


MyTrack Training: Position Description

| FIELD REFERENCES | | |
|--|--|---|
| Position Description | | |
| <p>Reason:</p> <ul style="list-style-type: none"> Select the reason that best applies for editing or creating the PD. | <p>Reason:* Is this PD update intended for immediate recruitment?:* Anticipated Recruitment Start Date: Proposed Hiring Range: Approved Hiring Range (HR Only): [Redacted]</p> | <p>Select</p> <ul style="list-style-type: none"> New Position/Line Edit to previously approved PD Departmental Initial Entry of Paper PD Faculty Pool Hire Faculty Pool - To Launch Open Pool Reclassification (SEIU or UA) Expansion of duties with pay increase Expansion of duties with no pay increase Position update with retention pay increase |
| <p>Recruitment information:</p> <ul style="list-style-type: none"> Select if PD is intended for immediate recruitment (shortly following approvals) If "Yes" is chosen, enter anticipated recruitment start date 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 | <p>Is this PD update intended for immediate recruitment?:* Anticipated Recruitment Start Date: Proposed Hiring Range: Approved Hiring Range (HR Only):</p> | <p>Select</p> <p>[Calendar icon]</p> <p>[Input field]</p> <p>[Input field]</p> |
| General Position Information | | |
| <p>Team:</p> <ul style="list-style-type: none"> Populated based on user completing PD <p>Position Title:</p> <ul style="list-style-type: none"> This is the title that will display on the job posting and be the working title for the position. | <p>Team: Position Title:*</p> | <p>Human Resources</p> <p>[Input field]</p> |
| <p>Position Classification:</p> <ul style="list-style-type: none"> Populated once the job is created in Banner. If the position exists in Banner, the blue box displays key information about the position classification. <p>Position Number:</p> <ul style="list-style-type: none"> Populated once the job is created in Banner. If the position exists in Banner, the blue box displays key information about the position. | <p>Position Classification: Position Number:</p> | <p>[Input field] [Search icon] [Edit icon]</p> <p>No position classification selected.</p> <p>[Input field] [Search icon] [Edit icon]</p> <p>No position selected.</p> |
| <p>Org Structure:</p> <ul style="list-style-type: none"> 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. | <p>VP Area:* School/College/Admin Unit:* Division/Admin Sub Unit: Department or Program:</p> | <p>Select</p> <p>No School/College/Admin Unit found</p> <p>No Division/Admin Sub Unit found</p> <p>No Department or Program found</p> |

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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.

Timesheet Org:* 

No Timesheet Org selected.

Number:

| Number | Cost center |
|--------|------------------------------------|
| 540263 | Dev Southwest |
| 226303 | Ed Acad Prog Instruction |
| 226300 | Ed Academic Programs |
| 226315 | Ed CATE Administration |
| 226316 | Ed CATE Cntr Advanced Tech in Educ |
| 226302 | Ed CATE External Funding |
| 226360 | Ed Center for Equity Promotion |
| 226318 | Ed CEPR Cntr for Educ Policy Rsch |

Type of Position:

- Select the type of position.
- The position type will be finalized by Human Resources when the Position Description is approved.

Type of Position:*

Appointment Type:*

Duration:*

Appointment Type:

- Select the Appointment Type from the available choices.
- Note that some appointment types are specific to certain employee groups.

Appointment Type:*

Duration:*

Rank:*

Annual Basis:*

Expected FTE:*

Reports to (Position Number):*

Duration:

- Select the Duration you expect for this position.

Duration:*

Rank:*

Annual Basis:*

FTE:*

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.



Rank:*

Annual Basis:*

FTE:*

Primary Job Location:*

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| | | |
|---|--------------------------------|---|
| <p>Annual Basis:</p> <ul style="list-style-type: none">Select the Annual Basis for the position. | Annual Basis:* | <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="9 Month"/> <input type="text" value="12 Month"/> |
| <p>Expected FTE:</p> <ul style="list-style-type: none">Enter the expected FTE for the position.Enter a number between 0.01 and 1.0. | Expected FTE:* | <input type="text"/> |
| <p>Reports to (Position Number):</p> <ul style="list-style-type: none">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. | Reports to (Position Number):* | <input type="text"/> <input type="text" value="No position selected."/>  |
| <p>Primary Job Location:</p> <ul style="list-style-type: none">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. | Primary Job Location:* | <input type="text"/> <input type="text" value="No Site name selected."/>  |

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| POSITION BUDGET | | |
|--|---|---|
| <p>Budgeted Salary:</p> <ul style="list-style-type: none"> Enter the currently budgeted salary for this position at 1.0FTE (even if position is part time). | <p>Budgeted Salary at 1.0 FTE:*</p> <input type="text"/> | |
| <p>Position Funding:</p> <ul style="list-style-type: none"> Select the funding source for this position. If the funding is not yet final, select requested appropriate. | <p>Position Funding:*</p> | <p>Select</p> <input type="text"/> <p>Select</p> <p>Regular Budget - Approved</p> <p>Regular Budget - Requested</p> <p>Sponsored - Secured</p> <p>Sponsored - Requested</p> |
| <p>Labor Distribution:</p> <ul style="list-style-type: none"> 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). | <p>Index:*</p> <input type="text"/> Account Code:* <input type="text"/> Percentage:* <input type="text"/> Explanation (if needed): | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Position Details | | |
| <p>Organizational Chart:</p> <ul style="list-style-type: none"> 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. | <div style="border: 1px solid #ccc; padding: 10px;"> <p>New position description</p> <p>Position info Notes <u>Documents</u></p> <hr/> <p>Select ▼</p> <p>Document</p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Upload a new document 🗑</p> <p>File:* <input type="button" value="Upload file"/> <input type="button" value="Dropbox"/> </p> <p>Document category:* <input type="text" value="Org Chart"/> ▼ </p> <p>Title: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Save and add another"/> <input type="button" value="Save and close"/> <input type="button" value="Close"/> </p> </div> | |

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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.

Department Summary:*

Position Summary:*

Minimum Qualifications:*

Professional Competencies:

Preferred Qualifications:

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| Supervision | | |
|--|---|--|
| <p>Supervisory Responsibilities:</p> <ul style="list-style-type: none"> 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. | <p>Supervisory Responsibilities:*</p> <p>Officers of Administration:</p> <p>Classified Staff:</p> <p>Faculty:</p> <p>Temporary Employees:</p> <p>Graduate Employees:</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="None"/> <input type="text" value="Lead Work/Oversight"/> <input type="text" value="Supervise non-supervisors, shared decisions"/> <input type="text" value="Supervise primarily non-supervisors, full decisions"/> <input type="text" value="Supervise primarily other supervisors"/> </div> |
| <p>Employee Count:</p> <ul style="list-style-type: none"> Indicate in the fields the amount of FTE for each type of employees this position has supervisory responsibilities for. | <p>Officers of Administration:</p> <p>Classified Staff:</p> <p>Faculty:</p> <p>Temporary Employees:</p> <p>Graduate Employees:</p> <p>Student Employees:</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/> </div> |
| Decision Making & Fiscal Responsibility | | |
| <p>Scope of Decisions Made</p> <ul style="list-style-type: none"> 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 | <p>Scope of Decisions Made:*</p> <p>Impact of Decisions Made:*</p> <p>Autonomy and Discretion:*</p> <p>Fiscal Authority:*</p> <p>Fiscal Responsibilities:*</p> <p>Operating Budget (\$):</p> <p>Grant Funding (\$):</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Directed"/> <input type="text" value="Guideline Driven"/> <input type="text" value="Policy Driven"/> <input type="text" value="Authority - Unit"/> <input type="text" value="Authority - School/College/Division"/> <input type="text" value="Authority - University"/> </div> |
| <p>Impact of Decisions Made</p> <ul style="list-style-type: none"> 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 | <p>Impact of Decisions Made:*</p> <p>Autonomy and Discretion:*</p> <p>Fiscal Authority:*</p> <p>Fiscal Responsibilities:*</p> <p>Operating Budget (\$):</p> <p>Grant Funding (\$):</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Position"/> <input type="text" value="Unit/Department"/> <input type="text" value="School/College/Division"/> <input type="text" value="School/College/Division + University"/> <input type="text" value="University"/> </div> |
| <p>Autonomy and Discretion</p> <ul style="list-style-type: none"> 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 | <p>Autonomy and Discretion:*</p> <p>Fiscal Authority:*</p> <p>Fiscal Responsibilities:*</p> <p>Operating Budget (\$):</p> <p>Grant Funding (\$):</p> <p>Number of Grants:</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Little Discretion"/> <input type="text" value="Some Discretion"/> <input type="text" value="Independent Work, Results Defined"/> <input type="text" value="Independent Work, Overall Direction"/> <input type="text" value="Broad Latitude"/> </div> |
| <p>Fiscal Authority</p> <ul style="list-style-type: none"> 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 | <p>Fiscal Responsibilities:*</p> <p>Operating Budget (\$):</p> <p>Grant Funding (\$):</p> <p>Number of Grants:</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="None"/> <input type="text" value="Limited"/> <input type="text" value="Unit/Department"/> <input type="text" value="School/College/Division"/> <input type="text" value="University Level"/> </div> |
| <p>Fiscal Responsibilities</p> <ul style="list-style-type: none"> 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 | <p>Fiscal Responsibilities:*</p> <p>Operating Budget (\$):</p> <p>Grant Funding (\$):</p> <p>Number of Grants:</p> <p>Foundation Funding (\$):</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="None"/> <input type="text" value="Transactions"/> <input type="text" value="Administration/Oversight"/> <input type="text" value="Budget Authority"/> </div> |

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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.

Operating Budget (\$):

Grant Funding (\$):

Number of Grants:

Foundation Funding (\$):

Number of Foundation Funds:

Agency Funding (\$):

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%.

| % of time | Duties / Responsibilities | Essential / Incidental |
|----------------------------|---------------------------|--|
| There are no items to show | | |
| <input type="text"/> | <input type="text"/> | Essential <input type="button" value="Add"/> |

Working Conditions

Typical Work Functions

- Check any applicable typical work functions.

Typical Work Functions:*

| | |
|--|---|
| <input type="checkbox"/> Balancing | <input type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input type="checkbox"/> Crouching/Stooping | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input type="checkbox"/> Reaching | <input type="checkbox"/> Regular Interaction with Customers |
| <input type="checkbox"/> Repetitive movement | <input type="checkbox"/> Sitting |
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Specific Work Schedule |
| <input type="checkbox"/> Squatting | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Telephone Use | <input type="checkbox"/> Twisting/Bending |
| <input type="checkbox"/> Walking/Running | <input type="checkbox"/> Writing |

Typical Working Environment and Hazards

- Check any applicable typical working environment conditions or hazards.
- "Normal Office Environment" is available for positions that work in a standard office.

Typical Working Environment and Hazards:*

| | |
|---|---|
| <input type="checkbox"/> Normal Office Environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input type="checkbox"/> Electrical Hazards | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Fire Hazards | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Human-Source Material (e.g. blood) | <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) |
| <input type="checkbox"/> Moving Machinery/Heavy Equipment | <input type="checkbox"/> Near-Continuous Use of Video Display |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Pathogens |
| <input type="checkbox"/> Potential Combative Work Environment | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Weather Extremes | |

Lifting Demands:

- Enter the lifting demands for this position.
- Minimum lifting demands are 10 pounds.

Lifting Demands:*

Additional Physical Demands or Work Conditions:

Select

Select

Up to 10 pounds

Up to 25 pounds

Up to 50 pounds

Additional Physical Demands or Work Conditions:

- Enter any additional physical demands or work conditions not covered by the selections above.

Additional Physical Demands or Work Conditions:

Frequency of Travel:*

Work Schedule (if not typical):

Select

Select

Up to 10%

Up to 25%

Up to 50%

Frequency of Travel:

- Enter the percentage of time this position may be required to travel.
- Minimum travel frequency is "up to 10%."

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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.

Work Schedule (if not typical or specified):

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.

HUMAN RESOURCES

Export This Position Description: Yes No

Budget Profile:

Banner Skill Code:

Job Group:

Census Code:

Standard Occupational Code:

NCCI (Worker's Comp):

Reporting Designation?: Yes No

Campus Security Authority?:

Salary Range: No salary range selected.

Bargaining Unit:

FLSA Exempt?: Yes No

Education Verification: Yes No

Medicare Exclusion: Yes No

Credit Checks: Yes No

Professional License & Certification: Yes No

Child Care Licenses: Yes No


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.


All positions are subject to criminal background check. Additional checks are noted below.


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.

HR Administrator (Unit):*  No user selected.

Hiring Manager:*  Name: Supervisor Wanda Maximoff

Approval process:* 

Unit Director/Head:*  No user selected.

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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.

Approval process:*

None

None

CAS Hire from a Faculty Pool

CENTRAL HR USE ONLY - Approval Reset

CENTRAL HR USE ONLY - Human Resources PD Entry

Expansion of Duties w/out Pay Increase

Expansion of Duties With Pay Increase

New or Revised - Special Review Required

New or Revised Position

Reclassification

Retention

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.

Save a draft

Submit

Submit and exit

Cancel

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.

Position info Notes Documents

Add: Select