

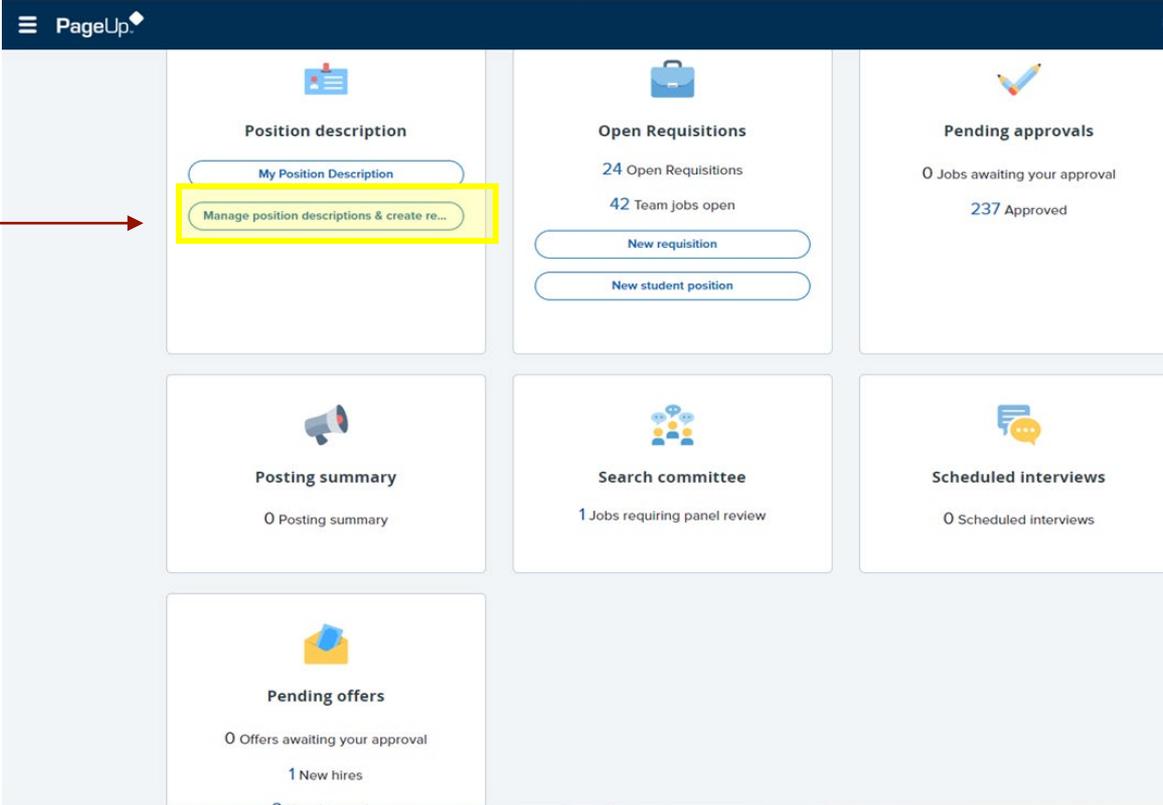


Creating and Editing a Position Description

THE UNIVERSITY OF ALABAMA®

How to Find Your Position Descriptions

- You can access your Position Description Library by selecting the **Manage Position Description & Create Requisition** bubble on the Position Description tile on your dashboard.



The screenshot displays the PageUp dashboard interface. The top navigation bar includes a hamburger menu icon and the text 'PageUp'. The dashboard is organized into a grid of tiles. The first tile, titled 'Position description', contains three buttons: 'My Position Description', 'Manage position descriptions & create re...', and a third button. A red arrow points from the text in the bullet point above to the 'Manage position descriptions & create re...' button, which is highlighted with a yellow border. Other tiles include 'Open Requisitions' (24 Open Requisitions, 42 Team jobs open), 'Pending approvals' (0 Jobs awaiting your approval, 237 Approved), 'Posting summary' (0 Posting summary), 'Search committee' (1 Jobs requiring panel review), 'Scheduled interviews' (0 Scheduled interviews), and 'Pending offers' (0 Offers awaiting your approval, 1 New hires).

How to Search Your PD Library

- Use the following steps to search your PD library or locate a specific PD:

- Searching the full library:

1. Use the **Clear** button to empty all fields
2. Click **Search**
3. This will give you all the position descriptions you have access to

- Searching for a specific position:

1. Use the **Clear** button to empty all fields
2. Sort by using search fields (We recommend you use only one field at a time)
3. Click **Search**

Click on **New Position Description** to create a new PD.

Please note, you may already have a similar position. Contact your Compensation Analyst before choosing to create a new position.

Be sure to clear your search before entering new criteria!

New position description

Position description

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Employee CWID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="999999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Name	Appointment type	Division	College	Department/Organization	Approval status	Status
<input type="text"/>	All	All	All	All	All	Active

Clear Search

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Supervisor Name	Date modified	Approval status	
PD-4628	Test Position	Test Position	999999	95150			Dec 8, 2022	Approved	Edit View Create requisition from PD Archive

Updating Existing Positions

- Click **edit** to the right of the position description you would like to make changes to.

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Supervisor Name	Date modified	Approval status	
PD-4628	Test Position	Test Position	999999	95150			Dec 8, 2022	Approved	Edit View Create requisition from PD Archive

- Scroll to the very bottom of the PD. You will need to click **Update PD** in order to make changes to the position description.

Approval process:* 1 Approver

1. HR: Anna Robinson ✓ Approved Dec 8, 2022

[Update PD](#) [Edit](#) [Cancel](#)

Position Description Card

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press "Update PD"
Click "OK" in the pop-up window that appears to reset the approval process

POSITION DETAILS

Type of Action Requested:*

Modification

Type of Funding:*

State Funds

Will you submit the position for posting once approved?:*

No

Explanation of the Request (Please provide a detailed explanation of what has changed for this position and department. Any changes to department background checks should be included here):*

This field should include details of any broad changes to the department structure and organization. Any details that support the request (taking on new duties, updating prior to posting, updating during review cycle, department reorg, etc.). Any request for changes to classification information (blue box drop down) should be included here. All old information from prior request should be removed prior to processing.

Justification for Filling or Reclassifying Position (Enter a detailed justification of the mission related reason that your department must fill or reclassify this position.):*

This field should include a detailed justification of why the department must fill or reclassify their position based on the mission of the University and college/department. Please support your justification with any data or any additional important information.

Position Review Committee:

This is where the position review committee will leave any comments in relation to the approval or declination of the PD.

Employee Classification:

Temporary Assignment

Classification title: Temporary Assignment

Type of Action Requested:

- **Modification** is used for a request in which the department does not anticipate a change in classification.
 - Making changes to an existing PD; including updating job duties, department-specific information, and appointment type.
- **New Position** is used when there is not an existing position number for this job.
- **Reclassification** is used when changes have been made that the department anticipates a change in classification.
 - Select this if your position has incurred significant changes and the PD has been updated. HR will review to determine the appropriate classification.
- **Job Duties Update ONLY** is used for the purpose of updating job duties for the performance evaluation process.
- **No Changes to PD – Posting Job** is used for gaining Position Review Committee approval to post a position.

Position Description Card

- **Classification Title** – If you are requesting a new position, or reclassification, please list “Undecided”. The classification will be determined upon evaluation. You will **NOT** be able to select the employee classification. You may include any proposed job titles in the **Working Title** field.

Classification Title:*	Test Position
Working Title:	Test Position
Position Number:	<input type="text"/>  
	Position no: 999999 

- **Position Number** – New position numbers are assigned by HR during the evaluation process.
- **Supervisor Position Number** – You will provide the direct supervisor’s position number.

Position Number:	<input type="text"/>  
	Position no: 999999 
Supervisor Position Number:*	Asst Dir Human Resources  
	Position no: 991865 

Position Description Card

- **Division, College, Department/Organization** - Please select the appropriate areas for the position.

Division:*

Finance and Operations ▾

College:*

Senior Assoc VP Human Resources ▾

Department/Organization:*

506101 - Human Resources ▾

Team:

506101 - Human Resources ▾

Position Description Card

Additional Department Summary:

This should be a concise statement that provides an overview of the position. This statement should consist of no more than 3 – 5 sentences. It should NOT be a list of the job duties.

- What is the main purpose of the position?
- What does the position exist to do?
- What is it supposed to accomplish?
- What is an outstanding feature that makes this position different?

Additional Department Summary:

This is a test position that is being created for training only.

Additional Required Minimum Qualifications (Review the drop down in blue box under Employee Classification for assigned minimum qualifications. Add any additional qualifications required by the department):

Must have a valid U.S. driver's license. Must be at least 19 years of age at the time of hire and have an acceptable Motor Vehicle Report that is in compliance with University policies. Applicants under the age of 21 will have some driving restrictions.

Skills and Knowledge (Add any specific skills or knowledge needed to effectively perform in the position):

Preferred Qualifications (Add any additional qualifications preferred by the department):

Additional Required Minimum Qualifications:

This should be education, experience, and/or certifications that individuals must possess to be minimally qualified. The requirements should be specific, realistic, and defensible. This will be used in the applicant screening process and could result in a limited applicant pool.

Skills and Knowledge:

These are skills, abilities, and/or knowledge that is needed to effectively perform the job (i.e. proficiency in Microsoft applications, communication skills, etc.). Typically, these are traits that would be assessed in an interview.

Preferred Qualifications:

This is education, experience, and/or certifications that the ideal candidate should possess. This can be used to narrow the pool of applicants during the department screening.

Position Description Card

Appointment Type:

Select an option from the drop-down:

- Regular Full-time (Benefits Eligible)
- Regular Part-time (Benefits Eligible)
- Temporary Full-time (No Benefits)
- Temporary Part-time (No Benefits)
- Contingent/On-Call (No Benefits)

Appointment Type:*

Regular Part-time (Benefits eligible) ▼

Department Schedule:*

7.75 ▼

Chart-Fund-Orgn-Account-Program:*

X-XXXXX-XXXXXX-XXXXXX-XXX

(X-XXXXX-XXXXXX-XXXXXX-XXX)

Amount budgeted for position:*

\$45,000

Normal Work Schedule:*

Monday - Friday 8:00am to 4:45pm

i.e. Monday - Friday 8:00am to 4:45pm

Position Work Location:

Select ▼

If On Campus Job is selected department will not be able to hire an individual for remote work.

Department Schedule:

Select an option from the drop-down:

- 7.75
- 8.0
- 12.0

Chart – Fund – Orgn – Account – Program:

Provide a FOAP for the position in the following format:

X-XXXXX-XXXXXX-XXXXXX-XXX

The information provided in the FOAP field will be verified against budget to ensure the proper funds exist.

Amount Budgeted for Position:

Provide the rate the department is expecting to set aside for this position.

Normal Work Schedule:

Provide the normal working hours expected of this position.

Position Work Location:

Select an option from the drop-down:

- On Campus Job
- Remote Hybrid – Optional
- Remote Full (100%) – Optional

If you select *On Campus Job*, you will NOT be able to hire an individual for remote work.

Position Description Card

- For **Job Duties**, provide 3-5 groupings of action statements that accurately describe the major/key responsibilities or functions of the job.
- Be sure that the duties submitted total 100%. Do not break duties down to less than 5%. You must allocate a percentage next to each duty and identify if the duty is Essential or Marginal.
 - You do not need to include the “%” sign in the “% of time” field (i.e., 40 rather than 40%).

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal		
45	Typing a variety of material, compiling data and preparing reports, purchasing office supplies and materials, maintaining budget records, act as daily liaison to other offices. test	Essential	Edit	Remove
40	Typical duties may include receiving, screening and routing telephone calls, mail and visitors, arranging itineraries/agendas, setting up and maintaining files (database and/or hardcopy).	Essential	Edit	Remove
10	Maintain calendar and schedule.	Essential	Edit	Remove
5	Other duties as assigned.	Marginal	Edit	Remove

New

Position Description Card

- **Department Required Background Checks** - Depending on the position, central HR will make final decisions regarding background check requirements.

Select an option from the drop-down:

- Yes
- No

Select an option from the drop-down:

- Standard plus Federal (convictions in federal crt)
- Standard plus Federal plus Credit
- Standard plus Federal plus credit plus OIG/GSA
- Standard plus Federal plus International
- Standard plus Federal plus OIG/GSA

DEPARTMENT REQUIRED BACKGROUND CHECKS

Drug Screen:* No ▾

MVR:* Yes ▾

Physical:* No ▾

Background Check:* Standard plus Federal (convictions in federal crt) ▾

Education Check: No ▾

Enhanced Check: No ▾

Position Description Card

MOTOR VEHICLE REQUIREMENTS MUST BE REFLECTED IN THE JOB DUTIES

Approximately how many times a year will this position need to drive for job related duties. If there are no motor vehicle requirements put "None":*

Please provide an approximate number to how many times the individual will be required to drive. It should not be subjective if we are requiring an MVR as a prescreen to employment (e.g. frequently, occasionally, rarely, etc.).

Describe the job duties that require driving. If there are no motor vehicle requirements put "None":*

This should describe what duty is being performed that requires the need to drive based on the response to the field above. Information in this field should tie back to essential duties listed in the Job Duties section.

- If an MVR is not required, but driving is done later, then you can request an MVR check through the Office of Risk Management.

FISCAL RESPONSIBILITY

Size of budget. If there is no fiscal responsibility put "None":*

None

i.e. \$450,000

Select the one most appropriate statement that describes this position's fiscal responsibility:*

1. No Fiscal Responsibility

Position Description Card

- These should be accurate within other PDs as well. Do not list employee names in this section.

SUPERVISORY SCOPE

Attach a current organizational chart to the Documents tab

Exempt (monthly) staff:*

1.No Authority or responsibility for supervision ▼

Position Title and Number:

E.g. Program Assistant - 973602 & 993178

Exempt (monthly) supervisory staff (does not include student supervision):*

1.No Authority or responsibility for supervision ▼

Position Title and Number:

Non-exempt (bi-weekly) staff:*

1.No Authority or responsibility for supervision ▼

Position Title and Number:

Non-exempt (bi-weekly) supervisory staff (does not include student supervision):*

1.No Authority or responsibility for supervision ▼

Position Title and Number:

Student:*

1.No Authority or responsibility for supervision ▼

Number of Student Positions:

Position Description Card

- The demands selected should be job duties done on a regular basis. The physical demands selected must be consistent with the duties assigned. This information is important and may be used for on-the-job injuries or determining disability or accommodation requests.

PHYSICAL DEMANDS

Physical Demands (check all that apply):*

<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
<input type="checkbox"/> Crouching/Stooping	<input checked="" type="checkbox"/> Driving
<input checked="" type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding
<input type="checkbox"/> Pulling/Pushing	<input type="checkbox"/> Reaching
<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Squatting
<input type="checkbox"/> Standing	<input type="checkbox"/> Twisting/Bending
<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing
<input type="checkbox"/> None	

LIFTING DEMANDS

Lifting demands:*

6. None

ENVIROMENTAL & HAZARDOUS CONDITIONS

Environmental & Hazardous Conditions (check all that apply):*

<input checked="" type="checkbox"/> Normal Office Environment	<input type="checkbox"/> Indoor Temperature Extremes
<input type="checkbox"/> Darkness or Poor Lighting	<input type="checkbox"/> Dust/Fumes
<input checked="" type="checkbox"/> Near-continuous use of a Computer Monitor	<input type="checkbox"/> Noise
<input type="checkbox"/> Vibration	<input type="checkbox"/> Weather Extremes
<input type="checkbox"/> Mechanical Hazards	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Moving Machinery/Heavy Equipment
<input checked="" type="checkbox"/> Traffic	<input type="checkbox"/> Heights
<input type="checkbox"/> Close/cramped quarters	<input type="checkbox"/> Animals/Wildlife
<input type="checkbox"/> Explosives	<input type="checkbox"/> Violence
<input type="checkbox"/> Disease/Pathogens	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Radiation	

Additional Physical Demands or Work Conditions:

Position Description Card

- Once you have completed the position description, you will need to select the appropriate approvals for the approval process by clicking on the drop-down. Select the number of people in your approvals and add their names.
 - Talent Acquisition Specialist or HR Business Partner is typically the first and last approver in most cases.
- Please contact your HR Business Partner or Talent Acquisition for more information regarding your department's specific approval process.
- If you are not ready to submit the PD for review, select **Save a draft** button.
 - Once you save a PD as a draft, it can be retrieved by searching **Draft** in the Approval Status search field.

The screenshot displays a web form for a Position Description Card. At the top, there is a label "Approval process:*" followed by a dropdown menu currently set to "None". Below this is a large, empty rectangular box. Underneath the box is the label "Hiring Manager:*" and a search input field. The search field contains the text "No user selected" and has a magnifying glass icon to its right. Below the search field is a "Next page >" link. At the bottom of the form, there is a note: "Please fill in all mandatory fields marked with an asterisk (*)." At the very bottom of the page, there are four buttons: "Save a draft", "Save", "Save & Submit", and "Cancel".



**For more information, please contact
your Talent Acquisition Specialist or
HR Business Partner!**