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| FIELD REFERENCES |
| Position Description |
| *Reason:** Select the reason that best applies for editing or creating the PD.
 |  |
| *Recruitment information:** Select if PD is intended for immediate recruitment (shortly following approvals).
* Select if PD is intended for a direct appointment.
* If PD is for recruitment and a proposed hiring range is known, enter that range.
* The Approved Hiring Range (HR Only) field will be completed by HR for OA positions.
 |  |
| General Position Information |  |
| *Team:** Populated based on user completing PD

*Position Title:** This is the title that will display on the job posting and be the working title for the position.
 |  |
| *Position Classification:** Populated once the job is created in Banner.
* If the position exists in Banner, the blue box displays key information about the position classification.

*Position Number:** Populated once the job is created in Banner.
* If the position exists in Banner, the blue box displays key information about the position.
 |  |
| *Org Structure:** Select the appropriate VP Area, School/College/Admin Unit, Division/Admin Sub Unit, and Department or Program. The first two org levels are required, the second two are optional.

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| *Timesheet Org:** Enter the timesheet org for the position.
* You can search the library of timesheet orgs by clicking the magnifying glass icon.
* Searches can be conducted by either org code or the Cost Center (department) name.
* The org code can be viewed in numerical order or alphabetically by cost center name.
* Putting a partial code or name in the search fields will bring back multiple possible results.
 |  |
| *Type of Position:** Select the type of position.
* The position type will be finalized by Human Resources when the Position Description is approved.
 |  |
| *Appointment Type:** Select the Appointment Type from the available choices.
* Note that some appointment types are specific to certain employee groups.
 | Graphical user interface, text, application  Description automatically generated |
| *Duration:** Select the Duration you expect for this position.
 |  |
| *Rank:** Select the Rank for this position.
* All non-faculty positions, select No Rank.
* For faculty positions with multiple ranks, select the *lowest* rank possible for the position.
* You will confirm the rank for the successful candidate at the point of hire.
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| *Annual Basis:** Select the Annual Basis for the position.
 |  |
| *Expected FTE:** Enter the expected FTE for the position.
* Enter a number between 0.01 and 1.0.
 |  |
| *Reports to (Position Number):** Enter the position number (B#) of the position that this position reports to.
* You may use the magnifying icon to open the search window.
* HR recommends using Banner PWIVERI if you are having difficulty finding the B# of the supervisor.
 |  |
| *Primary Job Location:** Enter the primary location for the job. Click on the binoculars to search by Site No. or Site Name.
* The primary location choices come from Banner.
* The table is organized by city in Oregon, State in the U.S., British Columbia, and Outside US for all other international locations.
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| POSITION BUDGET |
| *Position Funding:** Select the funding source for this position.
* If the funding is not yet final, select requested appropriate.
 |  |
| *Labor Distribution:** This section provides information about the initial labor distribution for the position.
* 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).
 |  |
| Position Details |
| *Organizational Chart:** Upload an org chart by clicking on Documents tab at the top of the PD.
* From the drop down menu, select “Document from File.”
* Select Org Chart as the Document Category.
* Title your Org Chart (optional)
* Click “Upload file” to browse for the file and select the file you would like to upload.
* Click “save and close” to return to the Position Info tab to complete your Position Description.
 |  |
| *Position Summaries and Qualifications** Each of these sections should be filled out completely.
* These fields will also be used to build out the job advertisement.
* For guidance on how to write summaries and define qualifications, please see our PD Guidance and other resource materials.
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| Supervision |
| *Supervisory Responsibilities:** Select the level of supervisory responsibilities this position has. For full definitions, see our PD Guidelines.
* If multiple selections apply, pick the highest level regularly performed.
 |  |
| *Employee Count:** Indicate in the fields the amount of FTE for each type of employees this position has supervisory responsibilities for.
 |  |
| Decision Making & Fiscal Responsibility |  |
| *Scope of Decisions Made** Select the appropriate choice from the drop down menu that covers the scope of decisions that this position makes
* Full definitions of menu items are available in PD Guidelines
 |  |
| *Impact of Decisions Made** Select the appropriate choice from the drop down menu that covers the impact of decisions that this position makes
* Full definitions of menu items are available in PD Guidelines
 |  |
| *Autonomy and Discretion** Select the appropriate choice from the drop down menu that covers the level of autonomy and discretion for this position.
* Full definitions of menu items are available in PD Guidelines
 |  |
| *Fiscal Authority** Select the appropriate choice from the drop down menu that covers the fiscal authority (scope of influence) for this position.
* Full definitions of menu items are available in PD Guidelines
 |  |
| *Fiscal Responsibilities** Select the appropriate choice from the drop down menu that covers the fiscal responsibilities within the defined scope for this position.
* Full definitions of menu items are available in PD Guidelines
 |  |
| *Budget Fields** *If the position has fiscal authority or responsibilities, enter the total operating budget.* *Depending on the position, this could include General, Auxiliary, Grant, Foundation, and/or Agency funds*
* *Grant funding, number of grants, foundation funds, number of foundation funds, and agency funding are optional fields*
* *Fields labeled with ($) should be dollar amounts, rounded as reasonable*
* *Only list budget that the position has fiscal authority or responsibilities for.*
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| Job Duties |  |
| *Job Duties:** To enter a job duty, click “new.”
* Enter the percentage of time, duties/responsibilities, and then select whether the duty is essential or incidental.
* Click add to save the entered information under Job Duties.
* You must click add after every duty. Confirm duties are complete and add to 100%.
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| Working Conditions |
| *Typical Work Functions** Check any applicable typical work functions.
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| *Typical Working Environment and Hazards** Check any applicable typical working environment conditions or hazards.
* “Normal Office Environment” is available for positons that work in a standard office.
 |  |
| *Lifting Demands:** Enter the lifting demands for this position.
* Minimum lifting demands are 10 pounds.
 |  |
| *Additional Physical Demands or Work Conditions:** Enter any additional physical demands or work conditions not covered by the selections above.
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| *Frequency of Travel:** Enter the percentage of time this position may be required to travel.
* Minimum travel frequency is “up to 10%.”
 |  |
| *Work Schedule (if not typical or specified):** Enter the work schedule if not typical. Typical schedule is defined as 8 a.m. to 5 p.m.
* If a *specific* schedule is required as a part of job duties, please note that here.
* A flexible work agreement may be required and can be uploaded to the system at the point of offer.
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| HUMAN RESOURCES |  |
| *Export:** This field is used by HR for data exports related to PD data.

*Budget Profile** This section is completed by HR

*Coding** This section is completed by HR

*Salary, Bargaining Unit, & FLSA Status:** Completed by HR as a part of PD Review
* The salary range displays the approved salary range or comp band for the position.
* The range/band is visible in the blue box.
* HR recommends review of this section after approval

*Background Checks:** Completed by HR as a part of PD review.
* All positions require a criminal background check.
* Additional required checks will be selected as part of the position review.
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| USERS |
| *User Fields** Enter your unit’s HR Administrator, the Hiring Manager for the position, and the Unit Director/Head in these fields.
* The Unit Director/Head field is located below the approval process section.
* The Hiring Manager field will auto-fill to the person who began creating the Position Description. This can be updated if needed.
* You can either type the name of the appropriate individual in the box, or click on the magnifying glass icon to search for the appropriate individual.
* Users in these three roles will receive an email once the PD is updated.
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| USERS |
| *Approval Process:** Select the appropriate approval process.
* Use the Special Review Required position if the position requires approval of a special reviewer or secondary unit prior to being submitted to Human Resources.
* Enter appropriate approvers into the approval roles.
* The system will remember past approvers, but you may adjust these as needed. Do not adjust HR reviewer roles.
 | https://hr.uoregon.edu/sites/hr2.uoregon.edu/files/fields36.png |

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| Complete the Job Description |
| *Saving the Position Description** Save a draft can be used when you need to save the PD you are working on without starting the approval process. HR recommends saving your work at least every hour.
* Submit will save and launch the approval process that was set on your position description. You will remain in the PD.
* Submit and exit will save and launch the approval process that was set on your position description and exit your screen back to the home screen.
* Cancel will exit the position description without saving.
 |  |
| *Notes Tab** You can add notes about the position description using the notes tab.
* From the drop down field, select “note” and add your note.
* Notes can be emailed directly to users.
* You can attach files to your notes.
* Notes remain visible on the position description to anyone who can access the position description. Notes are retained through subsequent approval processes.
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