

Advertising Professional and Scientific (P&S) Positions in a Series

Purpose: University Human Resources (UHR) offers the option for departments to advertise for two consecutive classifications within the same series at the same time. It is called ‘Advertising in a Series’ and it can allow you to expand your recruiting efforts for a wider selection of qualified candidates. In this document, you will find:

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What are the benefits of a series?

- Expands your opportunities to find qualified candidates if there is uncertainty about the availability of applicants at the higher level.
- Allows you to recruit for two different classification levels within one posting.
- Recruiting at a lower classification can allow for more career growth and progression.
- Expanding your applicant pool is a strategy to allow for increased diversity in the pool.
- A two pay grade series allows for greater flexibility in salary offers and candidate selection; while still maintaining required education and experience.

What is considered a series?

A series advertisement can occur in those classification titles which have the same name but are at a different level as indicated by the pay grade. An example is an *Academic Adviser II and Academic Adviser III*. Examples that would not be part of a series are Program Assistant II and Program Coordinator I.

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What is the process?

- Prior to creating a request for series advertisement, contact UHR Classification and Compensation (UHR C/C) to see if advertising in a series is a good option based on market salaries. Having this conversation up front will speed up any salary conversations at time of hire.
- Create a position description for each of the two levels for which you are recruiting.
 - Based on the examples above for the Academic Adviser series, you would need an approved PD for both an Academic Adviser II and an Academic Adviser III.
- Both PDs must route in PA7 to UHR C/C at the same time. The Action Justification fields on each PD need to state that the PDs are being requested for advertisement in a series.
- One posting will be created from the position with the lowest pay grade. Therefore, the hiring department should edit the PD for the lower-level position as follows:
 - In *Working Title* include both titles such as Academic Adviser II or III
 - In *Summary of Job Duties and Responsibilities* include
 - A statement that the position is being filled at either level (e.g. Academic Adviser II or III)
 - A statement which begins “In addition to the duties above, the Academic Adviser III will...” This statement will list the additional job responsibilities that are expected for the higher level position.
 - In *Supplemental Required Education and Experience* include:
 - The Required Education and Experience for the 2nd level along with any additional degree or experience statements for both levels.
 - Keep in mind that the preferred qualifications on the PD’s at both levels should be the same, as seen in the examples below.
- Determine if applicants are Qualified or Not Qualified based on the Required Education and Experience of the lower level position. If qualified, determine the Q0 to Q5 rating by measuring against the preferred qualifications.
- At interview approval, UHR Recruitment will review the pool based on the lowest classification level.

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- In the Academic Adviser II/III example below, applications would be reviewed against the REQUIRED EDUCATION AND EXPERIENCE along with the SUPPLEMENTAL REQUIRED EDUCATION AND EXPERIENCE for the II as follows: *Bachelor's degree and five years of related experience; OR Master's degree and three years of related experience. Degree for either position must be in Agriculture, Business, Economics, Education, or related field.*
 - If the hiring department determines the finalist should be offered the position at the higher classification level, both the department and UHR Recruitment will need to verify their qualifications against the higher level. UHR Recruitment will do this upon receipt of the Hiring Proposal.
 - In the Academic Adviser II/III example below, applications would be reviewed against the REQUIRED EDUCATION AND EXPERIENCE along with the SUPPLEMENTAL REQUIRED EDUCATION AND EXPERIENCE for the III as follows: *Master's degree and five years of related experience. Degree for either position must be in Agriculture, Business, Economics, Education, or related field.*
 - At the time of hire selection, create the Hiring Proposal using the approved PD for the appropriate level in the series.
 - If the lower level position is the one that is filled, this PD would need to be edited to remove all references to the higher level position.
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How long does it take?

- Creating two PDs may take additional time on the front end; however, it can save you time later when you are able to make an offer to a wider variety of candidates based on their skills and experience.
- You are advertising for two levels in the same amount of time as you previously were advertising one.

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Example #1:

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Department of Economics in the College of Agriculture and Life Sciences and the College of Liberal Arts and Sciences at Iowa State University seeks applicants for an Academic Adviser. This position will be filled at the Academic Adviser II or III level. This position will advise transfer and upper division undergraduate students majoring in Agricultural Business and Economics. The adviser will provide traditional advising services which include helping students understand curricular requirements, degree audits, policies, and procedures; participating in recruiting and retention activities on and off campus; meeting with prospective students and families; and helping to carry out departmental summer orientation activities. Other responsibilities include helping with the administration of departmental scholarships and with the department's learning community program, contributing to a weekly e-mail newsletter for current students, serving on committees as needed, preparing data-based reports, and coordinating undergraduate student club activities.

In addition to the above, the Academic Adviser III level will be expected to not only participate in recruiting, orientation, advising, and administrative activities described above, but also will creatively and innovatively devise new, more effective approaches to these functions. The adviser at this level will also be expected to teach departmental orientation, graduation senior survey, and/or career seminar courses; develop and maintain transfer articulation plans with community colleges; conduct undergraduate program outcomes assessment; and serve as a departmental liaison to other university offices, community colleges, and business firms.

The successful candidate will have exceptional verbal and written communication skills with the ability to communicate and work with a wide range of people from faculty and staff to undergraduates and their parents and/or family. The ability to work with basic computer applications and the ability to use tact and diplomacy in dealing with people will also be important for success in this position. The candidate will also possess strong dedication to serving students along with an ability to work independently as well as part of a team with a diverse group of people in the university community.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree and five years of related experience; OR Master's degree and three years of related experience.

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SUPPLEMENTAL REQUIRED EDUCATION AND EXPERIENCE:

The requirements above are for the Academic Adviser II.

Academic Adviser III: Master's degree and five years of related experience.

Degree for either position must be in Agriculture, Business, Economics, Education, or related field.

PREFERRED EDUCATION AND EXPERIENCE:

B.S., M.S., or M.A. in Economics, Agricultural Economics, Agricultural Business, or related field

Experience advising and/or teaching students in an institution of higher education

Demonstrated knowledge of, or experience in, agriculture

Experience recruiting students

Public speaking experience

Supervisory experience

Example #2:

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Facilities Planning and Management (FP&M) at Iowa State University is seeking qualified candidates for a Facilities Project Manager to be filled at a level II or III. This position will provide project management services for small to moderate size capital projects for renovation or new construction of campus facilities. Responsibilities include leading the project team and coordination of project activities on assigned capital projects with primary responsibility for management and coordination of design phase activities; administering professional services agreements between owner and consultants; and serving as the primary contact for the university client and design professionals (architects, engineers, cost consultants, and other specialized consultants). This position also coordinates and monitors work of design professionals to assure compliance with the building program (requirements for the project), user requirements, university requirements, and standards for high quality architectural and engineering design; develops project budget and manages project funds throughout the life of the project; assures that all required project approvals are obtained as appropriate; and works as a team with the ISU

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construction manager on assigned projects.

In addition to the aforementioned duties, the Facilities Project Manager III will be expected to handle more moderate to larger capital projects. The incumbent would be expected to handle these projects with greater autonomy and with substantial ingenuity.

The successful candidate will possess strong communication skills, strong analytical and organizational skills, be detail oriented, and have the ability to lead diverse project teams with conflicting interests, needs or requirements; and manage multiple projects simultaneously.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree and 3 years of experience; OR a combination of related education and related experience totaling 7 years.

SUPPLEMENTAL REQUIRED EDUCATION AND EXPERIENCE:

The requirements above are for the Facilities Project Manager II.

Facilities Project Manager III: Bachelor's degree and 4 years of experience.

PREFERRED EDUCATION AND EXPERIENCE:

Demonstrated experience in the management and design of institutional or commercial building projects.

Experience with public sector projects, including procurement policies and legal and regulatory requirements associated with public sector projects.

Experience working in an academic environment and higher education projects, including large, complex and multi-phased projects.

Experience with sustainable design and construction standards, techniques and methods and/or LEED AP credential.

**Advertising in a series is not available for Merit Classifications.*