Position Description Template
To login go to jobs.ua.edu/hr

You will see the following screen. Login using your MyBama ID and password.
To find your Position Description Template:
You can access your Position Description Template library by selecting "Manage position descriptions & c..." bubble on the Position Description tile on your dashboard.
Use the following steps to search your position description library or locate a specific position description:

To search the full library of job positions:
1. Use the “clear” button to clear your search history.
2. Hit search.
3. This gives you all the position descriptions you have access to.

To search for a specific position:
1. Use the “clear” button to clear your search history.
2. Sort by using search fields. (Search using only one field at a time works best!)
3. Click “search”.

We suggest searching by position number or by department, not both. You can also search by the employee name.

Click on “new position description” to create a new position description. Please note, you may already have a similar position. Contact your Compensation Analyst before choosing to create a new position.
To get started with updating an existing position. Click on “edit” to the right of the position description you would like to make changes to.

One you have the Position Description open, scroll to the very bottom of the page. You will need to click “Update PD” in order to make changes to the Position Description.
Reason for Request:

- **Create PD**: Select this type of request if you would like to create a new position, but will not be recruiting within the next 30 days.
- **Create PD & Post**: Select this type of request if you are creating a new position and would like to post immediately after approval. This option DOES NOT automatically initiate the requisition or job posting; you will still need to submit the requisition.
- **Update PD**: Select this type of request if you are making changes to existing position, but not planning to recruit. This is used for both modification and reclassification.
- **Update Position Description & Post**: Select this type of request if you are making changes to existing position and would like to post immediately after approval. This option DOES NOT automatically initiate the requisition or job posting; you will still need to submit the requisition.
**Type of action requested:**

- **Modification**: Select this if you are making changes to an existing PD, including updating job duties, department-specific information, and appointment type.

- **New Position**: Select this if you are creating a new position.

- **Reclassification**: Select this if your position has incurred significant changes and the PD has been updated. You are requesting that HR review to determine the appropriate classification.
Justification for the Request:
Thoroughly describe the reason for submitting the position for review. If requesting a reclassification, describe the significant changes that have occurred since the previous review. Include information, including supporting documents, that supports the request.
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.
Division, College, Department/Organization: You will select the appropriate Division, College and Department/organization.
**Additional Department Summary:**
This should be a concise statement or "snapshot" that provides an overview of the position. This statement should consist of no more than three to five 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 the outstanding feature that makes this position different?
Additional Required Department 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, or knowledge that is needed to effectively perform the job (i.e. proficiency in Microsoft applications, communications 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 department screening.
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-XXXXX-XXXXX-XXX
The information provided in the FOAP field will be verified against the budget to ensure proper funds exist.

Identify where the funding for this position is coming from:
Be sure to provide specific funding information for the position (State or Grant.)
**Job Duties:**
These should be 3-5 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%)
### Department Required Background Checks

- **Drug Screen:** Select an option from the drop down.
  - Yes
  - No
- **MVR:**
- **Physical:**
- **Background check:** Select an option from the drop down.
  - Standard plus Federal (convictions in federal crim)
  - Standard plus Federal plus Credit
  - Standard plus Federal plus credit plus OIG/GSA
  - Standard plus Federal plus International
  - Standard plus Federal plus OIG/GSA

### Motor Vehicle Requirements

**Type of Vehicle Usage Regularly Required:**
If an MVR is required, the job duties must reflect the necessity of the position to drive on a regular basis. Select an option from the drop down.
- UA Fleet
- UA Departmental
- All of the Above
- None

**Select the option that best describes the type of vehicle usage regularly required of this position:**
Select an option from the drop down.
Frequency of Use:
Infrequent driving would not require an MVR when recruiting. Select an option from the drop down.
• Infrequently – 6 times or less a year
• Occasionally – Monthly
• Regularly – Weekly
• Daily
• None

Purpose of Use:
Select an option from the drop down.
• Intra-campus job/delivery/errands
• Campus and Local job/delivery/errands
• Local and Out of Town job/delivery/errands
• None
FISCAL RESPONSIBILITY

Please indicate the size of budget for which this position has responsibility. If there is no fiscal responsibility select "None":*

**Size of Budget:**
Select an option from the drop down.
- None
- $1 - $100,000
- $100,001 - $500,000
- $500,001 - $1,000,000
- $1,000,001 - $50,000,000
- Over $50,000,000

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

**Level of Fiscal Responsibility:**
Select an option from the drop down.
- No Fiscal Responsibility
- Adhering to an established budget for an assigned unit or account
- Posting to ledger accounts and monitoring the allocation of funds against an established budget
- Managing a revenue-producing activity
- Developing financial forecasts and annual budgets. Performing complex analyses or projections
### Scope of Supervision:
Select an option from the drop down.
- No Authority or responsibility for supervision
- Functional Guidance: Overseeing or coordinating the activities of employees
- Advisory Guidance: Providing input/making recommendations to their supervisor on employee actions
- Direct Supervision: Hiring, firing, evaluating, and disciplining responsibilities
**Position Title and Number:** Provide the classification title and position number of the employee(s) being supervised. Do not put employee names as they are likely to change over time. Do not list positions that have not been approved or are future requests.
Please check all that apply. The demands selected should be a regular part of the job 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 determining disability or accommodation requests.

<table>
<thead>
<tr>
<th>Physical Demands (check all that apply):*</th>
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<tbody>
<tr>
<td>□ Balancing</td>
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<tr>
<td>□ Climbing</td>
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<tr>
<td>□ Crouching/Stooping</td>
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<tr>
<td>□ Feeling/Handling</td>
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<tr>
<td>□ Pulling/Pushing</td>
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<tr>
<td>□ Repetitive movement</td>
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<tr>
<td>□ Speaking</td>
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<tr>
<td>□ Standing</td>
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<tr>
<td>□ Walking/Running</td>
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<tr>
<td>□ None</td>
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<tr>
<td>□ Carrying</td>
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<tr>
<td>□ Crawling</td>
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<tr>
<td>□ Driving</td>
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<tr>
<td>□ Keyboarding</td>
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<tr>
<td>□ Reaching</td>
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<tr>
<td>□ Sitting</td>
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<tr>
<td>□ Squatting</td>
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<tr>
<td>□ Twisting/Bending</td>
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<tr>
<td>□ Writing</td>
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</tbody>
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<table>
<thead>
<tr>
<th>LIFTING DEMANDS</th>
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<tbody>
<tr>
<td>Lifting demands:*</td>
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<tr>
<td>Select</td>
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<thead>
<tr>
<th>ENVIROMENTAL &amp; HAZARDOUS CONDITIONS</th>
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<tbody>
<tr>
<td>Environmental &amp; Hazardous Conditions (check all that apply):*</td>
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<tr>
<td>□ Normal Office Environment</td>
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<tr>
<td>□ Darkness or Poor Lighting</td>
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<tr>
<td>□ Near-continuous use of a Computer Monitor</td>
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<tr>
<td>□ Vibration</td>
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<td>□ Mechanical Hazards</td>
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<td>□ Fire Hazards</td>
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<td>□ Traffic</td>
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<td>□ Close/cramped quarters</td>
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<td>□ Explosives</td>
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<td>□ Disease/Pathogens</td>
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<td>□ Radiation</td>
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<tr>
<td>□ Indoor Temperature Extremes</td>
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<td>□ Dust/Fumes</td>
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<td>□ Noise</td>
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<tr>
<td>□ Weather Extremes</td>
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<td>□ Electrical Hazards</td>
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<td>□ Moving Machinery/Heavy Equipment</td>
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<td>□ Heights</td>
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<td>□ Animals/Wildlife</td>
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<tr>
<td>□ Violence</td>
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<tr>
<td>□ Chemicals</td>
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Additional Physical Demands or Work Conditions: [ ]
Approval Process:

Once you have completed the position description you will need to select the appropriate approvals for the approval process.

Please contact your Compensation Specialist for more information regarding your department’s specific approval process.

If you are not ready to submit the position description for review, select the **Save a draft button**.

Once you save a position description as draft, it can be retrieved by searching **Draft** in the Approval Status search field.

Human Resources is typically the first and last approver in most cases.
Click **Save & submit** to submit the position description to the first approver. This will cause the screen to disappear from your view.

**Save** – saves the document but does not initiate the approval process.

**Save a draft** – saves the position description as a draft only. It does not initiate the approval process.
If you have missed any mandatory fields, you will be directed to complete the mandatory fields denoted with a red asterisk.

Once completed, select **Save & Submit** again. Your position description has now been submitted for approval.
For more information please contact your Compensation & Classification Analyst