



Position Description Template

To login go to jobs.ua.edu/hr

You will see the following screen. Login using your MyBama ID and password.



The image shows a login screen for the UA Recruitment Portal. On the left is the UA logo, a red square with a white 'A'. To the right of the logo is the title 'UA Recruitment Portal'. Below the title are two input fields: 'myBama Id' and 'myBama Password'. A 'Submit' button is located below the password field. Below the input fields is a link for 'Forgot your password?'. Below that is a paragraph of text: 'To access the UA Recruitment Portal, enter your MyBama ID and password.' At the bottom of the screen is a copyright notice: 'Copyright © 2013 The University of Alabama | Tuscaloosa, AL 35487 | Disclaimer | For assistance contact the IT Service Desk at (205) 348-5555 or itsd@ua.edu'.

UA Recruitment Portal

myBama Id

myBama Password

[Forgot your password?](#)

To access the UA Recruitment Portal, enter your MyBama ID and password.

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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.

My Dashboard

Welcome Angel, this is your Dashboard where you will see all your tasks organized in various stages.

The dashboard consists of seven tiles arranged in two rows. The first tile, 'Position description', is highlighted with a black border and a red arrow pointing to the 'Manage position descriptions & c...' button. The other tiles are: 'Open Requisitions' (2 Open Requisitions), 'Pending approvals' (1 Jobs awaiting your approval, 54 Approved), 'Posting summary' (0 Posting summary), 'Search committee' (0 Jobs requiring panel review), 'Scheduled interviews' (0 Scheduled interviews), and 'Pending offers' (0 Offers awaiting your approval, 4 New hires, 20 New hire tasks).

Tile Title	Count / Status
Position description	My Position Description Manage position descriptions & c...
Open Requisitions	2 Open Requisitions
Pending approvals	1 Jobs awaiting your approval 54 Approved
Posting summary	0 Posting summary
Search committee	0 Jobs requiring panel review
Scheduled interviews	0 Scheduled interviews
Pending offers	0 Offers awaiting your approval 4 New hires 20 New hire tasks

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.

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	Supervisor Name	Date modified	Approval status	
PD-249	Office Associate II		999999	R0153			11 Apr 2014	Approved	Edit View Create requisition from PD Unarchive
PD-4628	Test Position	Test Position	999999	95150			6 Jun 2018	Approved	Edit View Create requisition from PD Unarchive
PD-4820	Office Associate II	Test Position -- Test	999999	R0153			17 Apr 2014	Approved	Edit View Create requisition from PD Unarchive

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.

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Supervisor Name	Date modified	Approval status	
PD-2696	Talent Acquisition Specialist I		978308	W0E57	Emma Graciella Wise	Brandi Edith Moses	Sep 18, 2019	Approved	Edit View Create requisition from PD Archive

Once 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.

HR Recruiter:

Alternate Hiring Manager:

Approval process:*

1 Approver

1. HR: Heather Hubbard  Approved Apr 11, 2014

[Update PD](#)

Hiring Manager:*

Enter Your Name

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

Position Description Template

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

Reason for request:*

Type of action requested:*

Justification for the Request (Please include the supervisor's name and position number in the notes section):*

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 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 is used for both modification and reclass. This option DOES NOT automatically initiate the requisition or job posting; you will still need to submit the requisition.

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

Reason for request:*

Select ▼

Type of action requested:*

Select ▼

Justification for the Request (Please include the supervisor's name and position number in the notes section):*

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.

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

Reason for request:*

Select ▼

Type of action requested:*

Select ▼

Justification for the Request (Please include the supervisor's name and position number in the notes section):*

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.

Employee Classification: No employee classification selected.

Classification title:*

For new positions please enter Undecided in the classification title field

Working title:

Recruitment process:*

Position Number: No position selected.

Supervisor Position Number:*

No position selected.

Division:*

College:*

Department/Organization:*

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.

Employee Classification:	No employee classification selected.
Classification title:*	<input type="text"/>
	For new positions please enter Undecided in the classification title field
Working title:	<input type="text"/>
Recruitment process:*	
Position Number:	No position selected.
Supervisor Position Number:*	<input type="text"/>  
	No position selected.
Division:*	Select ▼
College:*	No College found ▼
Department/Organization:*	No Department/Organization found ▼

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.

Employee Classification:	No employee classification selected.
Classification title:*	<input type="text"/>
	For new positions please enter Undecided in the classification title field
Working title:	<input type="text"/>
Recruitment process:*	
Position Number:	No position selected.
Supervisor Position Number:*	<input type="text"/>  
	No position selected.
Division:*	Select ▼
College:*	No College found ▼
Department/Organization:*	No Department/Organization found ▼

Division, College, Department/Organization: You will select the appropriate Division, College and Department/organization.

Additional Department Summary:

Additional Required Department Minimum Qualifications (Add any additional minimum qualifications required by the department):

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

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

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 Department Summary:

Additional Required Department Minimum Qualifications (Add any additional minimum qualifications required by the department):

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

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

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.

Additional Department Summary:

Additional Required Department Minimum Qualifications (Add any additional minimum qualifications required by the department):

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

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

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.

Additional Department Summary:

Additional Required Department Minimum Qualifications (Add any additional minimum qualifications required by the department):

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

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

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

Department Schedule:*

Select

Chart-Fund-Orgn-Account-Program:*

(X-XXXXX-XXXXXX-XXXXXX-XXX)

Identify where the funding for this position is coming from:*

Normal work schedule:*

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

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

Chart-Fund-Orgn-Account-Program:*

(X-XXXXX-XXXXXX-XXXXXX-XXX)

Identify where the funding for this position is coming from:*

Normal work schedule:*

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

Department Schedule:

Select an option from the drop down.

- 7.75
- 8.0
- 12.0

Appointment type:*

Select ▼

Department Schedule:*

Select ▼

Chart-Fund-Orgn-Account-Program:*

(X-XXXXX-XXXXXX-XXXXXX-XXX)

Identify where the funding for this position is coming from:*

Normal work schedule:*

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

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 the budget to ensure proper funds exist.

Appointment type:*

Select ▼

Department Schedule:*

Select ▼

Chart-Fund-Orgn-Account-Program:*

(X-XXXXX-XXXXXX-XXXXXX-XXX)

Identify where the funding for this position is coming from:*

Normal work schedule:*

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

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

% of time	Duties / Responsibilities	Essential / Marginal	Edit	Remove
45	Plan, develop, coordinate, manage and implement all external events, including Board of Visitors meetings and events, donor receptions and events, alumni and reunion events, convocations, conferences and community events. Determine location, set-up and catering for events and coordinate with and supervise event vendors and contractors. Provide follow-up for events and receptions. Develop and maintain event databases and monitor marketing and advancement budgets for event efforts. Coordinate and create publicity for events, including materials design, production and distribution.	Essential	Edit	Remove

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 ▼

MVR:*

Select ▼

Physical:*

Select ▼

Background check:*

Select ▼

Education Check:

Select ▼

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

MOTOR VEHICLE REQUIREMENTS

Select the option that best describes the type of vehicle usage regularly required of this position:*

Select

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 frequency that best describes this position's fleet or departmental vehicle usage:*

Select

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

Select the option that best reflects the purpose of the fleet or departmental vehicle use:*

Select

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":*

Select

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:*

Select

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

SUPERVISORY SCOPE

Attach a current organizational chart to the Documents tab

Exempt (monthly) staff:*

Select ▼

Position Title and Number:

E.g. Program Assistant - 973602 & 993178

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

Select ▼

Position Title and Number:

Non-exempt (bi-weekly) staff:*

Select ▼

Position Title and Number:

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

Select ▼

Position Title and Number:

Student:*

Select ▼

Number of Student Positions:

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

SUPERVISORY SCOPE

Attach a current organizational chart to the Documents tab

Exempt (monthly) staff:*

Select ▼

Position Title and Number:

E.g. Program Assistant - 973602 & 993178

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

Select ▼

Position Title and Number:

Non-exempt (bi-weekly) staff:*

Select ▼

Position Title and Number:

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

Select ▼

Position Title and Number:

Student:*

Select ▼

Number of Student Positions:

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.

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 type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input type="checkbox"/> Keyboarding |
| <input type="checkbox"/> Pulling/Pushing | <input type="checkbox"/> Reaching |
| <input type="checkbox"/> Repetitive movement | <input type="checkbox"/> Sitting |
| <input 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:*

ENVIROMENTAL & HAZARDOUS CONDITIONS

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

- | | |
|--|---|
| <input type="checkbox"/> Normal Office Environment | <input type="checkbox"/> Indoor Temperature Extremes |
| <input type="checkbox"/> Darkness or Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input 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 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:

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.

Approval Process:

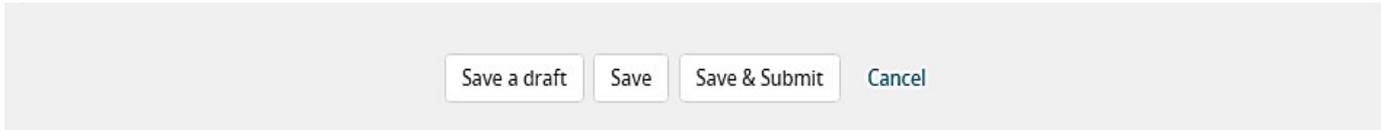
Once you have completed the position description you will need to select the appropriate approvals for the approval process.

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**.

The screenshot shows a web form with the following elements:

- Approval process:*** A dropdown menu with options: None, 1 Approver, 3 Approvers, 4 Approvers, 5 Approvers, 6 Approvers, and CCS. A red box highlights the dropdown, and a callout box points to the "None" option with the text: "Human Resources is typically the first and last approver in most cases."
- Hiring Manager:*** A search field with a magnifying glass icon and a blue box below it that says "No user selected." Below the search field is a "Next page >" link.
- Buttons:** At the bottom, there are four buttons: "Save a draft" (highlighted with a red box), "Save", "Save & Submit", and "Cancel".
- Instructions:** A red box points to the "Save a draft" button with the text: "Once you save a position description as draft, it can be retrieved by searching **Draft** in the Approval Status search field." Another instruction at the bottom says: "Please fill in all mandatory fields marked with an asterisk (*)."



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.

Please fill in all mandatory fields marked with an asterisk (*).

Supervisor Position Number:*

No position selected.

*

If you have missed any mandatory fields, you will be directed to complete the mandatory fields denoted with a red asterisk.

Division:*

*

College:*

*

Department/Organization:*

*

Once completed, select **Save & Submit** again. Your position description has now been submitted for approval.



For more information please contact
your Compensation & Classification
Analyst