



One Community. Big Ideas.

# HR Partners Meeting

## July 10, 2019

# MyTrack

Engagement. Experience. Excellence.

## Register on the MyTrack Learning Module

### **Crucial Conversations**

Starting Thursday, July 11  
Multiple dates and times  
HR Training Room

### **HR Orientation for New HR Partners**

Thursday, July 11, 1PM-3PM  
HR Conference Room

### **Emotional Intelligence in the Workplace**

Wednesday, July 17, 12PM -1PM  
Straub Hall Room 145

### **Leadership in Student Supervision**

Wednesday, July 24, 9AM-12PM  
HR Training Room

### **Performance Management –Enhancing Your Student Supervision Practice**

Wednesday, July 31, 2PM-3:30PM  
HR Training Room

### **New Employee Orientation**

Tuesday, August 6, 8:15AM-11:45AM  
Ford Alumni Center

### **BOLI Workshops**

A few complimentary seats available. If  
interested email [learning@uoregon.edu](mailto:learning@uoregon.edu)

### **Advanced Leave Laws in Oregon**

Tuesday, August 27, 2019, 9AM-4PM

### **Wage and Hour Laws**

Wednesday, Sept. 4, 2019, 9AM-4PM

### **Documentation, Discipline and Discharge**

Thursday, September 5, 2019, 9AM-4PM



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## Agenda

- OA Job Family Framework Position Description Initiative  
*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*
  - Process
  - Resources and Web Guidance
  - PD Best Practices
  - HR Partner Panel
  - Q&A
- HR Operations  
*Sonia Potter, Director, HR Operations*
- Talent Acquisition  
*Nancy Nieraeth, Director, Talent Acquisition*
- Workplace Harassment and Discrimination Prevention training  
*Tiffany Ray, HR Training and Compliance Officer*

# OA Job Family Framework PD Initiative

## Process & Timeline

- Review and update all OA position descriptions between July 8<sup>th</sup> and August 30<sup>th</sup>
- Units are expected to engage OAs in the process
- Units define a three level approval process
- Detailed information available on the HR website:
  - PD Update Initiative landing page:  
[hr.uoregon.edu/OAPDUpdate](https://hr.uoregon.edu/OAPDUpdate)
  - Unit Guidance:  
[hr.uoregon.edu/OAPDUpdate-Unit-Guide](https://hr.uoregon.edu/OAPDUpdate-Unit-Guide)

# OA Job Family Framework PD Initiative

## NEW! Resources and Web Guidance

- How to print/export to Word
- How to submit PD for OAJFF
- How to view your PD as employee
- PD module change webinar

# OA Job Family Framework PD Initiative

## Position Description Best Practices

# OA Job Family Framework PD Initiative

## HR Partner Panel

Law School

Division of Student Life

Information Services

# MyTrack Position Description Template

Employee/Title:

**NOTE:** This document is intended to serve as a working resource for HR Partners to use with hiring managers and supervisors to prepare a draft PD. This document DOES NOT replace data entry or system approvals required in MyTrack. This document cannot be attached to a PD in MyTrack in lieu of completing PD fields.

For more detailed information on how to complete the fields within a position description, please see our User Guides [here](#).

POSITION INFORMATION (DO NOT UPDATE; THIS SECTION COMPLETED BY HR MANAGER)	
Reason*	Choose an item.
Is this PD update intended for immediate recruitment?:*	Choose an item.
Anticipated recruitment start date:	Click or tap to enter a date.
Proposed Hiring Range:	Click or tap here to enter text.
Approved Hiring Range (HR Only):	For HR use only use only

  

GENERAL POSITION INFORMATION (DO NOT UPDATE; THIS SECTION COMPLETED BY HR MANAGER)	
Team:	The Team field will auto-populate to the level 3 org, aka "Team" for the person initially creating PD. If you work with multiple level 3 orgs and need a Team changed, please email <a href="mailto:talent@uoregon.edu">talent@uoregon.edu</a> .
Position Title:*	Click or tap here to enter text.
Position Classification:	Populated once the job is created in Banner.
Position Number:	Populated once the job is created in Banner.
VP/Area:*	Choose an item.
School/College/Admin Unit:*	(dependent drop down list in MyTrack)
Current Incumbent:	
Division/Admin Sub Unit:	(dependent drop down list in MyTrack)
Department or Program:	(dependent drop down list in MyTrack)
Timesheet Org:*	(Enter Timesheet org or use search function to view library)
Type of Position:*	Choose an item.
Appointment Type:*	Choose an item.
Duration:*	Choose an item.
Rank:*	Choose an item.
Annual Basis:*	Choose an item.
Expected FTE:*	Click or tap here to enter text.
Reports to (Name):*	Click or tap here to enter text.
Primary Job Location*	(Enter city name or use search function to view library)

  

POSITION BUDGET (DO NOT UPDATE; THIS SECTION COMPLETED BY HR MANAGER)	
Budgeted Salary at 1.0 FTE*	Click or tap here to enter text.
Position Funding*	Choose an item.
	Please give the primary labor distribution for this position by listing index, account code, and percentage. For full FOAPAL elements or a split labor distribution, use the "Explanation" field to list additional items (such as another index, or a specific activity code).
Index*	Click or tap here to enter text.
Account Code:*	Click or tap here to enter text.
Percentage:*	Click or tap here to enter text.
Explanation (if needed):	Click or tap here to enter text.

POSITION DETAILS (PLEASE REVIEW AND MAKE EDITS USING TRACK CHANGES)	
My Track Instructions for this section:	To upload an org chart, click on the "Documents" tab at the top of the PD. In the drop down field, select "Document from a file" to open a pop up window. Upload the file as guided, ensuring the document category is set to "Org Chart."
Department Summary:*	Click or tap here to enter text.
Position Summary:*	Click or tap here to enter text.
Minimum Qualifications:*	Click or tap here to enter text.
Professional Competencies:	Click or tap here to enter text.
Preferred Qualifications:	Click or tap here to enter text.

SUPERVISION (TO BE COMPLETED BY SUPERVISOR)	
For full definitions of terms in these drop down lists please see the <a href="#">PD user guides</a> .	
Supervisory Responsibilities:	Choose an item.
OAs Supervised:	Choose an item.
Classified Staff Supervised:	Choose an item.
Faculty Supervised:	Choose an item.
Temporary Supervised:	Choose an item.
Graduate employees Supervised:	Choose an item.
Student Employees Supervised:	Choose an item.

DECISION MAKING & FISCAL RESPONSIBILITY (TO BE COMPLETED BY SUPERVISOR)	
For full definitions of terms in these drop down lists please see the <a href="#">PD user guides</a> .	
Scope of Decisions Made:*	Choose an item.
Impact of Decision Made:*	Choose an item.
Autonomy and Discretion:*	Choose an item.

Fiscal Authority:*	Choose an item.
Fiscal Responsibilities:*	Choose an item.
Operating Budget (\$):	\$ Click or tap here to enter text.
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

JOB DUTIES (PLEASE REVIEW AND MAKE EDITS USING TRACK CHANGES)		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select
xx%	Click or tap here to enter text.	Select

xx%	Click or tap here to enter text.	Select
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### WORKING CONDITIONS (PLEASE REVIEW AND UPDATE AS NECESSARY)

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
	<input type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g. blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

<b>Lifting Demands*</b>	Choose an item..
<b>Additional Physical Demands or Work Conditions:</b>	Click or tap here to enter text.
<b>Frequency of Travel*</b>	Choose an item..
<b>Work Schedule (if not typical or specified)</b>	Click or tap here to enter text.

### POSITION SIGNATURES (PLEASE SIGNIFY EMPLOYEE AND SUPERVISOR APPROVAL BELOW)

<i>Employee Name</i>	<i>Employee Signature</i>	<i>Date Signed</i>
<i>Supervisor Name</i>	<i>Supervisor Signature</i>	<i>Date Signed</i>

# OA Job Family Framework PD Initiative

Q & A

# HR Operations

## Fall Faculty Renewals

- July 1
- Issue renewals by August 15 and July 15(Law)
- If not into us yet please get them in as soon as possible.

## Fall Faculty New Hires

- August 1 for Law
- September 3

# Talent Acquisition

- Updates to MyTrack: applicant screen and notes date
- Talent Acquisition “Buddy” Launch
- Temporary Employment: new guidance for Temporary Non Regular

# Workplace Harassment and Discrimination Prevention update



## **Total Completion – 92%**

- **Graduate Employees – 77%\***
- **Faculty – 84%**
- **Officers of Administration - 93%**
- **Classified Employees - 95%**

**Eight units had a 100% completion and another three had 99% completion!**



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**Next HR Partner Meeting  
Summer Networking & Refreshments**

**Wednesday, August 7  
2:00 PM**

**Location: Redwood Auditorium  
Erb Memorial Union**