

When a department would like to recruit for one position, but they want to advertise two potential classification levels, the department needs to create or revise one JD and subsequently one Job Posting that details both levels. Only one position number is to be used in this scenario.

Multi-level recruitment: one position is vacant, but it could be filled by either one of two classification levels.

The multi-level recruitment needs to meet the following criteria:

1. Both levels need to be policy-covered, Career Tracks titles. This process is not appropriate for represented titles.
2. Both levels need to be Professional-level titles. This process is not appropriate for Supervisor or Manager positions.
3. Both levels need to be within the same Job Function. For example, Financial Svc Anl 1 or 2 - both are within the Financial Services Job Function.
4. The position can be a Career, Limited, or Contract appointment.

If you are unsure that your situation warrants this process, or if you would like additional guidance, please reach out to your Compensation Analyst and/or Talent Acquisition Specialist for further consultation. Even if you are sure, consultation prior to submission can help ensure a smooth process.

Job Builder and UCPATH Processing Instructions:

Step	System	Processor	Instructions
1	Job Builder	Dept	<u>If the position to be filled already exists</u>, then start by revising the current JD. If the action requires a reclassification, please follow your Division's pre-approvals process as usual, and request a Reclass (title change). If the position's current title is already at the desired level, please request an Update (no title change). <u>If the position to be filled is a new position</u>, then start by adding a new Job Description (Action Requested: Create New JD). The JD needs to detail the job responsibilities for <i>both</i> levels, and the differences should be listed clearly. Please see the following sample JDs: 1.  SAMPLE JD - Multi-Level Recr - Research and Developme... 2.  SAMPLE JD - Multi-Level Recr - Clinical Social Worker 2 or ... Note the distinction between the 2 job levels in the following sections: Working/Business Title, General Summary of Job Duties and Responsibilities, Essential Functions & Duties, Education Experience,

			Work Experience, and Knowledge, Skills and Abilities. Please also note the language added to the Other Special Conditions of Employment section. Add a similar note to your JD's Other Special Conditions of Employment: <u>If neither of the levels are P-1 (trainee)</u>: "This is a dual-level recruitment either for a [Classification #1] or [Classification #2]. The classification level will be determined by management at the time of hire based on the skills, knowledge, and experience of the final candidate." <u>If one of the levels is P-1 (trainee)</u>: "This is a dual-level recruitment either for a [Classification #1] or [Classification #2]. If hired at the 1-level, the incumbent will be a trainee learning to perform the duties and responsibilities of the job description, with the expectation that they will move to the 2-level within 6-18 months upon the accomplishment of the goals detailed on an Individual Development Plan. The classification level will be determined by management at the time of hire based on the skills, knowledge, and experience of the final candidate."* In the Action Justification section, please note that the action is for a multi-level recruitment, and thoroughly answer the questions to the best of your ability. Submit to Compensation for approval. If the dept has two identical positions open and they wish to do a multi-level recruitment for each position, then both separate positions need to follow the above process. *If one of the levels of the multi-level recruitment is at the P1-level (trainee level), and the recruitment results in a P1 hire, an Individual Development Plan must be submitted to the Comp Analyst within 30 days of the employee's start date.
2	Job Builder	Comp Analyst	Review the Job Description thoroughly for clear distinction between the two levels. Specifically check the Working/Business Title*, General Summary of Job Duties and Responsibilities, Essential Functions and Duties, Education Experience, Work Experience, and Knowledge, Skills and Abilities. Make sure the Other Special Conditions of Employment section contains the necessary language. If one of the levels is P-1 (trainee), make sure the department is aware of the Individual Development Plan process.

			When ready, approve the action. *The Working/Business Title does not need to match the Payroll Title, but it does need to distinguish the separate levels. For example, Crisis Counselor 2 (or Crisis Counselor 3) for a CSW 2/3 recruitment is acceptable.
3	UCPath	Dept	<u>If the approved action was the creation of a new JD:</u> after the Comp. Analyst approves the new Job Description in Job Builder, the dept submits a request for a new position number via a Position Control Request in UCPath. <u>If the approved action was a reclass (title change):</u> the Comp. Analyst will issue an approval memo via email to your designated Control Point. Once the Control Point provides their final approval of the action via email, please follow the WFA instructions provided in the memo to update the position in UCPath. The Comp. Analyst will approve the action in Job Builder.
4	UCPath /Job Builder	WFA	Review the request and approve a new position number, or update the position's classification and attributes. If it is a new position, also go into Job Builder and add the new position number to the approved JD.
5	TAM	Dept	Once the Job Description is approved and ready, and the position is ready in UCPath, the dept can proceed with recruitment. RECRUITMENT: Create a Job Posting in TAM using the approved Job Description and associated position number. Remember to obtain your Control Point's approval for recruitment at either level. For the Job Opening Type, select Continuous Job Opening. The Job Posting Title should reflect the Working Title, including both levels (Compensation Analyst 2 or 3). For Openings to Fill, select Limited Number of Openings. Enter the appropriate number of openings for both Target Openings and Available Openings. In the Job Postings tab of TAM, copy and paste the Job Posting section from Job Builder. Also, identify the two sets of salary ranges and requirements for each level. Complete the rest of the Job Posting submission as usual.

6	Job Builder/ TAM	Dept	Once an offer is verbally accepted, the next step is dependent upon the level at which the candidate is hired. <u>If hired at the position's currently classified level:</u> proceed with the hiring process as usual in TAM. Then submit a JD Update (no title change) prior to the new hire's start date in Job Builder to delete any references to the other classification level and delete the note referring to the dual-level recruitment in the Other Special Conditions of Employment. The multi-level recruitment and hiring process is complete. <u>If hired at the other classification level:</u> Proceed to Step 7.
7	Email	Dept	<u>If hired at the other level:</u> the JD and position need to be updated before Talent Acquisition can process the offer as accepted in TAM (and before the Prepare for Hire or Template Based Hire can be completed by the department.) The dept emails their Comp. Analyst letting them know that the successful candidate has accepted their offer and is being hired at the other level. Make sure to provide the Comp. Analyst with the position number.
8	Job Builder / Email	Comp Analyst	Revise the JD in Job Builder using a 1-step workflow. The Action Requested should be Reclass (title change). Delete any reference to the level not being used (update the Working Title, and adjust the General Summary, Essential Job Functions and Duties, and Qualifications). Delete the note in the Other Special Conditions of Employment referring to the multi-level hire. If the position is a P-1, please retain the P-1-specific language. Add notes on the HR Comp/Approvals page and approve the action as either an Upward Reclassification or Downward Reclassification. Issue a notification-only reclass approval memo to the Control Point. Notify the dept that the JD has been updated in Job Builder.
9	UCPath	Dept	Submit a Position Control Request Form via UCPath online. Enter the appropriate reason code as either JRU (upward reclass) or JRD (downward reclass). Enter the new job code and update the following fields if needed: salary admin plan, salary grade, FLSA status, and ERC. Add a note that this update is for a multi-level

			recruitment. Submit request to the Position Administrator for approval.
10	UCPath	WFA	Review the request and update the position's classification and attributes as is appropriate.
11	Email	Dept	Once the position is updated in UCPath, the dept notifies Talent Acquisition that the position is updated in UCPath and that they can proceed with the Prepare for Job Offer action in TAM.
12	TAM	Dept	Once Talent Acquisition uploads the signed job offer letter and updates the applicant disposition status to "Accept Offer" in TAM, the dept can process the Prepare for Hire or Template Based Hire to hire the new employee into the position.
13	Email	Dept	If the recruitment results in a P1 hire, an Individual Development Plan must be submitted to the Comp Analyst via email within 30 days of the employee's start date. If the department has any questions, please submit a ticket via HR/ServiceNow under Classification and Compensation > General Questions > Procedure.