

RMS WORKSHEET INSTRUCTIONS FOR ITS HIRING MANAGERS

UCSC Staff Human Resources
 Recruitment Management System (RMS) Worksheet
 Open/Campus-Only—All Types Except Straight Replacement

See answers/instructions in red.

Section 1 – Recruitment Type	
Please select the type of recruitment you are requesting: All positions will be either “Establish New Position to Fill” or “Update to Fill – not yet in RMS”	
<input type="checkbox"/> Establish New Position to Fill – (for brand new position)	<input type="checkbox"/> Straight Replacement - Not Yet in RMS Name of Previous Incumbent:
<input type="checkbox"/> Update to Fill Name of Previous Incumbent: RMS Job # or PD # of Previous Incumbent (if known):	<input type="checkbox"/> Update to Fill - Not yet in RMS – (for replacement of existing position) Name of Previous Incumbent:

Section 2 – Unit Information		
Division: Information Technology Services		
Department Identifier: Unit (APM, Core Tech, CSS, LT, CRM, ADC)		
Hiring Unit Identifier: Hiring Manager		
Hiring Manager Name:	Phone:	E-mail:
Hiring Supervisor Name (if other than Hiring Manager):	Phone:	E-mail:
RMS Certified Hiring Manager Name: N/A	Phone:	E-mail:
RMS Divisional Approver Name (primary): Darryl Quan	Phone:	E-mail:
RMS Divisional Approver Name (backup): Gary Warren, Laura Pendergast	Phone:	E-mail:
Responsible ELRA Name: Rhonda Rhodes	Phone: 459-3469	E-mail: rhonda@ucsc.edu

Section 3 – Job Description Information	Please send the job description in Word format, when possible.
Job Title: (Working title)	
Proposed 4-digit Title Code (if known): Leave blank Proposed Classification Title: Example: PA3, etc.	
Special Notation(s) for job seekers: (use this space to highlight special information for job seekers: off-campus worksite location, details regarding physical aspects of the job, special schedule information such as details about a furlough period or graveyard shift, etc.)	

Section 4 – Job Description Addendum	If this position is not a supervisor, all are N/A		
Hiring?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines work assignments?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines transfers, reclassifications, salary increases?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Writes performance evaluations?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs discipline and dismissal actions?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A

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Performs complaint and grievance resolution?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Duties are substantially similar to subordinate's duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisory duties are performed on a temporary basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
List all the Employee Titles supervised directly by this position (excluding students): Only number of employees – no names required			
List all the Employee Titles supervised indirectly by this position (excluding students): Unit Head/Director			
Manager Coding			
Significant responsibilities for formulating or administering policies and programs? <i>(If yes, these responsibilities must be explicitly stated in the job description)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(No)
Confidential Coding			
Involved in developing or presenting management positions for collective bargaining? <i>(If yes, these responsibilities must be explicitly stated in the job description)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(No)
Access to information, which contributes significantly to management positions for collective bargaining? <i>(If yes, these responsibilities must be explicitly stated in the job description)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(No)

Section 5 – Critical Position Designation All Section 5 Questions are Required.			
<i>Complete this section to determine Critical Position Designation. Refer to the Critical Functions Guide for expanded definitions of the criteria.</i>			
This position will:			
Have Master Key access to residence and other facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have direct responsibility for the care, safety and security of humans or animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have direct responsibility for the safety and security of University property, including protected, personal or other sensitive data?	<input type="checkbox"/> Yes (always Yes)	<input type="checkbox"/> No	
Have direct access to or responsibility for cash or cash equivalents as defined by Business and Finance Bulletin, BUS-49 ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have extensive authority for committing the financial resources of the University?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have direct access to or responsibility for controlled substances or hazardous materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have responsibility for operating commercial vehicles, machinery, or toxic systems that could cause accidental death, injury or health problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have direct access to and/or responsibility for information affecting national security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Require a professional license, certificate or degree, the absence of which would expose the University to legal liability? (Check Yes if requiring a Driver's License or Educational Degree) If yes, specify the type of license, certificate or degree here:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is this a Critical Position? <i>Choose "Yes" here if you answered "Yes" to any of the above. If the position is Critical, ensure the appropriate Special Conditions of Employment (SCOE) is also listed on the job description.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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If this is a Critical Position, check the box for <i>Criminal History Review</i> and all other required background investigations.	<input type="checkbox"/> Criminal History Review (always Yes – fingerprinting) <input type="checkbox"/> DMV Record Review <input type="checkbox"/> Post-offer Drug Test <input type="checkbox"/> Post-offer Physical Exam <input type="checkbox"/> Proof of Negative TB <input type="checkbox"/> Verification of License, Certificate or Degree
Is an E-Verify check required? If unknown, consult your business manager or budget analyst.	<input type="checkbox"/> Yes <input type="checkbox"/> No (always No)
Will the employee be required to participate in the DMV Pull Notice Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this position considered a Designated Official ? (UCSC Titles begin on bottom of page 21)	<input type="checkbox"/> Yes <input type="checkbox"/> No (always No)

Section 6 – Appointment Information – Talk to Ann Guevara for details on filling out this section

Appointment Type: <input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Contract <input type="checkbox"/> Limited/Temporary <input type="checkbox"/> Per Diem	Appointment Duration: <input type="checkbox"/> Indefinite (sub 1 Career) <input type="checkbox"/> With an end date <i>End Date:</i> <input type="checkbox"/> With an end date, with a possibility of extension <i>End Date:</i> <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 Career) <i>End Date:</i> <input type="checkbox"/> By Agreement (BYA) <i>End Date:</i>
Proposed Start Date for this position: OR <input type="checkbox"/> Immediate Opening	
Appointment Percentage of Time: % (For By Agreement appointments, enter zero percent and check Variable Appointment) <input type="checkbox"/> Fixed Appointment (Works a set number of hours weekly; full time is always Fixed) OR <input type="checkbox"/> Variable Appointment (If hours to be worked weekly varies, enter minimum percent time to be worked each week)	
Shift Differential? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, percentage of time:	
Furlough? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, furlough time period (date range, # of weeks/months, or TBD):	

Section 7 – Schedule Information

Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part time (anything less than 40 hrs/wk) <input type="checkbox"/> By Agreement (BYA-no hours reported)
Check to indicate the regularly scheduled shift only (not intended for occasional shift assignments): <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Swing Shift Days of week: (<input type="checkbox"/> Mon-Fri OR other:) Number of days weekly: Average hours daily: Average hours weekly:

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Section 8 – Advertising Plan

Recruitment Type:

- Open (always Open)
- Campus Only – Restricted to Current UCSC Employees (**NOTE: Effective 10/1/2013 use of the Campus-Only option requires approval from Jo Packham, AVC, Staff HR AND Ashish Sahni, Associate Chancellor and Director-EEO/AA**)

Proposed Initial Review Period (enter weeks, months, or a calendar date):

Advertise the salary rate as: Hourly (Non-Exempt position) Monthly (Exempt position) Annually (Exempt position)

Advertise the salary range as:

- Minimum Salary Starting Salary Range: use Min to Mid **OR** specify amounts here \$ to \$
- Full Salary Range Salary by Agreement \$ (BYA only) Salary commensurate w/qualifications and experience

Post this recruitment under applicable UCSC web categories (select all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Internal Recruitment | <input type="checkbox"/> Safety/Environmental Health |
| <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Library | <input type="checkbox"/> Science/Laboratory Research |
| <input type="checkbox"/> Computing & Information Technology | <input type="checkbox"/> Maintenance, Trade & Facilities Oper | <input type="checkbox"/> Student Affairs & Services |
| <input type="checkbox"/> Extension Services | <input type="checkbox"/> Managers & Senior Professionals | <input type="checkbox"/> Technical/Media Services |
| <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Health Care Services | <input type="checkbox"/> Receptionist/Word Processing | <input type="checkbox"/> Theatre Arts |
| <input type="checkbox"/> Human Resources/Payroll | <input type="checkbox"/> Recreation & Athletics | <input type="checkbox"/> Transportation |

Refer to Division/Unit web page on job posting? Yes No *If yes, please provide exact URL:*

Run print ads in the following publications (select all that apply):

- Santa Cruz Sentinel Watsonville News (Register-Pajaronian) San Jose Mercury Chronicle of Higher Ed

Post this recruitment on the following Internet job boards (select all that apply):

- HERC Web Site (FREE) Craigslist—Monterey Bay (FREE) HigherEdJobs.com (FREE)
- CareerBuilder.com Chronicle of Higher Ed SantaCruzJobs.com

Additional advertising: **Please indicate “yes” if you are interested in more sites. Judy Kelso will provide a recommendation regardless.**

Recruitment Ad Plan Purchase Order (PO) number: **OR** PO number to be provided **later** (always PO number to be provided later)

Special Ad Instructions for the Rec Specialist:

Attach supplemental questions to Job Posting? Yes No *Refer to the [Fair Hiring Guide](#) for information on using supplemental questions.*

Proposed supplemental questions: (Send to your [Recruitment Specialist](#) via email if more room is needed)

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Section 9 – Position Funding Information for first 5 columns can be found in Laurie’s initial email. Leave Distribution Begin Date blank if hire date is Immediate Opening.

LOC	Account	Cost Center	Fund	Project Code (Activity Code)	SUB	FTE	Distribution Percentage	Distribution Begin mm-dd-yyyy	Distribution End mm-dd-yyyy
7									
7									
7									
7									
7									

Section 10 – Additional Comments Provide any supplemental information about the recruitment not already specified by any of the previous sections.

Section 11 – Completion & Approval Forms must be as complete as possible; submit the final job description and completed RMS worksheet to Judy Kelso.

RMS Worksheet completed by:	Phone:	Date:
Recruitment approved by (<i>Division/Unit Director</i>):		Date: