

Online Position Description Changes Effective 9/1/09

In our continuing efforts to make the Online Position Description System more user-friendly and decrease the turnaround time for processing reclassification and new position requests, Human Resources asked for your feedback in the Classification and Compensation Process Survey and we thank you for your responses. We are in the process of reviewing the results. Within the past year, our unit served as part of a Process Improvement Team in order to improve our services. In addition to surveying our customers, one finding from our team efforts was to add clarifying language and additional questions to the Online System in order to gather more data on the front end and ensure fields were completed accurately to streamline processes when reclassification and new position requests are sent to our department.

If you are an HR Liaison who uses the Online System for submitting these requests, you will notice a few value-added changes to the form. In summary, when submitting a new position request, you will be asked three additional questions and four additional questions when submitting a reclassification request. Some of these questions will help the university to comply with new legislation that requires better documentation and justification of salary decisions. In addition, you will see two current fields that will now be “required fields” and a friendly reminder to attach an organizational chart, if applicable, and route your request to the appropriate parties.

Change 1: Additional language (in **bold**) added to text currently in the top section in the “Action Justification” tab, when submitting either a New Position or Reclassification request.

View/Edit Reclassify/Re-title a Position

Action Justification	Current Job Description	Present Title	Proposed Title	Choose Position Description to Copy	Proposed Position Description	Job Duties	Action Approval Steps	HR Analysis	Attach Documents For Review	Action History
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On this tab, please briefly describe the action being proposed and the justification for the request. **Answering these questions provides valuable information to the Compensation staff. This will help expedite your request and may reduce our need to gather further information from the contact person resulting in a quicker turnaround time for processing this request.** Use the *Other Comments to HR* box to include any special instructions to the Human Resources Classification & Compensation office. List the name of the appropriate contact person for answering questions about the request.”

Change 2: Three (3) questions added to the “Action Justification” tab, when submitting a New Position request. These questions are required fields, indicated with an asterisk (*).

<p>* Explain how these new duties evolved (i.e. Are they new to the department? Were they previously performed by another employee? If so, who and why has this changed?)</p>	<input type="text"/>
<p>* Is there another position within the department or on campus that is similar? If so, name the title(s) and department(s).</p>	<input type="text"/>
<p>* How did you arrive at the proposed title and salary?</p>	<input type="text"/>

Change 3: Four (4) questions added to the “Action Justification” tab, when submitting a Reclassification request. These questions are required fields, indicated with an asterisk (*).

<p>* Give an overview of the new functions and/or duties that this position has taken on. If this is a reclassification downward, please detail what duties have been removed.</p>	<input type="text"/>
<p>* Explain how these new duties evolved (i.e. Are they new to the department? Were they previously performed by another employee? If so, who and why has this changed?)</p>	<input type="text"/>
<p>* Is there another position within the department or on campus that is similar? If so, name the title(s) and department(s).</p>	<input type="text"/>
<p>* How did you arrive at the proposed title and salary?</p>	<input type="text"/>

Change 4: In the “Proposed Position Description” tab, the following two fields will now become required fields, along with corresponding language changes (in **bold**):

Action Justification	Current Job Description	Choose Position Description to Copy	Proposed Position Description	Job Duties	Action Approval Steps	HR Analysis	Action History
<input type="button" value="RETURN TO PREVIOUS"/>		<input type="button" value="CONTINUE TO NEXT PAGE"/>					

<p>* Secondary Costs: If no secondary costs, indicate “none.” Click for additional directions.</p>	<p>Example: Cell phone \$600/year & Travel \$2,500/year</p>
<p>* Employees Supervised If position will not supervise anyone at this time, please state “none.” Click for additional directions.</p>	<p>Example: 1 Office Associate</p>

Change 5: Under the “Proposed Position Description” tab, the Machines & Equipment field has additional language (in **bold**) to emphasize the importance of completing this information.

<p>Please indicate machines or equipment used in the performance of essential duties:</p> <p>(It is required that you include hours during an average week that each piece of equipment is actually used. For most positions, the combined total usage will seldom approach 40 hours.)</p>	<p>Example: Computer/Printer: 25 hrs Telephone: 10 hrs Copier/Fax: 0.5 hrs</p>
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Change 6: Under “View Summary” additional language has been added (in **bold**) to ensure proper procedures have been completed before submitting your New Position or Reclassification request to HR.

View Reclassify/Re-title a Position Summary

Please review the following request. To make any changes to this action, please click the Edit link.

IF APPLICABLE: Before selecting the status of approve and send to HR, please be sure that you have attached an organization chart on the ATTACH DOCUMENTS tab, and this request has been routed through the required approvers in your department/division, or you have attached a memo with their signature.

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

- Save Action Without Submitting
- Send Action to First Approver
- Approve and Send Action to Second Approver
- Approve and Send to HR

CANCEL

CONTINUE

Thanks again for your help! If you have questions about these changes, please contact the Classification and Compensation Office at (979) 845-4170.