market Title Details

Job Family	Human Resources
Job Family Description	Advise employees, management and leadership in the application of Human Resources. Responsible for full lifecycle support of employees and positions. Provide management tools for attracting, retaining and rewarding employees. Support employees through career planning, life needs, and personal and professional wellness offerings. Maintain personnel data and ensures compliance with applicable University policies and state and federal laws and regulations. Common Knowledge/Skills/Abilities: Knowledge of principles and practices of human resources management. Knowledge of management and organizational design concepts. Ability to establish and maintain effective working relationships with all levels within the institution. Ability to analyze needs and resources and to recommend and communicate solutions effectively. Ability to exercise judgment and discretion in applying and interpreting a variety of policies and procedures. Verbal and written communications skills and creative problem-solving skills.
Job Function	HR Service Center
Job Function Description	Works on a service team within the Division of Human Resources providing direct support to a set of assigned colleges and divisions within the University. Reviews, approves, and provides support for cross-functional HR actions. Prioritizes service to customer units by providing guidance and assistance to HR contacts, management, and employees regarding HR actions within the scope of this position. Acts as resource and peer leader to HR Contacts to ensure they are strengthening knowledge of HR processes, procedures, and applicable regulations/laws.

Job Level	P1 - Professional
USC Market Title	Human Resources Generalist
USC Title Code	133123
State Pay Range	G08
USC Market Range	MRE - \$49,700 \$60,882 \$72,065

4b) View Position Description (Continued)

- 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 including any required certification, licensure/other credentials, 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	
Business Title (Internal Title)	HR Generalist
Position Number	0000
Employee's Building	1600 Hampton Street, Columbia: 029
Campus	Columbia
Work County	Richland
Part/Full Time	Full Time
Hours per Week	37.5
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Position Specific SOC Code	13-1071 - Human Resources Specialists

Position Description	
Job Purpose	The Human Resources Generalist will serve on a service team within the Division of Human Resources providing direct support to a set of assigned colleges and divisions within the University. The HR Generalist plays a crucial role on the Service Team by reviewing, approving, and providing support for cross-functional HR actions. This position prioritizes service to customer units by providing guidance and assistance to HR contacts, management, and employees regarding HR actions within the scope of this position. The HR Generalist as resource and peer leader to HR Contacts to ensure they are strengthening knowledge of HR processes, procedures, and applicable regulations/laws.
Job Related Minimum Required Education and Experience	Requires a bachelor's degree and 1 or more years of experience, which may be substituted by an equivalent combination of certification, training, education, and/or experience.
Required Certification, Licensure/Other Credentials	
Preferred Qualifications	Knowledge and understanding of USC HR policies, State of SC HR Regulations and applicable federal HR laws/regulations. Prior experience in cross-functional HR program management.
Knowledge/Skills/Abilities	Excellent communication and interpersonal skills. Ability to handle data with confidentiality. Ability to manage multiple assignments simultaneously. Knowledge of state and federal laws and regulations related to human resources. Ability to analyze requests to determine compliance with policies, procedures and regulations. Ability to develop and maintain effective working relationships with both internal and external customers. Must possess the ability to write clearly, accurately, and effectively.
Supervisory Responsibilities	None
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	This position will operate under clear guidelines, following all policies, procedures and regulation, deferring exceptions to Senior HR Generalist(s) or Service Team Manager.

4c) View Position Description (Continued)

- 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.

Job Duties	
Job Duty	Talent Acquisition, Class/Comp, OIS, and Background: Supports the administrative lifecycle of talent acquisition, including: approval of updated position description, posting review and publishing, applicant tracking assistance, hiring proposal review and approval, onboarding checklist assignment (as applicable), and hire processing in PeopleSoft. Coordinates with College/Division HR Contact to ensure disposition of applicant pool and filling of posting. Reviews multiple position postings to ensure the position descriptions are identical. Assists in the acquiring required documentation for international hires and partners with OIS to ensure data is accurate for reappointments/rehires. Initiates background check orders for all new hires or rehires greater than 1 year. Ensures all actions are approved in compliance of applicable USC policies, State HR Regulations, and Department of Labor Regulations. Assigns onboarding task lists for all new hires and rehires greater than 1 year. Partners with and escalates issues as applicable to the Talent Acquisition, Classification and Compensation, Office of International Scholars, and Background expert teams.
Essential Function	Yes
Percentage of Time	25

4d) View Position Description (Continued)

- 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

Position Attributes

Hazardous weather category	Essential
Safety/Security Sensitive or Requires a CDL	No

ADA Checklist

ADA Checklist

Mental Demands	Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Math, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Verbal Communication, Written Communication
Additional Mental Demands	
Physical Demands	Attendance, Sitting, Speaking, Writing, Talk or Hear
Lifting Requirements	Up to 10 Pounds (Sedentary)
Visual Acuity Requirements	Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)
Noise Conditions	Ability to Adjust Focus
Physical Demands (Elements Exposed to)	None of these listed
Additional Physical Demands	
Please Select Any and All Equipment Needed to Perform the Duties	Calculator, Computer and Peripheral Equipment, Copier, Fax, Scanner, Telephone
List Any and All Additional Equipment Needed to Perform the Duties	

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

- 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.

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6) My Links

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.
- The **My Links** section in the bottom right corner of the screen displays a link to the **Applicant Portal** along with three vital resources: the **USC Market Title Fact Sheet**, **USC Market Structure Leveling Guide** and **USC Market Pay Structure Fact Sheet**.
 - 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 **USC Market Pay Structure Fact Sheet** explains what pay structures are, how they are created and used at USC.
 - The **Applicant Portal** link takes you to the applicant view of USCJobs where you can apply for posted positions (open jobs).

The screenshot displays the Applicant Tracking System interface for the University of South Carolina. The top navigation bar includes the system name and a user welcome message. The header section features the university logo and a user group dropdown menu. The main content area is organized into several functional sections. On the left, there are 'Inbox' and 'Watch List' sections, each with a search bar and a 'Filters' or 'Unwatch Postings' button. The 'Inbox' section has tabs for Postings, Users (294), Hiring Proposals (31), Position Requests (18), and Onboarding Tasks. The 'Watch List' section has tabs for Postings, Hiring Proposals, and Position Requests. On the right side, there are two summary cards: 'My Filled Postings' (Last 30 days) showing 106, and 'My Open Postings' showing 17112. Below these is a pie chart titled 'Average days your inbox tasks wait' with a legend for Position Request, Hiring Proposal, and User. In the bottom right corner, a 'My Links' section is highlighted with a red box, containing links to the Applicant Portal, USC Market Title Fact Sheet, USC Market Structure Leveling Guide, and USC Market Pay Structure Fact Sheet.

(Continued on next page)

7) Viewing Market Titles through the Application Portal

Upon clicking Applicant Portal in the previous step you are directed to the USC Careers page. Click Search USC Market Titles. 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.

UNIVERSITY OF
South Carolina

CAREERS

Home

Search Internal Jobs

Search Jobs

Search USC Market Titles

Job Alerts

Your Bookmarked Postings

Your Applications

Your Documents

Account Settings

Logout Kayla

Help

Frequently Asked Questions

Employee Login to View Position Description

Search USC Market Titles (2378)

Keywords

Position Type

No Selection
Staff FTE
Faculty & Staff RGP/TL
Faculty FTE
Student

Job Family

No Selection
Academic and Career Counseling
Academic and Professional Training and C
Administrative Support
Human Relations and Development

Job Level

No Selection
A0 - Administrative/Operational Support
A1 - Administrative/Operational Support
A2 - Administrative/Operational Support
A3 - Administrative/Operational Support

USC Market Title

Job Function

No Selection
Abatement
Academic Advising
Academic Programming
Accessibility

USC Market Range

No Selection
B00
MRA - \$33,280 \$40,768 \$48,256
MRB - \$36,608 \$44,845 \$53,082
MRC - \$40,000 \$48,288 \$56,576

Search

Previous 1 2 3 4 5 6 7 8 9 ... 79 80 Next

Search Results (2378)