# Position Management/Compensation
## University Staff and Classified Position Review Process
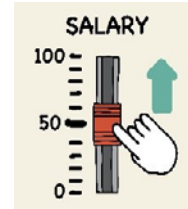
**1.** Manager or dept liaison drafts or updates job description in **Position Management Portal** and submits to PMC.

**2.** PMC reviews and provides feedback, asks questions about job structure and organization.

**3.** PMC conducts market salary analysis based on job level and responsibilities.

**Position/Salary Review**

Up to 7-14 business days*

*Priority preference is given to new and vacant positions needing recruitment. Timelines may be longer if additional review is needed within the department.*

**Position Approval**

**4.** Approval proceeds with email notifications in **Position Management Portal**.

**5.** If occupied, a job code change offer letter is routed for approval in **CU Boulder Jobs**. HCM changes are made by HR.

Up to 5-7 business days

**6.** If position is vacant and moving to recruitment…

**Recruitment**

For additional resources go to https://www.colorado.edu/hr
**Position Mgmt Portal**: https://colorado.avature.net/positions

Once approved in **Position Management Portal**, an HR recruiter will contact the department hiring manager or liaison to begin the search process.

**7.** After recruitment…

The offer letter, background check, and HCM entry processes will be initiated by HR in the **CU Boulder Jobs** system.