

RMS Job Posting Guidelines and Standard Language

This document contains sample statements and guidelines to provide consistency and continuity in the way information is provided to job seekers and in meeting campus and university standards or requirements. This is not intended to be a comprehensive list, but represents standard statements most commonly used. Language which deviates from the intent of the examples below should be discussed with your Recruitment Specialist.

Use of Acronyms

Acronyms appearing in the job description (e.g., summary statement, job duties) should be spelled out at least once, preferably the first time they appear. Use of acronyms in job titles should be avoided when possible.

Special Conditions of Employment

Proper Posting Order

- Degree (i.e. MD or RN) (if not a SCOE, should be #1 in quals)
- Background Checks
- Driver's License
- Other Licenses
- Physical Requirements
- Schedule
- Travel
- Appearance
- CANRA

Background Checks

Posting Language:

Selected candidate will be required to pass a pre-employment criminal history background check. **(In Special Notations:** This position requires passing a pre-employment criminal history background check. Selected candidates cannot begin work until passing their background check. Please note: Time required to complete this process may vary and can be lengthy.)

- Selected candidate will be required to take a TB
- Selected candidate will be required to take a TB test within [fill in] days of hire.
- Selected candidate will be required to provide proof of negative TB.
- Interviewees will be required to provide a current DMV record.

Driver's License

Posting Language:

- Must possess a valid license to drive in the state of California.
- Must possess a valid license to drive in the State of California and be able to participate in the Department of Motor Vehicles (DMV) pull notice program.

Other License, Certificate or Degree

Posting Language:

- Must possess a current [fill in the type] license/certificate/degree [choose one].
 - Must possess a current CPR certificate.
 - Must possess [fill in the type] certification or have the ability to obtain it within [xx] days of hire.
- **EXAMPLE:** Must possess National Association of Underwater Instructors (NAUI) SCUBA Instructor Certification. Physical Abilities (Note: Any reference to physical abilities must be justified by business necessity; wording must be ADA compliant)

Posting Language:

- The ability to move materials weighing up to [xx] lbs. with or without accommodation
- Ability to work long periods of time at a computer with or without accommodation
- Ability to walk multiple nightly rounds on uneven surfaces and repeatedly climb stairs
- Ability to perform essential physical job functions requiring [choose applicable action words] bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level and use fine finger movements with manual dexterity
- Ability to work long periods of time in wilderness conditions and to travel to remote areas

Required Training

Posting Language:

- Will be required to complete HIPAA (Health Insurance Portability and Accessibility) training within [xx] days of hire
- Will be required to complete Title IX (Sexual Harassment) training every two years
- Must possess [type] Certification or be able to obtain it within [xx days/months] from hire date

Child Abuse and Neglect Reporting Act

Posting Language:

- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained here:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PEN&division=&title=1.&part=4.&chapter=2.&article=2.5

Safety

Posting Language:

- Ability to work safely in areas where hazardous materials are present or stored
- Ability to wear a respirator in accordance with the California Code of Regulations Title 8, 5144
- Ability to wear proper safety attire (long pants, closed-toe shoes, etc.) and personal protective equipment common in a laboratory setting

Schedule

Posting Language:

- Ability to work a variable schedule including evenings and weekends
- Ability to work occasional evenings and weekends
- Ability to occasionally work overtime with little or no advance notice
- Ability to work on-call
- Ability to respond to emergencies after hours as necessary.

Appearance

Posting Language:

- Ability to maintain appearance and conduct suitable for working in a professional setting

Travel

Posting Language:

- Ability to travel to multiple work locations on and off campus
- Ability to travel within a defined regional or service area
- Ability to travel [**nationally/internationally**]

Financial Disclosure Statement (Used for Designated Officials Only)

Posting Language:

- The selected candidate will be subject to the annual financial disclosure requirements of the California Political Reform Act of 1974

Miscellaneous

Posting Language:

- Must provide own camping and observation gear
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Benefits Information

BELI 1: Full benefits

For Full Time & Part Time Career positions; must be 50% time or more, for 12 months or longer.

Posting Language:

This position is eligible for Full benefits

BELI 3: Mid-Level benefits

For Part Time/Temporary positions; must be 100% time for 3 months or more AND less than one year.

Posting Language:

This position is eligible for Mid-Level benefits

BELI 4: Core benefits

For Part Time/Temporary positions; must be 43.75% time or more, but does not satisfy % time and/or duration for Full (BELI -1) or Mid-Level (BELI 3) benefits.

Posting Language:

This position is eligible for Core benefits

BELI 5: No benefits

For all BYA and Per Diem positions, and Part Time/Temporary positions that are less than 43.75% time.

Posting Language:

This position is not eligible for benefits

For more information on BELI Codes and Benefits Eligibility requirements go to:
<http://shr.ucsc.edu/benefits/eligibility/beli-codes-requirements.pdf>

Salary Statements for NON-EXEMPT positions

Minimum Starting Salary: minimum of open range or step 1.0, **OR** a rate above the minimum which the Hiring Unit considers the starting salary.

Posting Language:

Full-time: Minimum Starting Salary: \$[xxx]/hourly.

Part-time: Minimum Starting Salary: \$[xxx]/hourly.

Starting Salary Range: minimum to midpoint of the open or step-based range, **OR** may select rates that fall between the minimum and the maximum

Posting Language:

Full-time: Starting Salary Range: \$[xxx]-\$[xxx]/hourly. Salary commensurate with qualifications and experience.

Part-time: Starting Salary Range: \$[xxx]-\$[xxx]/hourly. Salary commensurate with qualifications and experience.

Full Salary Range: minimum to maximum of the open or step-based range

Posting Language:

Full-time: Full Salary Range: \$[xxx]- \$[xxx]/hourly. Salary commensurate with qualifications and experience.

Part-time: Full Salary Range: \$[xxx]-\$[xxx]/hourly. Salary commensurate with qualifications and experience.

For positions with a furlough (ONLY FOR MONTHLY POSITIONS): Select the appropriate salary statement from above and add the following -

Posting Language:

[Salary statement from above] for [X] weeks annually, with a [X]-week unpaid [summer] furlough annually. End with “Salary commensurate with qualifications and experience” when listing a salary range. **NOTE:** Displaying annual rates for furloughed appointments is not recommended.

For positions with a shift differential: Select the appropriate salary statement from above and end with the following -

Posting Language:

Plus an additional \$[xx.xx]/hour of shift differential pay when a qualifying shift is worked.

For Skilled Crafts (K-7) job postings: Salary starts at step 1 and increases to step 2 after 6 months (per the Skilled Crafts union contract)

Posting Language:

Minimum Starting Salary: \$[xxx]/hourly. Salary will increase to \$[xxx]/hourly upon successful completion of 6 months of satisfactory service. [If Part-time: insert Salary proportionate to time worked here]. More information provided at interview.

Salary Statements for EXEMPT positions

Minimum Starting Salary: minimum of open range, **OR** a rate above the minimum which the Hiring Unit considers the starting salary.

Posting Language:

Full-time: Minimum Starting Salary: \$[xxx]/[annually/monthly].

Part-time: Minimum Starting Salary: \$[xxx]/[annually/monthly]. Salary is proportionate to time worked.

Starting Salary Range: minimum to midpoint of the open range, **OR** may select rates that fall between the minimum and the maximum

Posting Language:

Full-time: Starting Salary Range: \$[xxx]-\$[xxx]/[annually/monthly]. Salary commensurate with qualifications and experience.

Part-time: Starting Salary Range: \$[xxx]-\$[xxx]/[annually/monthly]. Salary commensurate with qualifications and experience; Salary proportionate to time worked.

Full Salary Range: minimum to maximum of the open range

Posting Language:

Full-time: Full Salary Range: \$[xxx]-\$[xxx]/[annually/monthly]. Salary commensurate with qualifications and experience.

Part-time: Full Salary Range: \$[xxx]-\$[xxx]/[annually/monthly]. Salary commensurate with qualifications and experience; Salary proportionate to time worked.

For positions with a furlough: Select the appropriate salary statement from above and add the following -

Posting Language:

Full-time: [Salary statement from above] for [X] months, with a [X]-month unpaid [summer] furlough annually. End with “Salary commensurate with qualifications and experience” if listing a salary range.

Part-time: [Salary statement from above] for [X] months, with a [X]-month unpaid [summer] furlough annually. Insert “Salary commensurate with qualifications and experience” if listing a salary range; always end with “Salary proportionate to time worked”.

For BYA Positions: Please work directly with your Recruitment Specialist to develop an appropriate BYA salary statement.

Special Note: A unit may request the posted salary statement be limited to “Salary commensurate with qualifications and experience”. This is acceptable and is most often utilized for classifications of MSP VII and above.

Campus Only Recruitment

The following language should be added to the Special Notations (aka Additional Comments) text box under the Posting Details tab in RMS.

Posting Language:

PLEASE NOTE: This is a CAMPUS ONLY Recruitment - Consideration for this position is restricted to current UCSC employees at this time.

On-Going Recruitment

An on-going recruitment is intended to be posted for an extended period of time for the purpose of filling multiple vacancies with various hire dates throughout the posting period. The following language should be added to the Special Notations (aka Additional Comments) text box under the Posting Details tab in RMS.

Posting Language:

CONTINUOUS RECRUITMENT-APPLICATIONS ACCEPTED ON AN ON-GOING BASIS; INTERVIEWS CONDUCTED AND PERSONS HIRED AS NEEDED.

Multi-level Recruitments

The following language should appear on all postings when the unit is running multiple recruitments (at varying classifications) to fill one position.

Posting Language:

This position is being filled at either the [classification title] or [classification title]. Applicants are encouraged to apply to both job postings. See job number [xxxxxxx] and [xxxxxxx].

Additional Comments Box Examples

Sample Posting Language:

Multiple positions available.

Possible furlough; to be discussed at interview.

Possible flexible schedule; to be discussed at interview.

Position ends [date], with possibility of extension; to be discussed at interview.

Position is located in [e.g. Cupertino, NASA Ames/Mountain View].

Campus housing or housing allowance information may be provided as appropriate.

Applicants invited for an interview will be required to bring a copy of their DMV record to the interview.

Supplemental Questions

Appropriate use of Supplemental Questions:

Verify the applicant's ability to meet a special condition of employment (SCOE).

- Question Format: typically YES/NO.
- Question should be required.
- **EXAMPLE:** This position requires bilingual skills in English and Spanish. Are you able to meet this requirement?

Verify the applicant's possession of a specific skill or ability.

- Question Format: typically YES/NO.
- Question will be optional
- **EXAMPLE:** This position requires the ability to develop FileMaker Pro data bases. Do you possess experience in this area?

Collect additional information to measure the applicant's knowledge and/or experience in a particular area.

- Question Format: Narrative; short or long text
- Question will be optional, not required
- **EXAMPLE:** This position requires the ability to develop FileMaker Pro databases. In one to three paragraphs, describe your experience in this area including details about the database functionality and scripting you incorporated in the database design.

Posting Language (choose one):

Sample text to include in the Special Notations text box under the Posting Details tab in RMS.

During the application process individuals will be asked to provide narrative responses to the supplemental questions below for full consideration. Please keep your responses brief (x-x pages total).

For full consideration for an interview: applicants will be asked to provide a narrative response to the question(s) below when submitting the on-line application for this position. Please keep your responses to (x-x pages total).

Space constraints in RMS

The RMS text box configuration has a character limitation of approximately 3900 characters (with spaces).