



HCM 9.0 Business Process Guide
Recruiting Solutions: Create a Job Opening
– Faculty

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Create Job Opening

Create Job Opening

Navigation: **Recruiting > Create New Job Opening**

Opening Information

Job Opening Type: Standard Requisition

Business Unit: CSU Dominguez Hills

Job Family: Faculty

Position Number: 00000006 Instr Fac AY
Instr Fac AY

Posting Title: Asst/Assoc Professor, Biology

Continue

1. Select “Standard Requisition” for Job Opening Type
2. Business Unit defaults in as “CSU Dominguez Hills”
3. Select “Faculty” for the Job Family(See Appendix I & II)
4. Select the applicable Position Number
5. Modify the Posting Title
6. (The Posting Title will default in from the position)
7. Ex. “Asst/Assoc. Professor, Biology”
8. “Full-Time Lecturer, English”
9. Click

Opening Information

The job opening information will not be seen by the applicants.

1. Select the Template ID for the type of Recruitment being requested.
 - 1001 Faculty
 - 1002 Academic MPP

2. Enter the Establishment ID: **CSUDH**

3. Select the Recruitment Location:
 - 1001 CSUDH Campus
 - 1002 Aliso Viejo
 - 1003 LB Veteran’s Hospital

Opening Information

*Template ID:	1001	DH Faculty Recruit Template
Job Opening Type:	Standard Requisition	
Created By:	10240094E	Khanh Vanpetten
Date Opened:	01/30/2008	
*Openings to Fill:	Limited	
Target Openings:	<input type="text" value="1"/>	
Available Openings:	<input type="text" value="1"/>	
Establishment ID	CSUDH	CSU Dominguez Hills
Business Unit:	DHCMP	CSU Dominguez Hills
Company:	DOM	CSU Dominguez Hills
Department:	26300	COMMUNICATIONS
Location:	CAMPUS	CSU Dominguez Hills
Recruiting Location:	<input type="text" value="1001"/>	CSUDH Campus
	Add Additional Locations	
Status Code:	005 Draft	
Status Reason:	(FAC) Replacement Admin Appt	
*Status Date:	01/30/2008	
Desired Start Date:	08/25/2008	
Encumb. Dt:		
Projected Fill Date:	<input type="text"/>	
Date Authorized:	<input type="text"/>	
Referral Program ID:		
Recruitment Contact:		

Positions			
*Descr	Position Number	Primary Position	
Instr Fac AY	00000006	<input checked="" type="checkbox"/>	
Dept Chair AY	00000070	<input type="checkbox"/>	

[+ Add Positions](#)

Employees Being Replaced	
Name	EmplID
<input type="text"/>	

[+ Add Employees Being Replaced](#)

Additional Job Specifications

4. Enter the name of the employee being replaced by this recruitment
 - If recruiting for more than one position
 - click 'Add Positions'

The screenshot displays two data entry sections in a web application. The top section, titled 'Positions', has a header with 'Customize | Find | [grid icon] | [refresh icon]' and 'First 1 of 1 Last'. It contains a table with columns: '*Descr', 'Position Number', 'Primary Position', and a trash icon. The first row shows 'Proctor, GWE' in the description field, '00000176' in the position number field, and a checked checkbox in the primary position field. Below the table is a '+ Add Positions' button. The bottom section, titled 'Employees Being Replaced', has a header with 'Customize | Find | [grid icon] | [refresh icon]' and 'First 1 of 1 Last'. It contains a table with columns: '*Name' and 'Empl ID', and a trash icon. The first row is empty. Below the table is a '+ Add Employees Being Replaced' button.

- Enter the additional position number
- Click tab key

- Make no changes or additions here. This information defaults from the position number entered on the previous page. ***If anything is incorrect do not continue on!*** Including the salary, <http://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx>. Contact the Budget Office.
- If all is correct, click Min. Qualifications to move the next area.

Job Code: Primary Job Code

Staffing Information

Region:

Schedule Type:

Regular/Temporary:

Begin Date:

End Date:

Shift:

Hours:

Work Period:

Travel Percentage:

Salary Information

Salary Admin Plan:

From Grade:

From Step:

To Grade:

To Step:

Salary Range From: (Default From Job Code)

Salary Range To: (Default From Job Code)

Pay Frequency:

Currency:

[+ Add Job Codes](#) [- Delete Job Code](#)

[Find](#) | [View All](#) First 1 of 1 Last

[Job Details](#) [Qualifications](#) [Screening](#) [Job Postings](#) [Hiring Team](#)

[Save & Submit](#) [Save as Draft](#) [Cancel](#) [Previous Step](#) [Next Step](#)

Work Experience & Education

Navigation: Recruiting > Create Job Opening > Min. Qualifications Hyperlink

- Select/Enter the minimum qualification for the classification per the Chancellors Classification Standards, <http://www.calstate.edu/HRAdm/Classification/index.shtml>.
- Select the License or Certificate required to do the job (may not be listed in the Standards from above).
- Enter the language preference other than English
- Click Screening to move the next area.

Job Information | **Min. Qualifications** | **Screening** | **Position Descr** | **Hiring Team**
Approvals

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 1800 Primary Job Code

Work Experience & Education Customize | Find | First 1 of 1 Last

*Highest Education Level	Minimum Years of Work Exp	Maximum Years of Work Exp
Not Indicated		

+ Add Work Experience and Education

Licenses & Certificates Customize | Find | First 1 of 1 Last

*License or Certificate

+ Add Licenses/Certifications

Languages Customize | Find | First 1 of 1 Last

*Language

+ Add Languages

+ Add Job Codes - Delete Job Code

Find | View All First 1 of 1 Last

Screening Questions

Navigation: Recruiting > Create Job Opening > Screening Hyperlink

- Select 'Load from Question Sets

You will not be able to save the Job Opening without the Required Question set.

The screenshot shows the 'Additional Job Specifications' interface. At the top, there is a search bar with '1800' and a 'Primary Job Code' checkbox. Below this is the 'Screening Questions' section, which contains a table with columns for '*Question', 'View Answers', and a trash icon. At the bottom of the interface, there are two buttons: '+ Add Screening Questions' and '+ Load from Question Sets'. The 'Load from Question Sets' button is highlighted with a red rectangular box.

*Question	View Answers	
	View Answers	

+ Add Screening Questions + Load from Question Sets

1. Select the Required Question Set and classification if listed
2. Click OK

You may also select the classification you will be recruiting for.

These are pre - programmed minimum qualification classification related questions to ask applicants.

1.

2.

Select	Question Set ID	Description
<input type="checkbox"/>	1002	Felony Conviction
<input checked="" type="checkbox"/>	1003	Required Questions
<input type="checkbox"/>	1004	Print Question Set
<input type="checkbox"/>	1005	Admin Support Assistant I
<input type="checkbox"/>	1006	Admin Support Assistant II
<input type="checkbox"/>	1007	On-Campus Only Recruitment
<input type="checkbox"/>	1008	Admin Support Coordinator I
<input type="checkbox"/>	1009	Admin Support Coordinator II
<input type="checkbox"/>	1010	Student Services Prof IA
<input type="checkbox"/>	1011	Student Services Prof IB
<input type="checkbox"/>	1012	Student Services Prof II
<input type="checkbox"/>	1013	Student Services Prof III
<input type="checkbox"/>	1014	Student Services Prof IV

OK Cancel

- Next click Position Descr to move to the next area.

[Job Information](#) [Min. Qualifications](#) [Screening](#) [Position Descr](#) [Hiring Team](#)
[Approvals](#)

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: Primary Job Code

Screening Questions			
*Question		View Answers	
FELONY CONVICTION		View Answers	
Work Eligibility		View Answers	
Work Permit		View Answers	
DISCHARGED FROM EMPLOYMENT		View Answers	
EMPLOYEE TYPE		View Answers	
Gender		View Answers	
Reasonable Accommodations		View Answers	
DH RELATIVE		View Answers	
Other Name		View Answers	
EXP 257		View Answers	
CSU007		View Answers	
EDU 020		View Answers	
EXP 002		View Answers	

[+ Add Screening Questions](#) [+ Load from Question Sets](#)

- Anytime beyond this point you may save as draft or Save and Submit.

[Save & Submit](#) [Save as Draft](#) [Delete](#) [Previous Step](#) [Next Step](#)

Posting Descriptions

Navigation: Recruiting > Create Job Opening > Position Desc
Hyperlink

Job Information	Min. Qualifications	Screening	Position Descr	Hiring Team
Approvals				
Job Postings				
Postings	Primary Posting Title			
+ Add Job Postings				
Job Information	Min. Qualifications	Screening	Position Descr	Hiring Team
Approvals				

- Click 'Add Job Posting'

Job Descriptions

Navigation: Recruiting > Create Job Opening > Position Description
Hyperlink

This is what the Applicants will see in the job posting

- **Posting Title (Working Title):** Defaults from the position number. You may update the working title here on the recruitment. Remember to contact budget before the recruitment closes to update the position number

Job Opening Posting Information

Job Postings

Posting Title:

Job Descriptions Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations Customize | Find | First 1 of 1 Last

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text"/>

[+ Add Posting Destinations](#)

OK Cancel Preview

- Select Visible – Internal and External should be used in most cases

The following options are available for this field:

Internal Only – visible to CSUDH applicants only applying through Self Service

External – visible to all applicants applying through campus portal

Internal and External - visible to all applicants

The screenshot displays the 'Job Postings' application interface. At the top, the 'Posting Title' is 'Proctor, GWE'. Below this is the 'Job Descriptions' section, which includes a search bar with 'Find', 'First', '1 of 1', and 'Last' options. The main area contains several fields: '*Visible:' (a dropdown menu), '*Description Type:' (a dropdown menu), 'Description ID:' (a dropdown menu), and 'Description:' (a text area). A dropdown menu is currently open over the '*Visible:' field, showing three options: 'External Only', 'Internal Only', and 'Internal and External'. Below the fields is a '+ Add Posting Descriptions' button. The bottom section is 'Job Posting Destinations', which features a table with columns for '*Destination', '*Posting Type', 'Relative Open Date', 'Post Date', 'Remove Date', and 'Posting Duration (Days)'. The table currently has one empty row. Below the table is a '+ Add Posting Destinations' button.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)

- **Select a Description Type** – There should be at least one entry for all description types.

Begin at the top of the list and work your way to the bottom of the list you'll be sure not to miss one

Hint: There should be two visibility types for 'How to apply', one for internal candidates (Internal) and one for external candidates (External).

The screenshot displays the 'Job Postings' application interface. At the top, the 'Posting Title' is 'Proctor, GWE'. Below this is the 'Job Descriptions' section, which includes a 'Find' button and navigation controls for '1 of 1' items. The 'Visible' dropdown is set to 'Internal and External'. The 'Description Type' dropdown is currently open, showing a list of options: 'Campus Marketing Statement' (highlighted), 'Closing Statement', 'Conditions of Employment', 'Department Marketing Statement', 'How To Apply', 'Major Duties', 'Position Information', 'Qualifications', 'Responsibilities', and 'Salary Range and Max Salary'. Below the dropdown is a text area for the 'Description' and an 'Add Posting Description' button. At the bottom, the 'Job Posting Destinations' table is visible, with columns for 'Destination', 'Posting Type', 'Relative Open Date', 'Post Date', 'Remove Date', and 'Posting Duration (Days)'. The table contains one row with empty fields and a trash icon. An 'Add Posting Destinations' button is located below the table.

- **Select a Description ID** - select the Description. If there is an option for Faculty or Staff, choose the Faculty Description

Job Opening Posting Information

Job Postings

Posting Title:

Job Descriptions Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations Customize | Find | First 1 of 1 Last

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Posting Destinations](#)

- To add additional Posting Descriptions, click the ‘Add Postings Descriptions’ Hyperlink

Job Opening Posting Information

Job Postings

Posting Title:

Job Descriptions Find First 1-2 of 2 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations Customize Find First 1-2 of 2 Last

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text"/>

[+ Add Posting Destinations](#)

Repeat adding Posting Descriptions until all Descriptions have been added.

Job Postings

Posting Title:

Job Descriptions Find First 1-2 of 2 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations Customize | Find | First 1 of 1 Last

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text"/>	

[+ Add Posting Destinations](#)

- **Enter a Description** – You may cut and paste from the position description or salary schedule as needed
 - Once you have entered all Description Types Click **Preview** to verify the information for Internal and External Applicants

The screenshot displays the 'Job Opening Posting Information' form. At the top, the 'Posting Title' is 'Proctor, GWE'. Below this is a section for 'Job Descriptions' with a search bar and pagination '1-3 of 3'. Three description entries are listed, each with a 'Visible' dropdown (all set to 'Internal and External'), a 'Description Type' dropdown, a 'Description ID' dropdown, and a 'Description' text area. The first entry is for 'Campus Marketing Statement' with a description of California State University, Dominguez Hills. The second is for 'Closing Statement' with an equal employment opportunity statement. The third is for 'Conditions of Employment' with a placeholder text: '{Please enter any information regarding fingerprinting, physical exams or backgrounds}'. Each entry has an 'Add Posting Descriptions' link and a trash icon.

Appearance of online posting

Job Description

Job Title: Proctor, GWE
Job ID: 9999999999999999
Location:
Full/Part Time: Part-Time
Regular/Temporary: Temporary

[Return to Previous Page](#) [Switch to Internal View](#)

Conditions of Employment

{Please enter any information regarding fingerprinting, physical exams or backgrounds}

Campus Marketing Statement

California State University, Dominguez Hills, was established in 1960 and is one of the 23 campuses that comprise The California State University system. CSU Dominguez Hills is an urban, comprehensive public university that serves a culturally rich, diverse student body of over 12,500 students at the undergraduate and graduate levels. Located on a 346-acre site in the South Bay portion of the greater Los Angeles metropolitan area, CSU Dominguez Hills has a highly pluralistic student body, which includes a significant number of non-traditional, working adult students as well as approximately 2,000 students enrolled in distance learning programs statewide. The University, with its five Academic Colleges, has more than 300 full-time faculty members and is situated in an area characterized by an extraordinary heterogeneity of people, and an extensive array of high technology industries and professional services.

Closing Statement

California State University, Dominguez Hills, is an equal employment opportunity employer, and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-3771 or the Academic Affairs Personnel Services Office at (310) 243-3766.

Clery Act crime statistics for CSUDH are available at <http://www.csudh.edu/dhpd/>, or by calling University Police at (310) 243-3639.

Upon appointment all candidates must furnish proof of eligibility to work in the U.S.

[Return to Previous Page](#) [Switch to Internal View](#)

- Click on Return to Previous to return to the Posting Information page

Job Opening Posting Information



Job Postings

Posting Title:

Job Descriptions Find First 1-3 of 3 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

- Navigate to the Job Posting Destinations Section of the Job Postings Page and enter the following information:
 - Select Destination - DH
 - Select a Posting Type
 - For the job posting to be visible on the Careers Page, one of the Posting Types must be External
 - For the Job Posting to be visible on the Self Service Recruiting Pages, one of the Posting Types must be Internal.
 - Enter the Relative Open Date – Approve Dt (will post online immediately after final approval for the recruitment)
 - Enter the Post Date
 - Enter the Remove Date
 - Enter Posting Duration (Days)
- To go back and add additional information, click the Add Posting Destinations Hyperlink

Destination	Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
			11/01/2005		


[+ Add Posting Destinations](#)

Destination	Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
DH	External	Approve Dt	01/30/2008	12/31/2008	336
DH	Internal	Approve Dt	01/30/2008	12/31/2008	336

[+ Add Posting Destinations](#)

OK Cancel Preview

- Click **OK** to return to the Job Opening Page

Job Information	Min. Qualifications	Screening	Position Descr	Hiring Team
Approvals				
Job Postings				
Postings	Primary Posting Title			
Testing HCM 9.0		<input checked="" type="checkbox"/>		
+ Add Job Postings				
<hr/>				
Job Information	Min. Qualifications	Screening	Position Descr	Hiring Team
Approvals				

Save & Submit	Save as Draft	Delete	Previous Step	Next Step
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- Click Save and Submit or Save as Draft

CONGRATULATIONS!!!



You have just created your Job
Posting!

Appendix I

Job Family sorted by Job Family

Job Family	Job Code	Descr	Short Desc
ATHLET	2332	Head Coach AY	HD CCH AY
ATHLET	2333	Coach AY	COACH AY
ATHLET	2334	Coaching Specialist AY	CCH SPC AY
ATHLET	2335	Coaching Assistant AY	CCH AST AY
ATHLET	2373	Head Coach 12 Mo	HD CCH 12
ATHLET	2374	Head Coach 10 Mo	HD CCH 10
ATHLET	2375	Head Coach AY	HD CCH AY
ATHLET	2376	Coach 12 Mo	COACH 12
ATHLET	2377	Coach 10 Mo	COACH 10
ATHLET	2378	Coach AY	COACH AY
ATHLET	2379	Coaching Specialist 12 Mo	CCH SPC 12
ATHLET	2380	Coaching Specialist 10 Mo	CCH SPC 10
ATHLET	2381	Coaching Specialist AY	CCH SPC AY
ATHLET	2382	Coaching Assistant 12 Mo	CCH AST 12
ATHLET	2383	Coaching Assistant 10 Mo	CCH AST 10
ATHLET	2384	Coaching Assistant AY	CCH AST AY
EXMGT	6002	Executive	Executive
FAC	2331	Lecturer AY	LEC AY
FAC	2337	R03 403B Deduction Monthly	R03 403B
FAC	2483	Dept Chair DMD 12 Mo	DC DMD 12
FAC	2484	Dept Chair DMD AY	DC DMD AY
FAC	6075	Instr Fac, SNP AY	IFDMDSNPAY
FAC	8896	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS
FAC	2367	Instr Fac, DMD Extra Quarter	IFDMD XQTR
FAC	2389	Instr Fac, DMD Summer Quarter	IF DMD SQ
FAC	2400	Instr Fac, DMD AY	IF DMD AY
FAC	7895	Dept Chair DMD SNP AY	DC DMD SNP
FAC	2401	Instr Fac, DMD 12 Mo	IF DMD 12
FAC	0350	Continuing Ed Instructor CMA	CONT ED
FAC	0351	Dept Chair AY-Cruise CMA	DC AY-CR

FAC	0352	Dept Chair Lead Voc-CR CMA	DC LVI-CR
FAC	0353	Dept Chair Lead Voc-NC CMA	DC LVI-NC
FAC	0354	Dept Chair Voc AY-CR CMA	DC VI AYCR
FAC	0355	Dept Chair Voc AY-NC CMA	DC VI AYNC
FAC	0356	Instr Fac AY-CR CMA	IF-CR AY
FAC	0357	Lecturer AY-CR CMA	LEC-CR AY
FAC	0358	Voc Instr IV Maritime AY-CR	VI 4-CR AY
FAC	0359	Voc Instr IV Maritime AY-NC	VI 4-NC AY
FAC	0360	Voc Lec IV Maritime AY-CR	VL 4-CR AY
FAC	0361	Voc Lec IV Maritime AY-NC	VL 4-NC AY
FAC	0362	Voc Instr Maritime AY-CR	VI-CR AY
FAC	0363	Voc Instr Maritime AY-NC	VI-NC AY
FAC	0364	Voc Lec Maritime AY-CR	VL-CR AY
FAC	0365	Voc Lec Maritime AY-NC	VL-NC AY
FAC	0391	Voc Instr IV Maritime 12 Mo	VI 4MTM 12
FAC	0392	Voc Instr Maritime 12 Mo	VI MTM 12
FAC	0393	Voc Lec Maritime 12 Mo	VL MTM 12
FAC	0551	Dept Chair AY-2nd CR CMA	DC AY-2CR
FAC	0552	Dept Chair Lead Voc-2nd CR CMA	DC LVI 2CR
FAC	0554	Dept Chair Voc AY-2nd CR CMA	DC VIAY2CR
FAC	0556	Instr Fac AY-2nd CR CMA	IF-CR2 AY
FAC	0557	Lecturer AY-2nd CR CMA	LEC-CR2 AY
FAC	0558	Voc Instr IV Maritime AY-2nd C	VI 4-CR2AY
FAC	0560	Voc Lec IV Maritime AY-2nd CR	VL 4-CR2AY
FAC	0562	Voc Instr Maritime AY-2nd CR	VI-CR2 AY
FAC	0564	Voc Lec Maritime AY-2nd CR	VL-CR2 AY
FAC	1195	Instr Fac,Dir Inst Tchng/Learn	IF DIR T/L
FAC	2158	Lecturer Summer Term	LEC SUM TM
FAC	2160	Instr Fac Summer Term	IF SUM TRM
FAC	2282	Dept Chair Summer Term	DC SUM TRM
FAC	2308	Lecturer,SW Nursing Program AY	LEC SNP AY
FAC	2310	Instr Fac,SW Nursing Pgm AY	IF SNP AY
FAC	2320	Resident Director,Intl Pgm AY	RES DIR AY
FAC	2321	Resident Director,Intl Pgm 12	RES DIR 12
FAC	2357	If Summer Session Extension	IF SS EXT
FAC	2358	Lecturer AY	LEC AY

FAC	2359	Lecturer 12 Mo	LEC 12
FAC	2360	Instr Fac AY	IF AY
FAC	2361	Instr Fac 12 Mo	IF 12
FAC	2364	Instr Fac,Overseas Cntract Asg	IF OS
FAC	2368	Instr Fac, Extra Quarter,QSYRO	IFXQTR-YRO
FAC	2369	Lecturer,Overseas 12 Mo	LEC OS 12
FAC	2387	Grnt Rltd Spc Fnd Inst Fac AY	GRSF IF AY
FAC	2388	Grnt Rltd Spc Fnd Inst Fac 12m	GRSF IF 12
FAC	2390	Instr Fac,Summer Quarter	IF SQ
FAC	2391	Visiting Faculty-12 Month	VISIT 12MO
FAC	2393	Visiting Faculty-Academic Year	VISIT AY
FAC	2394	Instr Fac, Exec Cm, Acad Senat	EX COM, AS
FAC	2395	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS
FAC	2399	Instr Fac AY	IF AY
FAC	2457	If Summer Session State Supprt	IF SS SS
FAC	2462	Voc Instr AY	VOC INS AY
FAC	2463	Voc Instr 10 Mo	VOC INS 10
FAC	2464	Voc Instr 12 Mo	VOC INS 12
FAC	2466	Voc Instr, Overseas Asgn	VOC INS OS
FAC	2481	Dept Chair 12 Mo	DC 12
FAC	2482	Dept Chair AY	DC AY
FAC	7894	Dept Chair SNP AY	DC SNP AY
FAC	2322	Instr Fac,Spcl Pgms-For Credit	IF SPGM FC
FAC	2323	Instr Fac,Extension-For Credit	IF EXT FCR
FAC	2356	Substitute Instructional Facul	SUB IF
FAC	2362	Demonstration Instr Fac	DEMON IF
FAC	2365	Music Studio Instr Faculty	MUSIC STDO
FAC	2402	Instr Fac,Summer Arts Pgm	IF SUM ART
LIB	2913	Sprvsng Librarian 10 Mo	S,LIBRN 10
LIB	2914	Sprvsng Librarian 12 Mo	S,LIBRN 12
LIB	2919	Librarian 10 Mo	LIBRN 10
LIB	2920	Librarian 12 Mo	LIBRN 12
LIB	2926	Librarian, Program Svcs 10 Mo	LIBRN,PS10
LIB	2927	Librarian, Program Svcs 12 Mo	LIBRN,PS12
STADM	8895	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS
STDSVS	2342	Counselor 12 Mo	COUNSLR 12

STDSVS	3070	SSP Academic Related I 12 Mo	SSP/AR1 12
STDSVS	3071	SSP Academic Related I AY	SSP/AR1 AY
STDSVS	3072	SSP Academic Related II 12 Mo	SSP/AR2 12
STDSVS	3073	SSP Academic Related II AY	SSP/AR2 AY
STDSVS	3074	SSP Academic Related III 12 Mo	SSP/AR3 12
STDSVS	3075	SSP Academic Related III AY	SSP/AR3 AY
STDSVS	2341	Counselor AY	COUNSLR AY
STUD	6001	Dept Chair Voc AY-CR CMA	DC VI AYCR

Appendix II

Job Family sorted by Classification/Jobcode

Job Family	Job Code	Descr	Short Desc
FAC	0350	Continuing Ed Instructor CMA	CONT ED
FAC	0351	Dept Chair AY-Cruise CMA	DC AY-CR
FAC	0352	Dept Chair Lead Voc-CR CMA	DC LVI-CR
FAC	0353	Dept Chair Lead Voc-NC CMA	DC LVI-NC
FAC	0354	Dept Chair Voc AY-CR CMA	DC VI AYCR
FAC	0355	Dept Chair Voc AY-NC CMA	DC VI AYNC
FAC	0356	Instr Fac AY-CR CMA	IF-CR AY
FAC	0357	Lecturer AY-CR CMA	LEC-CR AY
FAC	0358	Voc Instr IV Maritime AY-CR	VI 4-CR AY
FAC	0359	Voc Instr IV Maritime AY-NC	VI 4-NC AY
FAC	0360	Voc Lec IV Maritime AY-CR	VL 4-CR AY
FAC	0361	Voc Lec IV Maritime AY-NC	VL 4-NC AY
FAC	0362	Voc Instr Maritime AY-CR	VI-CR AY
FAC	0363	Voc Instr Maritime AY-NC	VI-NC AY
FAC	0364	Voc Lec Maritime AY-CR	VL-CR AY
FAC	0365	Voc Lec Maritime AY-NC	VL-NC AY
FAC	0391	Voc Instr IV Maritime 12 Mo	VI 4MTM 12
FAC	0392	Voc Instr Maritime 12 Mo	VI MTM 12
FAC	0393	Voc Lec Maritime 12 Mo	VL MTM 12
FAC	0551	Dept Chair AY-2nd CR CMA	DC AY-2CR
FAC	0552	Dept Chair Lead Voc-2nd CR CMA	DC LVI 2CR
FAC	0554	Dept Chair Voc AY-2nd CR CMA	DC VIAY2CR
FAC	0556	Instr Fac AY-2nd CR CMA	IF-CR2 AY
FAC	0557	Lecturer AY-2nd CR CMA	LEC-CR2 AY
FAC	0558	Voc Instr IV Maritime AY-2nd C	VI 4-CR2AY
FAC	0560	Voc Lec IV Maritime AY-2nd CR	VL 4-CR2AY
FAC	0562	Voc Instr Maritime AY-2nd CR	VI-CR2 AY
FAC	0564	Voc Lec Maritime AY-2nd CR	VL-CR2 AY
FAC	1195	Instr Fac,Dir Inst Tchng/Learn	IF DIR T/L
FAC	2158	Lecturer Summer Term	LEC SUM TM
FAC	2160	Instr Fac Summer Term	IF SUM TRM
FAC	2282	Dept Chair Summer Term	DC SUM TRM

FAC	2308	Lecturer,SW Nursing Program AY	LEC SNP AY
FAC	2310	Instr Fac,SW Nursing Pgm AY	IF SNP AY
FAC	2320	Resident Director,Intl Pgm AY	RES DIR AY
FAC	2321	Resident Director,Intl Pgm 12	RES DIR 12
FAC	2322	Instr Fac,Spcl Pgms-For Credit	IF SPGM FC
FAC	2323	Instr Fac,Extension-For Credit	IF EXT FCR
FAC	2331	Lecturer AY	LEC AY
ATHLET	2332	Head Coach AY	HD CCH AY
ATHLET	2333	Coach AY	COACH AY
ATHLET	2334	Coaching Specialist AY	CCH SPC AY
ATHLET	2335	Coaching Assistant AY	CCH AST AY
FAC	2337	R03 403B Deduction Monthly	R03 403B
STDSVS	2341	Counselor AY	COUNSLR AY
STDSVS	2342	Counselor 12 Mo	COUNSLR 12
FAC	2356	Substitute Instructional Facul	SUB IF
FAC	2357	If Summer Session Extension	IF SS EXT
FAC	2358	Lecturer AY	LEC AY
FAC	2359	Lecturer 12 Mo	LEC 12
FAC	2360	Instr Fac AY	IF AY
FAC	2361	Instr Fac 12 Mo	IF 12
FAC	2362	Demonstration Instr Fac	DEMON IF
FAC	2364	Instr Fac,Overseas Cntract Asg	IF OS
FAC	2365	Music Studio Instr Faculty	MUSIC STDO
FAC	2367	Instr Fac, DMD Extra Quarter	IFDMD XQTR
FAC	2368	Instr Fac, Extra Quarter,QSYRO	IFXQTR-YRO
FAC	2369	Lecturer,Overseas 12 Mo	LEC OS 12
ATHLET	2373	Head Coach 12 Mo	HD CCH 12
ATHLET	2374	Head Coach 10 Mo	HD CCH 10
ATHLET	2375	Head Coach AY	HD CCH AY
ATHLET	2376	Coach 12 Mo	COACH 12
ATHLET	2377	Coach 10 Mo	COACH 10
ATHLET	2378	Coach AY	COACH AY
ATHLET	2379	Coaching Specialist 12 Mo	CCH SPC 12
ATHLET	2380	Coaching Specialist 10 Mo	CCH SPC 10
ATHLET	2381	Coaching Specialist AY	CCH SPC AY
ATHLET	2382	Coaching Assistant 12 Mo	CCH AST 12

ATHLET	2383	Coaching Assistant 10 Mo	CCH AST 10
ATHLET	2384	Coaching Assistant AY	CCH AST AY
FAC	2387	Grnt Rltd Spc Fnd Inst Fac AY	GRSF IF AY
FAC	2388	Grnt Rltd Spc Fnd Inst Fac 12m	GRSF IF 12
FAC	2389	Instr Fac, DMD Summer Quarter	IF DMD SQ
FAC	2390	Instr Fac,Summer Quarter	IF SQ
FAC	2391	Visiting Faculty-12 Month	VISIT 12MO
FAC	2393	Visiting Faculty-Academic Year	VISIT AY
FAC	2394	Instr Fac, Exec Cm, Acad Senat	EX COM, AS
FAC	2395	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS
FAC	2399	Instr Fac AY	IF AY
FAC	2400	Instr Fac, DMD AY	IF DMD AY
FAC	2401	Instr Fac, DMD 12 Mo	IF DMD 12
FAC	2402	Instr Fac,Summer Arts Pgm	IF SUM ART
FAC	2457	If Summer Session State Supprt	IF SS SS
FAC	2462	Voc Instr AY	VOC INS AY
FAC	2463	Voc Instr 10 Mo	VOC INS 10
FAC	2464	Voc Instr 12 Mo	VOC INS 12
FAC	2466	Voc Instr, Overseas Asgn	VOC INS OS
FAC	2481	Dept Chair 12 Mo	DC 12
FAC	2482	Dept Chair AY	DC AY
FAC	2483	Dept Chair DMD 12 Mo	DC DMD 12
FAC	2484	Dept Chair DMD AY	DC DMD AY
LIB	2913	Sprvsng Librarian 10 Mo	S,LIBRN 10
LIB	2914	Sprvsng Librarian 12 Mo	S,LIBRN 12
LIB	2919	Librarian 10 Mo	LIBRN 10
LIB	2920	Librarian 12 Mo	LIBRN 12
LIB	2926	Librarian, Program Svcs 10 Mo	LIBRN,PS10
LIB	2927	Librarian, Program Svcs 12 Mo	LIBRN,PS12
STDSVS	3070	SSP Academic Related I 12 Mo	SSP/AR1 12
STDSVS	3071	SSP Academic Related I AY	SSP/AR1 AY
STDSVS	3072	SSP Academic Related II 12 Mo	SSP/AR2 12
STDSVS	3073	SSP Academic Related II AY	SSP/AR2 AY
STDSVS	3074	SSP Academic Related III 12 Mo	SSP/AR3 12
STDSVS	3075	SSP Academic Related III AY	SSP/AR3 AY
STUD	6001	Dept Chair Voc AY-CR CMA	DC VI AYCR

EXMGT	6002	Executive	Executive
FAC	6075	Instr Fac, SNP AY	IFDMDSNPAY
FAC	7894	Dept Chair SNP AY	DC SNP AY
FAC	7895	Dept Chair DMD SNP AY	DC DMD SNP
STADM	8895	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS
FAC	8896	Instr Fac, Chairman, Acad Sena	IFCHAIR,AS