

Los Angeles Community College District Personnel Commission

Assessing and/or Creating a Classified Position

When a position becomes vacant, it is the ideal time to consider and to make changes to the position, if necessary. Consider the following:

1. Now is the time to make changes to the position that may be required and to make sure that the characteristics of the position are correct in the SAP/HR system. The characteristics to look for are:
 - Job Title:
 - Class Code:
 - Position Number:
 - Basis/Hours/Shift (PSA):
 - Location:
 - Office:
2. Now is also a good time to consider changing the position to another job classification if:
 - The needs of the office have changed
 - The duties of the position have changed
 - You want to change the duties assigned to other positions in the unit

The official job descriptions for all classified positions are located on the Personnel Commission website. First look at the occupational grouping related to your vacant position to identify alternative job classification options. Then look at the individual job descriptions for the job classifications you wish to consider.

3. To make a change to one or more of the characteristics of the current position or to create a new position to replace the current position, you will need to complete a Classified Staffing Request Form (C1121). The process is as follows:

Creating a New Classified Position

Note: At most locations, it is the responsibility of the SPOC to create new positions. It is however, the hiring authority's responsibility to prepare the duties statement for the position. If you are at a location that requires a department level supervisor to input the position, follow these instructions. If you get stuck, your SPOC is available to assist you.

1. [Log into the portal and click on the PCS tab.](#)

If you are authorized to input positions for more than one location or department, you will be asked to: Select the Location and/or Select the Department. If your authorization is for one location and department, the screen listing your positions will automatically appear.

2. [Create, Create by Copy Choice \(New Positions\)](#)

If you are creating a new position where you will define all the characteristics yourself, do not select a position, just select the command button CREATE.

If you are creating a new position and want to use an existing position as the template, select the position you wish to copy and select the command button CREATE/COPY. You will be able to change many of the characteristics of the copied position on the next screen.

If you wish to change one or more characteristics of an existing position, select the position and select the command button CHANGE.

The FREEZE/UNFREEZE command is also available on this screen but is seen only by the campus SPOC.

Welcome PCR2SPOC | LOS ANGELES COMMUNITY COLLEGES | EMPLOYEE PORTAL

System: QAS Date: 09/21/2006 Time: 09:56:49
 User: PCR2SPOC
 Loc. / Dept : Valley / Athletics

0.3 Select Position

* The effective date of this action is: 09/21/2006

Job Title	Job#	PSA	Pos#	Max FTE	Filled FTE	Vac. FTE	Currently Assigned to	Emp #	Assmt #	Assmt Ends	On Leave	Frozen
<input type="checkbox"/> INSTRUC, PRESCHOOL COACHING	A0729	FRZ1	V80007293	0.56	0.56							
<input type="checkbox"/> INSTRUC, PRESCHOOL COACHING	A0729	FRZ1	V80007294	0.56	0.56							
<input type="checkbox"/> INSTRUC, PRESCHOOL COACHING	A0729	FRZ1	V80007295	0.28	0.28							
<input type="checkbox"/> INSTRUC, PRESCHOOL COACHING	A0729	FRZ1	V80007296	0.56	0.56							
<input type="checkbox"/> INSTRUC, PRESCHOOL COACHING	A0729	FRZ1	V80007297	0.56	0.56							
<input type="checkbox"/> ATHLETIC DIRECTOR	A0750	FRD1	V80007298	1.00			Mr. Charles Fredrick Ferrero Jr.	728514	728514	12/31/9999		
<input type="checkbox"/> SUPPLEMENTAL INSTRUCTOR, CURRICULLUM	A0931	FAC1	V80007299	0.92	0.92							
<input type="checkbox"/> SUPPLEMENTAL INSTRUCTOR, CURRICULLUM	A0931	FAC1	V80007300	1.21	1.21							
<input type="checkbox"/> SUPPLEMENTAL INSTRUCTOR, CURRICULLUM	A0931	FAC1	V80007301	0.96	0.96							
<input type="checkbox"/> SUPPLEMENTAL INSTRUCTOR, CURRICULLUM	A0931	FAC1	V80007302	0.64	0.64							
<input type="checkbox"/> SUPPLEMENTAL INSTRUCTOR, CURRICULLUM	A0931	FAC1	V80007303	0.86	0.86							
<input type="checkbox"/> ATHLETIC COACH	A0933	FAC1	V80007304	0.29	0.29							

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 Go to Previous Step | Go to PCS Home Page | Create | Change | Create by Copy | Freeze/Unfreeze

Welcome PCR3APP | LOS ANGELES COMMUNITY COLLEGES | EMPLOYEE PORTAL

System: QAS Date: 09/21/2006 Time: 11:33:18
 User: PCR3APP
 Loc. / Dept : Valley / Administrative Services
 Position Control Request No. : P20060608

1.1 Create Position

Position: New

* Department: Administrative Services

* Job Code: ASSISTANT ADMINISTRATIVE ANALYST - C5084 OR C5084 Refresh Job Code

* PSA: CPA3 - ClasPro Employee Group: H-Pooled Hourly Employee SubGroup: HN - Temp no med

* Max FTE: 0.00 Start date: 09/21/2006 End date: 12/31/9999 Shift Day

* Percentage: 100.00 Fund: 10100 Fund Center: Y1190A G.L. Account: 233600 Default Cost distribution

0.00
0.00
0.00
0.00
0.00
0.00

Refresh Totals

Comment (250 Char Max):

*Enter File name to attach: Browse... Upload File

Note: Comments more than 250 characters would be truncated automatically !!

Go to Previous Step | Go to PCS Home Page | Hold | Initiate

If you are creating a new position where you will define all the characteristics yourself, fill in all the required data as follows. If you are creating a new position by copy all the elements of data which have fill-in or pull-down fields on your screen can be changed.

Campus: This is preset based on your authorization and displayed only. Positions cannot be moved between campuses.

Position Number: For new positions the position number will be assigned by SAP after your request is fully approved and submitted. It can then be seen on the PCS selection page or in Look-Up reports. Note that the preceding campus letter is not part of the

actual SAP position number but shown only to make identifying position numbers easier. Legacy position numbers created by eRPA are no longer used or displayed.

Department: Select the department on your campus where the position is to be located. Only those departments for which you have budgetary authority will appear based on your user ID.

The following four data items are controlled by a table in PCS and should be entered in this order. If you enter them in a different order you may be required to go back and change the other selections.

Job Code: You may either enter a single job code (e.g. A0741) if you know it, or select the job code from the pull-down. If you use the pull-down, the PSA/ESG selections will be synchronized. If you use the direct-fill-in field, you must use the adjacent 'refresh' button to populate the PSA/ESG fields.

A0811 positions cannot be created or changed in PCS.

PSA: Select the PSA from the options in the pull-down. Only valid PSAs are shown based on the job code you selected.

EG (Employee Group): Select the EG from the options in the pull-down. Only valid EGs are shown based on the job code and PSA you selected. This is the position default EG. When making an assignment to this position other EGs may be available (such as assigning an employee on a temporary basis to a regular position).

ESG (Employee Sub Group): Select the ESG from the options in the pull-down. Only valid ESGs are shown based on the EG you selected. This is the position default ESG. When making an assignment to this position other EGs may be available (such as assigning an employee on a temporary basis to a regular position).

MAX FTE: This is the total FTE that can be assigned to this position at any given time. If the EG=S (single) then MAX FTE may only be 1.0 or less and only one employee may be assigned at any given time. If the EG= H or P (hourly or pooled) the MAX FTE may be any value (limited only by your budget to pay for the assignments created). More than one employee can be assigned to a pooled or hourly position at any given time.

Start Date: This is the earliest date on which you will be able to create assignment start dates for this position. You may create positions with a start date up to 60 days earlier than the initiation date of this request. If you select a retroactive date an explanatory comment is required. If you need an earlier retroactive date, see your SPOC. In any event, you will not be able to make assignments to this position until it has been fully approved and entered in SAP.

End Date: The end date for active positions is always 12/31/9999. This is true even if the funding will end on an earlier date – SAP will not allow assignments to positions that have an earlier end date. The only time you would indicate an earlier end date is when you want to make the position permanently inactive on that date (equivalent to deleting the position since it cannot be reused once delimited). You will only be allowed to establish an earlier end date if there are no active assignments on that position end date.

Shift: This is a required information item for classified positions only and does not impact SAP position processing. The actual work schedule indicating exact start time and days and hours worked is determined at the time of assignment and is a characteristic of the assignment, not the position.

Cost Distribution: PCS will allow you to distribute the cost of the position among up to six different fund/fund center/WBS combinations. On each line indicate the percentage of the cost to apply to that line. The first line displays the org unit default fund/fund center and cannot be changed. If you add additional lines the total of all lines must be 100% and the difference is adjusted automatically from the default cost center on the first line. To see the changes while you are working on the page, use the 'refresh totals' button below the cost distribution section. The total will also be tested along with all other items on the page when you initiate or approve the request. GL is not a selectable

characteristic and is controlled by a separate table within SAP. If more than six lines are required, see your SPOC.

Comments: You may add a comment to your PCS up to a maximum of 250 characters. Your comment will carry a date and time stamp and your name automatically inserted and can be viewed by all subsequent approvers and the final reviewer. If your action has a start date earlier than the initiation date, an explanatory comment is required.

The Classified Duty Statement (CDS) is a required attachment for all new and changed classified position actions that are to be reviewed by the Personnel Commission.

The blank duty statement template is accessed from an icon (1) located near the page help icon. It opens in MS Word and is saved by the user to their local machine. A full template is attached to the create screen, while an abbreviated template is attached to the change screen.

Once completed the user executes the “Upload Duty Statement” icon (3) and uploads the MS Word Duty Statement to the web document server from its location on their local hard drive. It is now associated with the PCS. Only the current owner of the work item can upload.

To view the attached duty statement or to revise it, the user executes the “View Duty Statement” icon (2) which appears only when a CDS is attached. Be sure to disable Pop-Up Blockers for this site in order to view the CDS.

If revision is required by the current owner of the work item, they access the stored duty statement (2) and save it to their local machine, edit it, then upload it back to the web document server with the upload icon (3).

If the revision is to be performed by someone other than the current owner of the work item, that individual can access the duty statement via PCS Look-Up using view duty statement (2), save it to their local machine, edit it, and forward it via email to the current work item owner who can upload it to the PCS.

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Position Control System

Help on PCS | Duty Statement Template

User: PCR3APP
System: GAS Date: 09/21/2006 Time: 11:33:18
Loc. / Dept : Valley / Administrative Services
Position Control Request No. : P20060608

1.1 Create Position

Position: New

Department: Administrative Services

Job Code: ASSISTANT ADMINISTRATIVE ANALYST - C5084 OR C5084 Refresh Job Code

PSA: CPA3 - ClasPro Employee Group: H-Pooled Hourly Employee SubGroup: HN - Temp no med

Max FTE: 0.00 Start date: 09/21/2006 End date: 12/31/9999 Shift: Day

Percentage	Fund	Fund Center	G.L Account
100.00	10100	V1190A	233600
0.00			
0.00			
0.00			
0.00			
0.00			
0.00			
0.00			

Refresh Totals

Comment (250 Char Max):

Enter File name to attach: Browse... Upload File

Note: Comments more than 250 characters would be truncated automatically !!

Go to Previous Step | Go to PCS Home Page | Hold | Initiate

Changing an Existing Position

The screen is prefilled with the data from the position selected to be changed.

Position Control System

1.2 Change Position

Position: 80007560

Department: Bookstore

Job Code: BOOKSTORE MANAGER - C2140 OR C2140 Refresh Job Code

PSA: CSA3 - Clas Spv Employee Group: S - Single Salaried Employee SubGroup: S2 - Reg w/med Semi-Month

Max FTE: 1.00 Start date: 10/17/2006 Delete Position Effective this Date: 12/31/9999 Shift Day

Percentage	Fund	Cost Center or WBS	G.L. Account
50.00	10100	Y1190A	213100
50.00	80008	V1990B	06/30/9999
0.00			
0.00			
0.00			
0.00			

Refresh Totals

Comment (250 Char Max):

Enter File name to attach: Browse Upload File

Go to Previous Step Go to PCS Home Page Hold Initiate

If you are changing an existing position most characteristics can be changed but not job code, PSA, EG, or ESG.

Only one change action can be in process at any given time but it may include changes to multiple fields in the same action. If there is an in-process PCS change or a fully approved future-effective change action in SAP you will not be able to further change the position. See your SPOC.

Campus: This is preset based on your authorization and displayed only. Positions cannot be moved between campuses.

Position Number: The position number is for display only and cannot be changed. Note that the preceding campus letter is not part of the actual SAP position number but shown only to make identifying position numbers easier. Legacy position numbers created by eRPA are no longer used or displayed.

Department: Select the department on your campus where the position is to be located. Only those departments for which you have budgetary authority will appear based on your user ID.

Job Code, PSA, EG, and ESG cannot be modified using CHANGE. If you need to change a position at this fundamental level you will need to create a new position.

A0811 positions cannot be created or changed in PCS. It is possible to change MAX FTE and the cost distribution for A0811s at the department level and separate mechanisms are available to do this on your campus. See your SPOC.

MAX FTE: This is the total FTE that can be assigned to this position at any given time. If the EG=S (single) then MAX FTE may only be 1.0 or less and only one employee may be assigned at any given time. If the EG= H or P (hourly or pooled) the MAX FTE may be any value (limited only by your budget to pay for the assignments created). More than one employee can be assigned to a pooled or hourly position at any given time.

Start Date: When changing an existing position, the start date is the effective date of the change. The true start date of the position (earliest effective date) cannot be

changed. You may enter change position actions with a start date (effective date of the change) up to 60 days earlier than the initiation date of this request. If you select a retroactive date an explanatory comment is required. An exception is SDD which can be made retroactive to the beginning of the current fiscal year. If you need an earlier retroactive date, see your SPOC. You will not be able to make assignments to this position based on the changed characteristics until it has been fully approved and entered in SAP

End Date: The end date for active positions is always 12/31/9999. This is true even if the funding will end on an earlier date – SAP will not allow assignments to positions that have an earlier end date. The only time you would indicate an earlier end date is when you want to make the position permanently inactive on that date (equivalent to deleting the position since it cannot be reused once delimited). You will only be allowed to establish an earlier end date if there are no active assignments on that position end date.

Shift: This is a required information item for classified positions only and does not impact SAP position processing. The actual work schedule indicating exact start time and days and hours worked is determined at the time of assignment and is a characteristic of the assignment, not the position.

Cost Distribution: PCS will allow you to distribute the cost of the position among up to six different fund/fund center/WBS combinations. On each line indicate the percentage of the cost to apply to that line. The first line displays the org unit default fund/fund center and cannot be changed. If you add additional lines the total of all lines must be 100% and the difference is adjusted automatically from the default cost center on the first line. To see the changes while you are working on the page, use the 'refresh totals' button below the cost distribution section. The total will also be tested along with all other items on the page when you initiate or approve the request. GL is not a selectable characteristic and is controlled by a separate table within SAP. If more than six lines are required, see your SPOC. The date appearing beside each line is the earliest expiration date of any of the fund, fund center, cost center or WBS elements on that line. Normally this date will be 12/31/9999 unless the SDD describes a SFP or other short-term program with funding that has a known expiration date.

Comments: You may add a comment to your PCS up to a maximum of 250 characters. Your comment will carry a date and time stamp and your name automatically inserted and can be viewed by all subsequent approvers and the final reviewer.

Adding or Removing a Campus Freeze

Note: A campus freeze can be set and removed only by the campus SPOC.

Positions can be frozen or unfrozen one at a time directly from 0.3 Select Position screen using the freeze/unfreeze command button on that page. Freeze status is then reported on the page display. As soon as the freeze/unfreeze command is executed, it is immediately transmitted to SAP. Since there is only one user for the command, no workflow or other approval is provided.

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Position Control of System [Help on PCS](#) User: PCR3APP System: OAS Date: 09/25/2006 Time: 09:19:16

0.3 Select Position **Loc. / Dept : Valley / Bookstore** * The effective date of this action is: 09/25/2006 [Refresh](#)

Job Title	Job#	PSA	Pos#	Max FTE	Filled FTE	Vac. FTE	Currently Assigned to	Emp #	Assmt #	Assmt Ends	On Leave	Frozen	Shift
<input type="checkbox"/> ACCOUNTING TECHNICIAN	C1328	CTA3	V80007559	1.00		1.00							
<input type="checkbox"/> BOOKSTORE MANAGER	C2140	CSA3	V80007560	1.00	1.00		Ms. Claudette Carolyn Burns	703278	703278	12/31/9999			
<input type="checkbox"/> ASSISTANT BOOKSTORE MANAGER (STRD RT)	C2143	CSA3	V80007561	1.00	1.00		Ms. Mary Shola John	794019	794019	12/31/9999			
<input type="checkbox"/> OFFICE AIDE	C2679	CTA3	V80007562	1.00	0.75		Ms. Jennifer J. Jordan	761180	761180	12/31/9999			
<input checked="" type="checkbox"/> BOOKSTORE BUYER	C5162	CTA3	V80007563	1.00	1.00		Ms. Jonda Lynn Brooks	734341	734341	12/31/9999		Yes	
<input type="checkbox"/> BOOKSTORE BUYER	C5162	CTA3	V80007564	1.00	1.00		Ms. Karine Karen Hobjanyan	785635	785635	12/31/9999			
<input type="checkbox"/> CASHIER	C5166	CTA3	V80007565	1.00	1.00		Ms. Linda Edwards Miller	723331	723331	12/31/9999			
<input type="checkbox"/> CASHIER	C5166	CTA3	V80007566	1.00	1.00		Ms. Kasey Lynn Hill	776386	776386	12/31/9999			
<input type="checkbox"/> CASHIER	C5166	CTA3	V80007567	1.00	1.00		Mr. Peter B Ponce	763996	763996	12/31/9999			
<input type="checkbox"/> CASHIER	C5166	CTA3	V80007568	1.00	1.00		Ms. Faith Lynn Brewer	801900	801900	12/31/9999			
<input type="checkbox"/> BOOKSTORE ASSISTANT	C5172	CTA3	V80007569	34.50		34.50							
<input type="checkbox"/> STOCK CONTROL ASSISTANT	C5248	CTA3	V80007570	1.00	1.00		Mr. Stacey Edward Allen	761468	761468	12/31/9999			

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Go to Previous Step | Go to PCS Home Page | Create | Change | Create by Copy | Freeze/UnFreeze

screen print 9/25/06

When a position is frozen:

- Does not allow the assignment of vacant/available FTE.
- Does not allow the position MAX FTE to be increased. All other types of change are allowed including decrease of MAX FTE.
- Does not allow the position to be selected for CREATE by COPY (since this would also copy the freeze element).
- Does not otherwise restrict assignments that are active, allowing CHANGE, SEPARATE, and LEAVE including change of end date to create an extension but not an increase in FTE.

Note that freezes do not have start and stop dates that can be set in advance. They are only set or removed by intentional manual action. Also, freezes must be set individually for each position. There are no group freezes.