How to MODIFY A POSITION

1. From the home screen, click into the “Position Descriptions” tab, and select “Staff/Major Administrator”.

2. Click the “Job Description Number” for the position to which you wish to make modifications.

3. Select “Modify Existing Staff Position Description”, and begin the modification process. Be sure to note that initiating a modification will lock the PD until it has moved through the phases of approval.
4. Indicate the type of modification that is taking place, such as Incumbent Re-classification, JD Update, or Vacant Re-Class.

6. **Classification Title** should not be edited; this is a field which contains information assigned by Compensation. If you feel the position is in need of a title change, please contact compensation outside of the system.

5. Proceed with updating the Position Description, in the same way you would for creating a new position. As always, ensure that all sections of the Request are satisfactorily completed.

   - See CREATE NEW POSITION work guide for further detail regarding the sections of the Request.