This document covers the new drop-down fields in the PD that were implemented in June 2019. Below you will find the long form definitions that map to the short form selections in MyTrack.

Additional resources are located in the Position Description area of our User Guides and Tools:

<https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions>

**Supervision**

**Full supervision** includes hiring, training, and developing, administering corrective action, addressing grievances, reviewing performance, and completing annual evaluations, scheduling, defining expectations, and termination via appropriate processes.

**Lead work/Oversight** is defined as less than full supervision and includes organizing, setting priorities, communicating appropriate work standards, scheduling, and reviewing work, and providing feedback to managers on employee performance.

* Select the highest level of supervisory responsibilities that the position has.
	+ Example: If a position supervises and also provides oversight, you will select the appropriate level that begins with the word “Supervises.”
* Enter FTE that the position is responsible for in each employee category.
	+ Example: If the position supervises 3.0 FTE of OA and provides oversight for an additional 2.0 FTE of classified employees, you will mark FTE in *both* areas.

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| **MyTrack Option** | **Definition**  |
| **None** | Not responsible for supervising others *or* providing lead work/oversight to others. |
| **Lead Work/Oversight** | Less than full supervision; includes organizing, setting priorities, communicating appropriate work standards, scheduling, and reviewing work, and providing feedback to managers on employee performance. |
| **Supervises non-supervisors, shared decisions**  | Full Supervision of other non-supervisory employees. May share some actions with higher level management.  |
| **Supervises primarily non-supervisors, full decisions** | Full Supervision of mainly other non-supervisory employees. Responsible for all employment actions for direct reports. |
| **Supervises primarily other supervisors** | Full Supervision of mainly other supervisors. Has responsibility for all employment actions for direct reports and oversight for indirect reports. |

* Ensure supervisory relationships are also clear in the position summary AND job duties.

**Decision Making and Fiscal Responsibility**

* Complete required drop down fields regarding decision making and fiscal responsibility (required for all employee categories)
* If position has fiscal responsibility, complete the Operating Budget field with the total (rounded) amount of funds for which the position is responsible. Depending on the position, this could include General, Auxiliary, Grant, Foundation, and/or Agency funds
	+ The Grant, Foundation, and Agency Funding fields are optional to complete.

Principles for making selections in the Decision Making and Fiscal Responsibility areas:

* Selections are about the position, not the person occupying the role.
* Selections should reflect the *highest* *level* of work *regularly* *performed* by a *fully trained* employee. For budget numbers, indicate the maximum amount the position will regularly influence, as described in the Fiscal Authority and Fiscal Responsibility areas.
* Choose the option that best describes how the position exists, not how someone would be trained nor an aspirational view of what the position could be in the future.

**Scope of Decisions Made (i.e., how does this position make decisions)**

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| **MyTrack Option** | **Definition** |
| **Directed** | Follows written and verbal instructions or procedures. Implements decisions made by others. |
| **Guideline Driven**  | Follows established guidelines. May participate in the establishment of guidelines or procedures for their immediate work team/group.  |
| **Policy Driven**  | Interprets policies and/or participates in the establishment of guidelines or procedures for their unit/department. |
| **Authority – Unit** | Acts as an authority to implement policy and/or establishes procedures or guidelines for their unit/department. |
| **Authority – School/ College/Division**  | Acts as an authority to implement policy and/or establishes procedures or guidelines for their school/college or VP area/Division. |
| **Authority – University**  | Acts as an authority to implement policy and/or establishes procedures or guidelines for the University. |

**Impact of Decisions Made (i.e., what is the sphere of influence of those decisions)**

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| **MyTrack Option** | **Definition** |
| **Position** | Decisions impact one’s own work. Erroneous decisions may have impact to immediate work team. |
| **Unit/Department** | Decisions have implications within a unit or department. Erroneous decisions may impact cost, customer service, goal achievement, reputation, etc. |
| **School/College/Division**  | Decisions have implications for the school/college or VP area/Division. Erroneous decisions may impact cost, customer service, goal achievement, reputation, etc. |
| **School/College/Division + University** | Decisions have major implications to other areas of the University in addition to their own school/college or VP Area/division. Erroneous decisions may impact cost, customer service, goal achievement, reputation, etc. |
| **University** | Decisions have significant, broad implications for the entire University; contributes to overall strategy and direction for the University. Erroneous decisions may have significant financial, reputational, or community impact. |

**Autonomy and Discretion (i.e., how directed, or independent is the work)**

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| **MyTrack Option** | **Definition** |
| **Little Discretion** | Work is routinely monitored by supervisor; follows established and/or detailed guidelines, processes, and procedures. Little discretion in work. |
| **Some Discretion**  | Work progress is monitored by supervisor; follows established guidelines, procedures, or policies; follows precedents. Some discretion in work. |
| **Independent Work, Results Defined** | Results are defined; existing practices are used as guidelines and discretion is used to determine specific work actions; carries out work activities independently; supervisor provides guidance and is available to resolve problems. |
| **Independent Work, Overall Direction**  | Results are generally defined; sets own goals and independently determines how to accomplish tasks; precedents may exist to follow; supervisor provides broad guidance and overall direction. |
| **Broad Latitude**  | Provides input and/or recommendations on the results to be achieved; has broad latitude to set own goals and determine how to accomplish results with few or no guidelines to follow; acts in accordance with leadership vision. |

**Fiscal Authority (i.e., what is the sphere of influence for fiscal decisions)**

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| **MyTrack Option** | **Definition** |
| **None** | Has no fiscal authority. |
| **Limited**  | Has limited fiscal authority based on set parameters, requests approval for financial actions beyond defined scope.  |
| **Unit/Department** | Responsible for financial decisions within academic or administrative unit/department or for a subset of that unit/department. May provide input to the budgeting process. |
| **School/College/Division** | Responsible for financial decisions that impact the School/College or VP Area/Division. May participate in the overall budgeting process. |
| **University Level**  | Makes or contributes to financial decisions which broadly impact all or significant parts of the university. Responsible for fiscal controls. |

**Fiscal Responsibilities (i.e., what are the responsibilities within that sphere of influence)**

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| **MyTrack Option** | **Definition** |
| None | Does not perform tasks related to budget. |
| Transactions | Responsible for transactional spending and may approve or monitor transactions completed by others. Not responsible for decision-making regarding transactions.  |
| Administration/Oversight | Responsible for the administration/oversight of budgets. May also process transactions but has decision making authority regarding spending as defined by unit. |
| Budget Authority  | Responsible for decisions regarding budget and expenditures. |