Instructions for Retrieving Job Descriptions

In order to retrieve a copy of your job description, log into MYsOceanloState using your username and password. Click on HCM, and follow the path below:

**SEM Custom Menu > Human Resources > Employment > Position Descriptions**

In the Position Description search screen, enter your job code information into the job code search field, if you know it. Additionally you may search by job title by entering your job title into the Description field. Because the PeopleSoft job title field is character limited, some short forms of titles are used. Listed below are the common short forms for titles that you should use when searching for your job:

- VP – Vice President
- AVP – Associate Vice President
- Dir – Director
- Assoc Dir – Associate Director
- Asst Dir – Assistant Director
- Mgr – Manager
- Coor – Coordinator

Once you have entered your search terms, click search and a list of job codes and titles that match your search will appear. Click on the appropriate title, and the job description field should appear. You may read the information directly in PeopleSoft, or copy and paste the information to review in MS Word format. **Please be aware that no corrections can be made in this system, all job description edits must be submitted to the Manager, Compensation for review before they can be updated in PeopleSoft.**

Please note that all job descriptions listed in this system are basic descriptions of jobs and may not be unique to your position. They are, however, your job description of record, and should be used for performance appraisals.

**Faculty job descriptions**, excluding Librarians, Counselors, and Program Managers, are not retrievable from this system. Because this system utilizes job code information, and because the faculty job codes delineate contract length and degree held, and not specific departments, unique job descriptions for each educational department could not be loaded. These can be obtained by contacting Human Resources.

More detailed directions, including screenshots are listed below. If you have additional questions, please contact Chris Chellberg, Manager, Compensation at ChellbergC@seminolestate.edu or 407-708-2692.
Begin by logging into MySeminoleState using your username and password. Then click on HCM:
Click on SEM Custom Menue:

https://eweb.seminolestate.edu/ppep/SAPRO/EMPLOYEE/PGFT_SAPRD/v/?tab=DEFAULT
Click on Human Resources:
Click on Employment:
Enter either your job code number (if you know it) into the Job Code field, or enter your job title into the Description field and click the search button:
A list of matching jobs should appear under the heading Search Results. Click on your job title:

<table>
<thead>
<tr>
<th>SetID</th>
<th>Job Code</th>
<th>Description</th>
<th>Salary Administration Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>10011</td>
<td>Custodian</td>
<td>RPT</td>
</tr>
<tr>
<td>1001</td>
<td>100101</td>
<td>Custodian</td>
<td>IPT</td>
</tr>
<tr>
<td>1002</td>
<td>10021</td>
<td>Custodian</td>
<td>RPS</td>
</tr>
</tbody>
</table>
The position description field will appear with your position description included:

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>1/02/2000</th>
<th>Salary Plan</th>
<th>ORS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>13010</td>
<td>Salary Grade</td>
<td>IWB4</td>
</tr>
<tr>
<td>Position Title:</td>
<td>Custodian</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Position Description:**
Performs manual labor in cleaning various College facilities.

**ESSENTIAL FUNCTIONS:**
1. Performs manual labor duties related to cleaning, sanitizing and general maintenance of restrooms and other College facilities in accordance with College standards.
2. Performs all duties related to cleaning and sanitizing College facilities. This includes, but is not limited to, sweeping, mopping, vacuuming, dust mopping, dusting and other related duties.
3. Scrubs and polishes fixtures, windows, mirrors and other areas and equipment.
4. Cleans chalkboards and whiteboards.
5. Provides interior cleaning of windows, corridors, walkways, emptying outside trash, cleaning ashtrays and sweeping up cigarette butts. Polices walkways and grounds to ensure they are free of trash, debris, cuppings, etc.
6. Performs related work as assigned.
7. Assists at all College sites as assigned.
8. Assists other divisions in Physical Plant as assigned.

**SPECIAL CONSIDERATIONS:** (TRAVEL, WORK HOURS, WORKING CONDITIONS, ETC.)
Flexible hours/day. Nights and weekends when required for special events.

**DESIRED QUALIFICATIONS:**
1. Graduation from an accredited high school or possession of an acceptable equivalency diploma.
2. Related work experience.