# MyTrack Position Description Template

**NOTE:** This document is intended to serve as a working resource for unit HR Staff to use with hiring managers and supervisors to prepare a draft position description (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](https://hr.uoregon.edu/mytrack-position-descriptions).

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| Position information | |
| Reason\* | Select |
| This position is intended for immediate recruitment: | Select |
| This PD is intended for a direct appointment: | Select |
| Proposed Hiring Range: |  |
| Approved Hiring Range (HR Only): | *For UHR use only* |

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| General position information | |
| Team: |  |
|  | *The Team field will auto-populate to the level 3 org, aka “Team” for the person initially creating PD. You can select a different team from the dropdown list, but only teams you currently have access to are available.* |
| Position Title:\* |  |
| Position Classification: | *Populated once the job is created in Banner.* |
| Position Number: | *Populated once the job is created in Banner.* |
| VP/Area:\* | Select |
| School/College/Admin Unit:\* | *Available options depend upon the selection made in the previous field* |
| Division/Admin Sub Unit: | *Available options depend upon the selection made in the previous field* |
| Department or Program: | *Available options depend upon the selection made in the previous field* |
| Timesheet Org:\* | *(Enter Timesheet org or use search function to view library of timesheet orgs)* |
| Type of Position:\* | Select |
| Appointment Type:\* | Select |
| Duration:\* | Select |
| Rank:\* | Select |
| Annual Basis:\* | Select |
| Expected FTE:\* |  |
| Reports to  (Position Number):\* |  |
| Primary Campus (Eugene/Portland/Charleston)\* |  |

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| Position budget | |
| Position Funding\* | Select |
|  | Please give the primary labor distribution. For full FOAPAL please use the “Explanation” field. For positions with complex labor distributions use the “Explanation” field to list additional Labor Distribution elements. |
| Index\* |  |
| Account Code:\* |  |
| Percentage:\* |  |
| Explanation (if needed): |  |

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| Position details | |
|  | Org charts are required for all positions. Please upload an org chart by clicking on the Documents link from the left jump menu. Then select “Document from a file” and upload as prompted. To return to this section click Position info and then Position details from the jump menu. |
| Department Summary:\* |  |
| Position Summary:\* |  |
| Minimum Qualifications:\* |  |
| Professional Competencies: |  |
| Preferred Qualifications: |  |

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| Supervision | | |
| For full definitions of terms in these drop down lists please see the [PD user guides](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions). | | |
| Supervisory Responsibilities:\* | Select | |
| Officers of Administration: | Select | |
| Classified Staff: | Select | |
| Faculty: | Select | |
| Temporary Employees: | Select | |
| Graduate Employees: | Select | |
| Student Employees: | Select | |
|  |  |
| Decision making & fiscal responsibility | |
| For full definitions of terms in these drop down lists please see the [PD user guides](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions). | |
| Scope of Decisions Made:\* | Select |
| Impact of Decision Made:\* | Select |
| Autonomy and Discretion:\* | Select |
| Fiscal Authority:\* | Select |
| Fiscal Responsibilities:\* | Select |
| Operating Budget ($): |  |
| Grant funding ($): |  |
| Number of Grants: |  |
| Foundation Funding ($): |  |
| Number of Foundation Funds: |  |
| Agency Funding ($): |  |

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| Job duties | | |
| **JOB DUTIES** (Please ensure the total of “% of Time” equals 100%) | | |
| **% of Time** | **Duties / Responsibilities** | **Essential or Incidental** |
| % |  | Select |
| % |  | Select |
| % |  | Select |
| % |  | Select |
| % |  | Select |
| % |  | Select |
| % |  | Select |
| % |  | Select |

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| Working conditions | | |
| Typical Work Functions\* (check all that apply) | Balancing | Carrying |
| Climbing | Crawling |
| Crouching/ Stooping | Driving |
| Feeling/Handling | Keyboarding/Computer Use |
| Personal Protective Equipment | Pulling/Pushing |
| Reaching | Regular interaction with customers |
| Repetitive movement | Sitting |
| Speaking | Specific Work Schedule |
| Squatting | Standing |
| Telephone Use | Twisting/Bending |
| Walking/Running | Writing |

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

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| --- | --- |
| Lifting Demands\* | Select |
| Additional Physical Demands or Work Conditions: |  |
| Frequency of Travel\* | Select |
| Work Schedule (if not typical or specified) |  |

## Human resources

*(This section is not editable outside of University Human Resources.*

*HR recommends reviewing this section after the PD has been approved)*

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| --- | --- |
| OA Job Family Framework Project Submission: |  |
| Budget Profile: |  |
| Banner Skill Code: |  |
| Job Group: |  |
| Census Code: |  |
| Standard Occupational Code: |  |
| NCCI (Worker's Comp): | *This position serves as a designated reporter under University of Oregon’s* ***Student Sexual and Gender-Based Harassment and Violence Complaint and Response Policy*** *and is a responsible employee under Title IX. Further information regarding these responsibilities can be found at* [*investigations.uoregon.edu/designated-reporter*](https://investigations.uoregon.edu/designated-reporter)*.* |
| Reporting Designation: |  |
| Campus Security Authority: |  |
| Salary Range: |  |
| Bargaining Unit: |  |
| FLSA Exempt: |  |
|  | All positions are subject to criminal background check. Additional checks are noted below. |
| Education Verification: |  |
| Medicare Exclusion: |  |
| Credit Checks: |  |
| Professional License & Certification: |  |
| Child Care Licenses: |  |

## User & approvals

For descriptions of the user roles in this section visit [Users & Permissions](http://hr.uoregon.edu/recruitment/mytrack-talent-management-system/mytrack-user-roles-permissions).

HR Administrator (Unit):\*

Hiring Manager:\*

Approval process:\* None

Unit Director/Head:\*