

# Position Management help document

In order to avoid hiring more people than budget allows, HRIS tracks filled and vacant budgeted positions by department. A budgeted position is generally equivalent to a permanent full-time (or FTE) job. Only **permanent** employees are put into budgeted positions.

## View Position Details

Follow the instructions below to view the information that is linked to the position number including; Job Code and Title, Department, Location Code, Reports To, Salary Schedules, Standard Hours, Max Head Count, Classified Indicator, FTE and Incumbent

- 1 Navigate to **Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**
- 2 Enter your position search details
- 3 Click **Search**

## Find a Vacant Position Number

Follow the instructions below to find a vacant position number using the last employee who held the position

Work Location: Bobby Marie Smith, EMP, ID: 097990, Empl Rcd #: 0

HR Status: Active, Payscale Status: Active

Effective Date: 02/10/2005, Sequence: 0, Job Indicator: Primary Job

Action: Review, Pay Rate Change, Collective Bargain Agreer

Last Start Date: 07/15/1999, Termination Date: Current

Expected Job End Date: [Blank]

Position Number: 00002037, Conv Cb Ops Maird Specialist-C, Position Entry Date: 07/19/2000

Regulatory Region: USA, United States

Company: MPL, City of Minneapolis

Business Unit: MPLMN, Minneapolis MN

Department: MPLS065, News & Radio Department, Department Entry Date: 07/15/1999

Location: CMCCC, Business Analysis

Establishment ID: MPLS, City of Minneapolis

Date Created: 01/04/2006

- 1 Navigate to **Workforce Administration > Job Information > Job Data**
- 2 Enter your desired Search criteria (Employee ID or Name)
- 3 Click **Search**
- 4 View the **Position Number** on the Work Location tab

## View Vacant Positions

Follow the instructions below to find a position number find a vacant position number (by department) in order to fill a vacancy.

Vacant Budgeted Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: [Dropdown] [Text] [Search]

Department: begins with [Dropdown] [Text] [Search]

Description: begins with [Dropdown] [Text] [Search]

Company: begins with [Dropdown] [Text] [Search]

Location SetID: begins with [Dropdown] [Text] [Search]

Location Code: begins with [Dropdown] [Text] [Search]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

SetID	Department	Description	Company	Location	SetID	Location Code
MPLMN ALL0000	City of Minneapolis*		MPL	(blank)	(blank)	
MPLMN MPLS815	Marketing Department		MPL	MPLMN		C8150
MPLMN MPLS865	News & Radio Department		MPL	MPLMN		C8651
MPLMN MPLS880	Product Sales Department		MPL	MPLMN		C8800
MPLMN MPLSC00	City Division Products*		MPL	MPLMN		(blank)
MPLMN MPLSPW	City Division Services*		MPL	MPLMN		(blank)

- 1 Navigate to **Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions** or access the Important Link in the Management Center
- 2 Click **Search** to display all departments to which you have access
- 3 Click on the appropriate department to see all open positions  
**Note:** If you only have access to one department only the positions for that department will display
- 4 Click on the Vacant Position to view the position details