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.
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!
Updating Existing Positions

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

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

**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.

- **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 Description Card

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

**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%).

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>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</td>
<td>Essential</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>40</td>
<td>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).</td>
<td>Essential</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>10</td>
<td>Maintain calendar and schedule.</td>
<td>Essential</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>5</td>
<td>Other duties as assigned.</td>
<td>Marginal</td>
<td>Edit</td>
<td>Remove</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Exempt (monthly) staff:*</th>
<th>1. No Authority or responsibility for supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title and Number:</td>
<td></td>
</tr>
<tr>
<td>Exempt (monthly) supervisory staff (does not include student supervision):*</td>
<td>1. No Authority or responsibility for supervision</td>
</tr>
<tr>
<td>Position Title and Number:</td>
<td></td>
</tr>
<tr>
<td>Non-exempt (bi-weekly) staff:*</td>
<td>1. No Authority or responsibility for supervision</td>
</tr>
<tr>
<td>Position Title and Number:</td>
<td></td>
</tr>
<tr>
<td>Non-exempt (bi-weekly) supervisory staff (does not include student supervision):*</td>
<td>1. No Authority or responsibility for supervision</td>
</tr>
<tr>
<td>Position Title and Number:</td>
<td></td>
</tr>
<tr>
<td>Student:*</td>
<td>1. No Authority or responsibility for supervision</td>
</tr>
<tr>
<td>Number of Student Positions:</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
For more information, please contact your Talent Acquisition Specialist or HR Business Partner!