

Staff Position Management

Quick Guide to Redefining Classified Positions

Hiring Managers can redefine classified position descriptions changing the core duties of the position as needed. This includes requests for in-band adjustments and role changes.

1. Login to PAPERS7 – <https://jobs.odu.edu/hr>
2. Verify that you are in the “**Positions**” module. (Click the blue ellipsis in the top left corner to change modules.)
3. Ensure that you are logged in as the “**Hiring Manager**” (Check the User Group near the top right corner below the black banner).
4. Click on the “**Position Descriptions**” tab, then “**Staff**” or from the Shortcuts box click on “**Redefine Classified Position Description**”.
5. Use the search form to locate the position description by any of the following fields:
 - a. Position Number
 - b. Working Title
 - c. Department
6. Click on the working title of the position you intend to modify.
7. On the **Position Description** page, click on the “**Redefine Classified Position Description**” link at the top right of the page.
8. Click on the “**Start**” shown on the next page. Select the role you’ve determined to be the most appropriate from those available at the bottom of the page by clicking the radio button next to the role title.

9. Complete the information as needed, navigating through the tabs on the left hand side of the page. Remember:
 - a. Required fields have a **RED *** by the field name – you must complete those fields in order to move to the next section.
 - b. Clicking on the “**Save**” button will save your work and clicking on the “**Next**” button will move you through the position description modification steps.
 - c. You can exit the system and return at a later time to complete the redefinition/update by clicking on the “**Position Action Summary**” tab and then selecting “**Keep working on this Position Action**” from the “**Take Action on Position Action**” button
 - d. The redefinition will require justification and you will need to attach a current organizational chart.

10. To submit the hourly redefinition/update request: From the “**Take Action on Position Action**” button, select “**Submit (move to Budget Unit Director)**”. Then enter any comments you may want to enter to communicate and select the “**Submit**” button to move the position action in the workflow.