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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. |  | |
| *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. | |  | |
| *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.* |  |
| 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%. |  |
| Working Conditions | |
| *Typical Work Functions*   * Check any applicable typical work functions. |  |
| *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. |  |
| *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. |  |
| 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. |  |
| 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. |  |