

CREATE A JOB OPENING FOR THE TEMPORARY WORK OPPORTUNITY PROGRAM (TWOP)

1. Create Job Opening – Enter Primary Job Information
 - a. Select Job Opening Type - **Continuous Job Opening**
 - b. Select/Enter Business Unit – **SBCMP**
 - c. Add Job Posting Title – e.g., SX Temporary Reassignment Opportunities
 - d. Click on **Continue**

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Create Job Opening

ORACLE® All ▾ Search >> Ac

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type

*Business Unit

Department

Position Number

Job Code

Recruiting Location

*Job Posting Title

Profile Details ?

Job Profile ?

Profile ID	View Profile		
<input style="width: 90%;" type="text"/>	View Profile		

[Add Job Profile](#)

[Continue](#)

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2. Create Job Opening – Enter Job Opening Information

- Select Openings to Fill – e.g., Unlimited Number of Job Openings
- Select Employee Classification – e.g., Staff Career
- Select/Enter Department – e.g., FACM-Facilities Management
- Select Status Reason – **Temporary Assignment**

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Create Job Opening](#)

ORACLE All Search >> [Advanced Search](#) [Last Search Results](#)

Job Opening

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW Status 005 Draft
Job Posting Title SX Temporary Reassignment Opportunities Business Unit SBCMP (UC Santa Barbara Campus)
Department FACM (FACILITIES MANAGEMENT)

[Job Details](#) [Qualifications](#) [Screening](#) [Hiring Team](#) [Job Postings](#)

Opening Information ?

*Template ID Requisition Default

Job Opening Type Continuous Job Opening

Created By Melinda Crawford

Created

*Openings to Fill

Establishment ID

Business Unit UC Santa Barbara Campus

Company University of California

Employee Classification

Department FACILITIES MANAGEMENT

Status Code 005 Draft

Status Reason

*Status Date

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3. Create Job Opening – Add Hiring Team

Favorites ▾ | Main Menu ▾ > Recruiting ▾ > Create Job Opening

ORACLE All ▾ Search [] >> Advanced Search [] Last Search Results []

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title SX Temporary Reassignment Opportunities | Business Unit SBCMP (UC Santa Barbara Campus)
Department FACM (FACILITIES MANAGEMENT)

Job Details | Qualifications | Screening | **Hiring Team** | Job Postings

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary		
Melinda Crawford	10037089	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Recruiter | Add Recruiter Team

Hiring Managers ?

*Name	Manager ID	Primary		
Katherine Abad	10074319	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Hiring Manager | Add Hiring Manager Team

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4. Create Job Opening – Add Posting Information

- a. Click on **Add Job Posting**
- b. Select Description Type – **Temp Asgmt Posting Details**
- c. Select Visibility – **Internal Only**
- d. Select Template – **Temporary Reassignment(s) Posting Details**
- e. Add Position Information, Minimum Requirements, Special Conditions of Employment, etc.
- f. Click on **OK**
- g. Click on **Save and Submit**



Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title SX Temporary Reassignment Opportunities | Business Unit SBCMP (UC Santa Barbara Campus)
Department FACM (FACILITIES MANAGEMENT)

Job Details | Qualifications | Screening | Hiring Team | Job Postings

Job Postings ?

No job postings exist for this job opening.

Add Job Posting

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Posting Information

Job Postings ?

*Posting Title SX Temporary Reassignment Opportunities

Job Descriptions ?

*Description Type Temp Asgmt Posting Details | Template Temporary Reassignment(s) Posting Details
*Visibility Internal Only

First 1 of 1 Last

Heading 3 - Font - Size - B I U S

Position Information

*Payroll Title: Various SX Titles
*Job Code: Various SX Job Codes
*Job Open Date: 9/1/2020
Job Close Date: 12/31/2020
*Department Code-Name: FACM - Facilities Management
*Collective Bargaining Unit (CBU): SX

Add Posting Description | Delete Posting Description

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Preview of Job Posting

Job Description

Job Title SX Temporary Reassignment Opportunities

Job ID 10552

Location

[Return to Previous Page](#)

[Switch to External View](#)

Temp Asgmt Posting Details

Position Information

*Payroll Title: Various SX Titles

*Job Code: Various SX Job Codes

*Job Open Date: 9/1/2020

Job Close Date: 12/31/2020

*Department Code-Name: FACM - Facilities Management

*Collective Bargaining Unit (CBU): SX

*FLSA Exemption Status: Non-Exempt

*Minimum Requirements

- To be eligible for the program, an employee must be a currently employed UC Santa Barbara career or contract staff employee. Former employees, who separated from employment due to layoff, or some other reason, are not eligible to participate in the program.
- Since employees must be qualified to perform the new work as part of a temporary reassignment, the intent of the program is that employees will be reassigned to the same or similar job classifications that they normally perform, or have performed in the recent past. As such, bargaining unit employees would be reassigned within their bargaining unit. Some matching may allow for reassignment outside of bargaining units depending on the available pool and skills required.

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*Special Conditions of Employment

- Satisfactory criminal history [background check](#).
- [UCSB is a Tobacco-Free environment](#).

*Equal Opportunity/Affirmative Action Statement

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

*Reasonable Accommodations

The University of California endeavors to make <https://jobs.ucsb.edu> accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Katherine Abad in Human Resources at 805-893-4664 or email katherine.abad@hr.ucsb.edu. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

*Privacy Notification Statement

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves: Application: The principal purpose for requesting information on the Application is for applicant-tracking purposes and to collect applicant contact information. Affirmative Action and Equal Employment Opportunity Data Form: Information furnished on this form is requested by UCSB's Affirmative Action Office. The University of California, Santa Barbara is a Federal contractor and, therefore, must comply with Affirmative Action regulations issued pursuant to Executive Order 11246, Federal Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. Furnishing the information on this form is voluntary. There is no penalty for not completing this form. The offices responsible for maintaining the information supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT FOR PERSONS IN THE EUROPEAN ECONOMIC AREA: As part of our commitment to protecting your privacy, the General Data Protection Regulation (GDPR) Privacy Statement ("Privacy Statement") is designed to provide you, as a person in the European Economic Area, with information regarding the types of personal information that the University of California's Human Resources departments and offices collect about you. The Privacy Statement can be found at: <https://ucnet.universityofcalifornia.edu/gdpr.html>. Information supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

*Notice of Availability of the UCSB Annual Security Report

The University is committed to providing a safe and secure campus environment for our students, faculty, staff, and visitors. In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act), UCSB publishes an Annual Security Report to provide information regarding campus safety and security policies, crime statistics, and resources to current and prospective students and employees. This report includes statistics for the previous three years concerning crimes reported to Campus Security Authorities (CSAs) that occurred on campus, in certain off-campus buildings or property, and on public property adjacent to and accessible from campus. The report also includes campus policies concerning crime prevention, crime reporting, alcohol and drug use, sexual and interpersonal violence, student discipline, and other matters. To access the Annual Security Report, visit www.police.ucsb.edu/asr. A copy of this report may also be requested by contacting the UCSB Police Department (call 805-893-3446 or visit 574 Public Safety Bldg., Santa Barbara, CA 93106 during business hours). To learn more about the Clery Act and CSA duties and reporting requirements, please visit www.police.ucsb.edu/clery-act.