



## Recruiting with Multiple Job Titles on One PVL

**Pre-TTC:** When a vacancy exists, you may choose to recruit at multiple prefixes within the same title series (Associate Accountant, No-prefix Accountant, Senior Accountant). The work the incumbent will perform is the same regardless of the prefix selected. The distinguishing factor between prefixes **includes years of experience, specific skills, or competencies**.

**Effective October 4, 2021:** Each standard job description (SJD) will have a distinct list of job responsibilities. When you have a vacancy, you should determine the responsibilities you need to be performed, and select the corresponding SJD and job title. In rare cases, you may determine you have flexibility in the work that needs to be performed. For example, you may have a vacancy in a team of accountants. You know you need accounting work to be performed but are flexible on whether those responsibilities align with Accountant I or Accountant II SJD. Therefore, you may choose to recruit for both levels on the same PVL. When your recruitment process is complete, and you have chosen a finalist, you will select the appropriate title.

### Guidelines for Recruiting with Multiple SJDs and Titles on one PVL:

- You may only recruit with multiple job titles when the titles are in the same title set and have multiple job levels with the same FLSA status
  - Examples:
    - Accountant I, Accountant II, Accountant III
    - Information Security Analyst I, Information Security Analyst II, Information Security Analyst III
  - The following are examples of when you may not recruit with multiple titles on the same PVL:
    - Financial Specialist III and Accountant I (not in the same title set)
    - IT Help Desk II and IT Help Desk III (different FLSA statuses and employment classifications)
    - Academic Advisor (in a title set with only one level and cannot be recruited with other titles)
- A good indicator of whether it is appropriate to recruit with multiple job titles is to assess the business title and required qualifications. If the business title or required qualifications would change based on the title of the chosen finalist, it is likely your needs are distinct enough that multiple PVLs, known as [companion PVLs](#), may be more appropriate.
  - When recruiting with multiple job titles on one PVL, the position will post to the employment website with one business title and one set of qualifications. Applicants will be able to view the different standard job descriptions, but they will not be able to view distinct qualifications for each job level.



**Instructions for Adding Multiple Titles in JEMS PVL**

- 1) On the **Salary/Title** tab, add the job codes of the positions you are recruiting for.

Job Code	Job Name	Grade	Women	Minorities	Min	Max	Basis
R10DN	ACCOUNTANT	105	X	X	52,318.000	86,324.000	A
R10FN	ASSOC ACCOUNTANT	104	X	X	45,643.000	75,313.000	A

- 2) On the **Position Description** tab, click on the **View Different Title** button to select the title and customize the position description by clicking on the **Edit/View Position Description Details**.

**Job Summary**  
Performs general accounting duties following generally accepted accounting principles and procedures. Prepares financial reports and assists with budgeting. Ensures the accurate recording and reporting of the business unit's financial transactions.

**Job Summary Detail**  
Under the general supervision of the Assistant director of Cash Management and Financial Control, this position is primarily responsible for centralized financial activities related to cash and revenue. Responsibilities include prepare and accurately record journal entries, account reconciliation, development and maintenance of cash related policies and procedures, and oversight of the financial database used to

The information entered in the Job Summary Detail box will remain the same for each title. When editing the position description details for each title, the qualifications for each title should be the same or very similar. On the job posting, only the qualifications for the lowest title will appear.



### **Out of TTC Scope Titles**

When creating a PVL for out of scope titles, such as Faculty (Assistant Professor, Associate Professor, and Professor), users will only create one Job Summary Detail and one customized position description. There will not be a custom position description for each title.

