Scenario: Add, Edit, or Remove Position Requirements

When to use	Use this guide when you need to add new, edit existing, or remove position requirements from a position.
Before you begin	Ensure you have a list of the requirements for the position so you can add, edit, or remove as needed once you are in the OM form.
References	This guide is meant to be used in conjunction with the <u>Create Position</u> and <u>Maintain</u> <u>Position</u> guides.

Add, Edit, or Remove Position Requirements: Step-by-Step

Step		Action	1	
1	Follow the <u>Create Position</u> or <u>Main</u> Requirements tab. Keep the other	tain Position instr set of instruction	ructions until you re s open.	ach the Position
2	Highlight the row you want to mak table row (see picture).	e a change to by o	clicking the gray bo	at the beginning of the
	Position Requirements			
	Qualification Catalog	Qualification	Proficiency	
	Budget Fiscal Res 👻	Budget Fiscal 👻	Not Applicable 👻 🗄	
	Skill Set 🗸	Analytical Skills 👻	Intermediate 🗸	
	Result: The row will become blu	ue (as is seen in th	ie top row in the ab	ove picture).
	to begin by moving right to left and in others you will work from left to instructions below.	d then switch dire right. Please pay	ction from left to rig careful attention to THEN	ght to complete the task, the directional
	Add a new position W requirement	orking from left t	o right , select the a	pplicable dropdown.
	P	osition Requirement	S	
		Qualification Catalog	Qualification	Proficiency
		Budget Fiscal Respons Communication / Writi Decision-Making Response Education Environmental Condition	ibilities ng onsibilities E ons	
				Continued on next page

Modify the Qualification Catalog dropdown Working from right to left, change the dropdowns as 1) Change the Proficiency dropdown to the blar the top of the dropdown. 2) Change the Qualification dropdown to the blar the top of the dropdown. 3) Change the Qualification Catalog field as need Working from left to right, change the dropdowns as 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Qualification Catalog Qualification Catalog Qualification Position Requirements Work Experience Work Experience Work Experience Work Experience Vork Experience Work Experience Work Experience Vork Experience Work Experience Work Experience Vork Experience Vork Experience Work Experience Work Experience Work Experience Work Experience Vor Gualification Catalog Qualification Catalog Qualification Catalog Qualification Catalog Qualification Catalog Qualification Catalog Qualification	ii you need to			THEN			
 1) Change the Proficiency dropdown to the blat the top of the dropdown. 2) Change the Qualification dropdown to the blat the top of the dropdown. 3) Change the Qualification Catalog field as need. 3) Change the Qualification Catalog field as need. 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Position Requirements Qualification Catalog Qualification Preferred Level Bachelor's Device of A Independence of A <li< td=""><td>Aodify the Qualification Catalog dropdown</td><td>Working from right to</td><td>o left, (</td><td>change the di</td><td>ropd</td><td>lowns as foll</td><td>ow</td></li<>	Aodify the Qualification Catalog dropdown	Working from right to	o left, (change the di	ropd	lowns as foll	ow
the top of the dropdown. 2) Change the Qualification dropdown to the bill the top of the dropdown. 3) Change the Qualification Catalog field as need. 3) Change the Qualification Catalog field as need. 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Position Requirements Qualification Catalog Qualification Proficiency Education Preferred Level Bachelor's Developments Position Requirements Position R		1) Change the Pr	roficie	ncy dropdow	n to	the blank fi	eld
 2) Change the Qualification dropdown to the blathe top of the dropdown. 3) Change the Qualification Catalog field as need. 3) Change the Qualification Catalog field as need. 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Position Requirements Qualification Preferred Level Independence of A <td></td><td>the top of the</td><td>e drop</td><td>down.</td><td></td><td></td><td></td>		the top of the	e drop	down.			
the top of the dropdown. 3) Change the Qualification Catalog field as nee Working from left to right, change the dropdowns as 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Position Requirements Qualification Catalog Qualification Proficiency Education \sim Preferred Level \sim Bachelor's De Education \sim Required Level \sim Independence \sim Work Experience \sim Work Experie \sim Work Experience \sim Work Experie \sim Reaction \sim Required Level \sim Bachelor's De Education Catalog Qualification \sim Position Requirements Qualification Catalog Qualification Proficiency Education \sim Preferred Level \sim Reaction \sim Prefer		2) Change the Qu	ualific	ation dropdo	wn t	to the blank	fiel
3) Change the Qualification Catalog field as need Working from left to right, change the dropdowns as 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Position Requirements Qualification Catalog Qualification Proficiency Education Preferred Level Pachelor's Definition Required Level Preferred Level High School D Work Experience Work Experie High School D Work Experience Work Experie High School D Voc or Tech T Assoc/Voc/Te Bachelor's Definition Requirements Qualification Catalog Qualification Proficiency Bachelor's Definition Catalog Qualification Proficiency Position Requirements Qualification Catalog Qualification Proficiency Required Level V		the top of the	e drop	down.	<i>c</i>		
Working from left to right, change the dropdowns as 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Qualification Catalog Qualification Qualification Proficiency Education Preferred Level Bachelor's De Education Work Experience Work Experie Vork Experience Work Experie Skill Set Clerical / Admin Bachelor's De Bachelor's De Vork Experience Work Experie Skill Set Clerical / Admin Position Requirements Proficiency Qualification Catalog Qualification Proficience Qualification		3) Change the Qi	ualific	ation Catalog	fiel	d as needed	•
 4) Select the new Qualification level. 5) Select the new Proficiency level. Example: Qualification Requirements Qualification Catalog Qualification Proficiency Education Preferred Level Proficiency Education Preferred Level Preferred Level Proficiency Independence of A Independenc Work Experience Work Experie Kill Set Clerical / Admin Second Second Position Requirements 		Working from left to r	right, (change the dr	ropd	lowns as foll	ow
Example: Position Requirements Qualification Catalog Qualification Proficiency Education Preferred Level Bachelor's Detter Education Required Level High School Detter Independence of A Independenc High School Detter Work Experience Work Experie High School Detter Skill Set Clerical / Admin Assoc/Voc/Teter Bachelor's Detter Bachelor's Detter Bachelor's Detter Vor K Experience Work Experie High School Detter Vor K Experience Work Experience High School Detter Voc or Tech T Assoc/Voc/Teter Bachelor's Detter Skill Set Clerical / Admin Proficience Undlification Catalog Qualification Proficience Education Proficience Voc Proficience		4) Select the nev 5) Select the nev	w Qua w Prof	lification leve iciency level.	l.		
Position Requirements Qualification Catalog Qualification Proficiency Education Preferred Level Bachelor's Destendence Education Required Level High School Destendence Work Experience Work Experie High School Destendence Skill Set Clerical / Admin Assoc/Voc/Te Bachelor's Destendence Bachelor's Destendence Bachelor's Destendence Vor Requirements Prosition Requirements Proficience		Example:					
Qualification Catalog Qualification Proficiency Education Preferred Level Bachelor's Developed Education Required Level High School Developed Independence of A Independenc High School Developed Work Experience Work Experie High School Developed Skill Set Clerical / Admin High School Developed Bachelor's Developed Bachelor's Developed High School Developed Vork Experience Work Experie High School Developed Skill Set Clerical / Admin High School Developed Bachelor's Developed Bachelor's Developed High School Developed Voc or Tech T Assoc/Voc/Te Bachelor's Developed Bachelor's Developed Unalification Catalog Qualification Qualification Catalog Qualification Proficiend Education Preferred Level Voc		Position Requirement	nts				
Education Preferred Level Bachelor's Destinance Education Required Level High School Destinance Independence of A Independenc High School Destinance Work Experience Work Experie High School Destinance Skill Set Clerical / Admin Assoc/Voc/Testinance Bachelor's Destinance User State Bachelor's Destinance Position Requirements Qualification Catalog Qualification Education Preferred Level Vertication		Qualification Catalog) C	Qualification	Pro	oficiency	^
Education Required Level High School D Work Experience Work Experien High School D Skill Set Clerical / Admin Assoc/Voc/Te Bachelor's De Bachelor's De Qualification Catalog Qualification Proficien Education Preferred Level Voc		Education	~ P	referred Level 🗸 🗸	Ba	chelor's Deg 🗸 🗸	
Independence of A Independenc High School D. Work Experience Work Experie High School D. Skill Set Clerical / Admin Assoc/Voc/Te Bachelor's De Bachelor's De Qualification Catalog Qualification Proficient Education Preferred Level Voc		Education	× R	equired Level 🗸 🗸			
Work Experience Work Experie High School E Skill Set Clerical / Admin Voc or Tech T Assoc/Voc/Te Bachelor's De Position Requirements Proficien Qualification Catalog Qualification Proficien Education Preferred Level Voc		Independence of A	∼ In	dependenc 🗸		ah Oahaal Dialaa	
Skill Set Clerical / Admin Assoc/Voc/Te Bachelor's De Position Requirements Qualification Catalog Qualification Education Preferred Level		Work Experience	~ W	/ork Experie 🗸		gn School Diplom oc or Tech Trainin	na/G a
Bachelor's De B		Skill Set	~ C	lerical / Admin 🗸 🗸	As	soc/Voc/Tech de	gree
Position Requirements Qualification Catalog Qualification Proficient Education Preferred Level V					Ba	achelor's Degree	
Position Requirements Qualification Catalog Qualification Proficien Education Preferred Level V					Ba	achelor's Degree	
Qualification Catalog Qualification Proficien Education Preferred Level V		Position Requirem	ents				
Education V Preferred Level V		Qualification Catalo	og	Qualification		Proficiency	
		Education	~	Preferred Level	~		-
Education V Assoc/Vo		Education	~			Assoc/Voc/T	
Independence of A V Work pro						Work prog cl	
Preferred Level		Independence of A.	Y				

		Qualification Catalog	Qualification		Proficiency	
		Education 🗸		~		
		Communication / Writing	^	~	Assoc/Voc/T	
		Decision-Making Respons	sibilities		Work prog. cl	
		Education		Ť	work prog ci	
		Environmental Conditions		~		
		Independence of Action		~	Basic	
		Mentoring / Interpersonal	Advancement			
		Occupational Conditions				
		Supervisory Responsibiliti	es			
		Work Experience				_
ατοράσωτι	1)	Change the Proficie the top of the drop	ency dropdow down.	/n tc	the blank fie	elo
		Position Requirement	115			
		Qualification Catalog	Qualification		Proficiency	ſ
		Education	 Preferred Leve 	I Y	Bachelor's Degi 🗸	
			~	~		
		Independence of A	 Independenc 	~	High School Diplom	1a/
		Work Experience	Work Experie	. *	Voc or Tech Trainin	g
		Skill Set	Clerical / Admin	1 🗸	Assoc/Voc/Tech de	gr
					Master's Degree	
		Change the Qualific	cation (if need	ded)		
	2)	Position Requireme	ents			
	2)	Position Requireme	g Qualificatio	n	Proficiency	
	2)	Position Requireme Qualification Catalo Education	ents g Qualificatio V Preferred La	n evel	Proficiency	
	2)	Position Requirement Qualification Catalo Education	ents g Qualificatio Preferred Lo	n evel	Proficiency	
	2)	Position Requireme Qualification Catalo Education	ents Qualificatio Preferred L V	n evel	Proficiency Work prog cl	
	2)	Position Requirement Qualification Catalo Education Independence of A Work Experience	ents Qualificatio Preferred L Preferred L Preferred L Preferred L	n evel	Vork prog cl 1 - 3 years	
	2)	Position Requirement Qualification Catalo Education Independence of A. Work Experience	ents Qualificatio Preferred L Preferred L Required L	n evel evel evel	Vork prog cl 1 - 3 years	



	Position R	equireme	nts				
	Qualific	ation Catalog	0	Jualification		Proficiency	^
	Educatio	on	V R	equired Level	~	, renoicitely	,
			v .	oquirou zoror	~		
	Indepen	dence of A	v Ir	dependenc	~		
	Work Ex	perience	~ V	ork Experie	~	Voc or Tech Train	ima/GEL ing
	Skill Set		~ C	lerical / Admin	~	Assoc/Voc/Tech d	egree
						Bachelor's Degree	Ð
						musici s Degree	
	Position Requir	ements					
	Qualification C	atalog	0112	lification		Proficional	
	Qualification C	atalog	Qua	lification uired Level	~	Proficiency Assoc/Voc/T	~
	Qualification C Education	of A v	Qua Requ Inde	lification uired Level	~	Proficiency Assoc/Voc/T Work prog cl	
	Qualification C Education Independence Work Experien	of A v	Qua Requ Inde	lification uired Level pendenc c Experie	•	Proficiency Assoc/Voc/T Work prog cl	· · ·
	Qualification C Education Independence Work Experient Skill Set	of A v	Qua Requ Inde Worl	lification uired Level pendenc x Experie cal / Admin	• • • •	Proficiency Assoc/Voc/T Work prog cl 1 - 3 years	• •
	Qualification C Education Independence Work Experient Skill Set Skill Set	of A v ce v	Qua Requ Inde Worl Cleri	lification uired Level pendenc Experie cal / Admin puter / Te	> > > > > > >	Proficiency Assoc/Voc/T Work prog cl 1 - 3 years	· •
	Qualification C Education Independence Work Experien Skill Set Skill Set	of A v ce v	Qua Requ Inde Work Cleri Com	lification uired Level pendenc k Experie cal / Admin puter / Te		Proficiency Assoc/Voc/T Work prog cl 1 - 3 years Less than 12	- ~ - ~
	Qualification C Education Independence Work Experient Skill Set Skill Set	of A v ce v	Qua Requ Inde Worl Cleri Com	lification uired Level pendenc x Experie cal / Admin puter / Te		Proficiency Assoc/Voc/T Work prog cl 1 - 3 years Less than 12 1 - 3 years	
	Qualification C Education Independence Work Experient Skill Set Skill Set	of A v ce v	Qua Requ Inde Worl Cleri	lification uired Level pendenc Experie cal / Admin puter / Te		Proficiency Assoc/Voc/T Work prog cl 1 - 3 years Less than 12 1 - 3 years 3 - 5 years 5 - 8 years	 month
	Qualification C Education Independence Work Experient Skill Set Skill Set	of A v ce v	Qua Requ Inde Worl Cleri Com	lification uired Level pendenc cal / Admin puter / Te	•	Proficiency Assoc/Voc/T Work prog cl 1 - 3 years Less than 12 1 - 3 years 3 - 5 years 5 - 8 years	month
Remove a position requirement	Qualification C Education Independence Work Experient Skill Set Skill Set Working from right option. Please not dropdown list.	t to left, e the bla	Qua Requ Inde Worl Cleri Com	lification uired Level pendenc cal / Admin puter / Te nge each ption is a	v v v dro,	Proficiency Assoc/Voc/T Work prog cl 1 - 3 years Less than 12 1 - 3 years 3 - 5 years 5 - 8 years pdown to the	month