**MyTrack Position Description Template**

**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](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions).

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| **position information** | |
| 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* |

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| **General Position Information** | |
| Team: | Click or tap here to enter text. |
|  | *The Team field will typically 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:\* | 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)* |
| 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 (Position #):\* | Click or tap here to enter text. |
| Primary Job Location\* | *(Enter city name or use search function to view library)* |

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| **POSITION BUDGET** | |
| 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. |

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| **POSITION DETAILS** | |
| *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. |

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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: | 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. | |
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| **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:\* | 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. |

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| **Job Duties** | | |
| **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 |

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

**HUMAN RESOURCES**

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

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

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| Export This Position Description: |  |
| 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: |  |

**USERS & 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\* Click here to enter text.

Hiring Manager:\* Click here to enter text.

Approval Process:\* Choose an item.

Unit Director/Head:\* Click here to enter text.