

Position Description

New Position Descriptions (PDs) that are required prior to a requisition being created:

- **New term-funded and regular positions**
- **Extended Temporary:**
 - **Definition:** Extended Temporary: Hired to work 30+ hours per week. (Does not include employees defined as seasonal or casual.) Health care eligible. Earns sick leave only. Requires 120-day continuous break after 18 months in temporary service.
- **Temporary:**
 - **Definition:** Temporary: Hired to work 15-29 hours per week (or ‘undetermined’ regular hours). Requires 120-day continuous break after 18 months in temporary service. No benefits, except that health care may be offered after six-month look back based on actual hours worked.
- **Temporary Faculty – Adjuncts (FT/FW)**
 - **Definition:** A person employed to teach one or more courses up to 15 credit hours per year, or other academic assignment at less than 50 percent of a full-time appointment;
- **Faculty and Post-Doctoral Fellows**

NOTE:

Each Position Control Number (PCN) must have a position description.

Prior to creating a PD, verify your PCN:

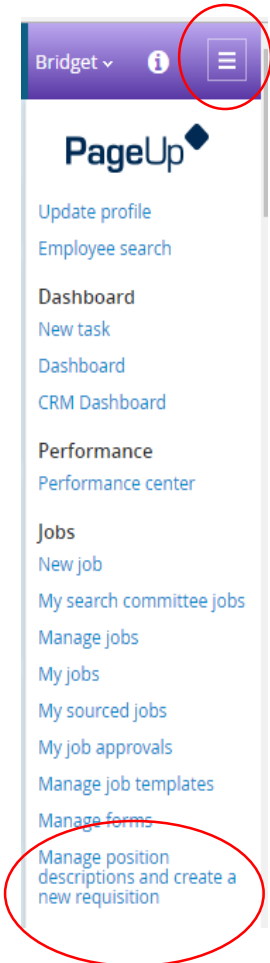
- Is there a pre-assigned PCN for this position
- Check [Active PCN list](#) to be sure the PCN you are using is vacant
- Look at NBIPINC in Banner to make sure there is no current incumbent in that PCN
- Check your active recruitments to be sure PCN is not already assigned to unfilled requisition
- If a new PCN is necessary it will be assigned by Budget, see Justification section, Page 4

Use template PDs and customize requisition for specific position details (i.e. NT, XT, CT):

PCN	Eclass	Job Title
926100	NT	Temporary Clerical Casual
926101	XT	Temporary Clerical Casual
926102	NT	Temporary Professional Casual
926103	XT	Temporary Professional Casual
926104	NT	Temporary Service Casual
926105	XT	Temporary Service Casual
926106	NT	Temporary Technical Casual
926107	XT	Temporary Technical Casual
926108	CT	Temporary Trades Casual
926200	NT	Temporary Clerical Seasonal
926201	XT	Temporary Clerical Seasonal
926202	NT	Temporary Professional Seasonal
926203	XT	Temporary Professional Seasonal
926204	NT	Temporary Service Seasonal
926205	XT	Temporary Service Seasonal
926206	NT	Temporary Technical Seasonal
926207	XT	Temporary Technical Seasonal
926208	CT	Temporary Trades Seasonal

New PD Creation

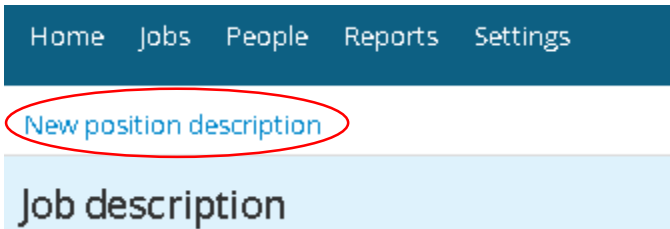
Clicking on your Main Menu button brings up the following:



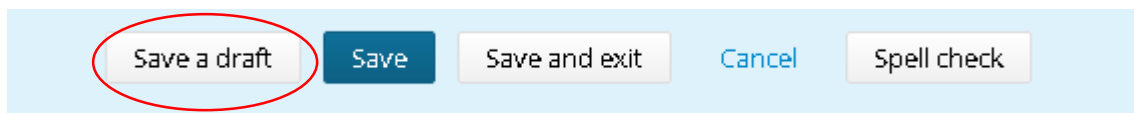
Step 1. Select Manage Position Descriptions under menu options:

Manage position descriptions and create a new requisition

Step 2. Select New position description:



***CAUTION:** To avoid losing your work; be sure to occasionally **Save a draft** – located at the bottom of the form. **DO NOT USE** Save or Save and Close button until you are ready to submit completed PD.



I. JUSTIFICATION FOR THE ACTION

Position info | Notes | Documents

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

JUSTIFICATION FOR THE ACTION

A Type of action requested:*

B Reason for request:*

C Recruitment Reason:*

D Justification for the Position:*

A. Select action listed under - Type of action requested:

A Type of action requested:*

- Select
- Temporary Pool
- New Position
- Modification

1. Temporary Pool ****NOTE**** only needed for extended temporary, temporary and adjunct pools. For all other pools use template PDs.
2. New Position – Use this selection when your department is creating a new position.
3. Modification – this selection should **not** be used when creating a new position description; used only if updating an existing approved PD.

B. Select reason for request:

B Reason for request:*

- Select
- Recruitment
- Update/Reclassification
- Temporary Pool

1. Recruitment – use this selection when you will be recruiting for the position.
2. Update/Reclassification - this selection should **not** be used when selecting “New Position Description”. Used only if updating an existing approved PD.
3. Temporary Pool – select this when submitting a PD for temporary/extended temporary/Adjunct. To request new position and/or when utilizing a template PD.

C. Select reason for PD creation/Recruitment:

C

Recruitment Reason:*
Justification for the Position:*

- Select
- Select
- Temporary Help
- New position**
- Resignation
- Termination
- Leave coverage
- Restructure
- Family Medical Leave
- Other

1. Temporary Help – for temporary pools.
2. New Position – use when creating a new position description for department.
3. Resignation – use when updating a vacant position.
4. Termination – updating position vacated for something other than resignation.
5. Leave coverage – use when temporary help is needed to cover leave of absence
6. Restructure – use for new positions being created during reorganization, merging positions etc.
7. Family Medical Leave - use when temporary help is needed to cover FML
8. Other – Use for unique circumstances if not applicable for 1-7.

D. Justification for Position

Please include brief justification for new position.

Any documents you wish to attach including organization chart will be uploaded under Documents tab.

This is where you will make request for new PCN if one does exist see Page 1.

D


Justification for the Position:*

Example:

This is an exact duplicate of PCN 999999. This unit needs an additional programmer to meet the workload of the department. This PD needs a PCN attached and the PD will be included in a pool posting. (PD 3 of 3 new PDs requested) Budget please assign a term funded PCN.

II. POSITION DETAILS

POSITION DETAILS

A Position number: 
 No position selected.

B Working Title:*

C Position type:*

D Appointment Type:*

E Recruitment process:*

Will this position perform supervisory duties?:*

Will this position operate as a Second Line Supervisor?:*

Will this position act as a lead for employees?:*

F Lead or supervisory duties are ___ to the work of the position.:

Direct Subordinate PCN(s); separate PCNs with a semi-colon:

Will this position perform timesheet approval duties?:*


A Time Sheet Approver can be a supervisor/ lead or other employee with reasonable knowledge of the work performed that is in at least a peer position or higher

G Will this position perform Payroll/Personnel Assistant (PPA) or Cost Center Clerk (CCC) duties?:*

Is this a confidential position?:*

If you have questions about determining confidential employee status please contact SW Labor Relations at ua-laborrelations@alaska.edu.

H Area:*

Grade: 
 No grade selected.


I MAU:*

Division:*


School:*

Department:*

Team:*

TKL: 
 No TKL selected.

J Job Location:*

K Classification:* 
 No classification selected.

L Occupational Title Code:

FLSA Exemption Status:

Binocular search functions use pop-ups – if you are not seeing the listing – please watch for browser notifications.

A. Position Number

Position number:

No position selected.

Will be entered by your HR Consultant. You **must** put notations in Justifications for Position (D above) if using existing PCN or if new one will need to be assigned.

B. Working Title

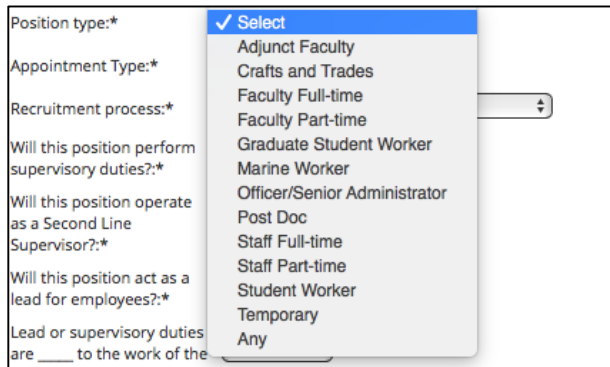
Enter working title for position, not the classification title.

Use department and focus specific title.

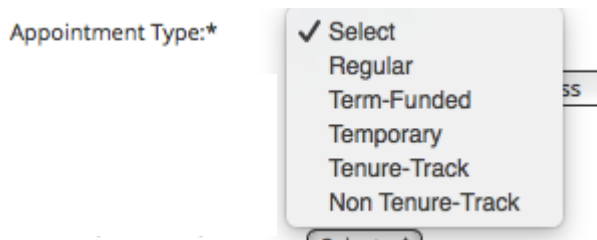
Examples: Office Coordinator, Systems Programmer, Human Resource Consultant.

Working Title:*

C. Position Type: Select type of position for PD from drop down menu



D. Appointment Type – select appropriate appointment type.



E. Recruitment Process - ***ALWAYS*** select one of the three UAF processes:

Recruitment process:*

- UAF Faculty Recruitment Process
- UAF Recruitment Process
- UAF Single Approver Process →
- UAF Student Recruitment Process

This option is used **only** when creating a pool position only (i.e., multiple incumbents in one PCN such as student positions.)

Also used if converting existing approved PDs from UAKJobs to myUA.

F. IF position will supervise, select appropriate choices for the following questions. If no supervision, skip this section.

Will this position perform supervisory duties?:*

Will this position operate as a Second Line Supervisor?:*

Will this position act as a lead for employees?:*

Lead or supervisory duties are ____ to the work of the position.:

Direct Subordinate PCN(s): separate PCNs with a semi-colon:

List PCN and classification title of each direct subordinate(s) position supervised. Multiple PCNs should be separated with a semi-colon.

i.e.: 924707-Student Asst C; 211111-Admin Generalist 4; 926108-Temporary Trades Casual.

Will this position perform timesheet approval duties?:*

A Time Sheet Approver can be a supervisor/ lead or other employee with reasonable knowledge of the work performed that is in at least a peer position or higher

G. Please indicate if this position will be performing Personnel/Payroll duties and if it is a confidential position.



Will this position perform Payroll/Personnel Assistant (PPA) or Cost Center Clerk (CCC) duties?:*

Is this a confidential position?:*

If you have questions about determining confidential employee status please contact SW Labor Relations at ua-laborrelations@alaska.edu.

H. Select area for position, if no choice is appropriate, please leave blank and put in Justification section. Use the binoculars to search for the grade. (Caution: search options require pop ups to be enabled on your browser). For further information see Classification Section below (K).

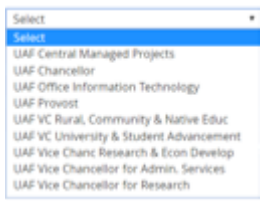
Area:*

Grade:  

No grade selected.

I. Select best option for your Division/Department. [See UAF Organizational Chart.](#)

MAU:*

Division:* 

Division Unit selection will drive the choices you have for School/Department/Team.

School:*

Department:*

Team:* ****CAUTION**** When selecting team – never use Default Team. If selected, the PD becomes invisible.

TKL: You can find your departmental TKL using banner PEAEMPL screen (i.e., look up an individual within the same department.)



J. Job location - This is used in a recruitment for applicants to search for jobs by city. If appropriate selection is unavailable please include this information in Justification for Position.

Job Location:*


- Interior
- Cantwell
- Chistochina
- Delta Junction
- Eagle
- Fairbanks**
- Fort Yukon
- Galena
- Glennallen
- McGrath
- Mentasta
- Nenana
- Nenana-Clear-Healy
- Stevens Village
- Tok

K. Classification – select the requested classification for the PD. Please use the binocular search for appropriate system classifications.

Classification:*

No classification selected.

 Classification title: Administrative Specialist 1

Once you have chosen a proposed classification; choose the + sign for additional information. You may copy and paste the typical duties, KSA, Education etc. in helping you to complete those sections below.

L. Occupational Title Code will not be visible to PPA; will be completed by HR Consultant.

FLSA Exemption Status should always be left **blank**.

Occupational Title Code:

FLSA Exemption Status:


III. JOB DUTIES

A

JOB DUTIES

% of time Duties / Responsibilities

Essential /
Marginal

 There are no items to show

New

Knowledge/Skills/Abilities:*

B

Required Experience:*

Typical Education or
Training:*

C

Advertising summary:*

Please provide a brief description of your department and pertinent job information not listed in the duties and KSAs.

D

Advertisement text:*

Tip: To paste text, press CTRL + V.

Paragraph	Font Family	Font Sizes	B	<i>I</i>	<u>U</u>	S									
						A	A								

p

E

Describe budget responsibility of this position. Check all that apply:*

- | | |
|--|---|
| <input type="checkbox"/> Is Responsible for authorizing expenditures | <input type="checkbox"/> Monitors fiscal activity |
| <input type="checkbox"/> Maintains budget and fiscal records | <input type="checkbox"/> Develops budget |
| <input type="checkbox"/> Manages overall budget | <input type="checkbox"/> Forecasts expenditures |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Budget size (annual):

If 'Responsible for authorizing expenditures' please indicate amount:

If 'Other' please provide details:

A. Detail the duties of the position. Click the New button. Fill in the percentage of time, and description of each task [group of tasks] that will be performed by this position. Also select if these functions are essential or marginal (Non-essential) to the position. When you have added all the information for each task [group of tasks] click the Add button. Multiple duties are added by selecting new for each task [group of tasks].

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal	
There are no items to show			
<input type="text" value="% of time"/>	<input type="text" value="Duties / Responsibilities"/>	<input type="text" value="Essential"/>	<input type="button" value="Add"/>

Example: note, % must equal 100%; watch spell checking. Easily Edit/Remove

% of time	Duties / Responsibilities	Essential / Marginal	Edit	Remove
75	This position is essential to office operations.	Essential	Edit	Remove
25	This position will provide support to our department	Essential	Edit	Remove

B. Knowledge/Skills/Abilities – Required Education – Typical Education or Training. These are required sections which should be filled in with the appropriate information necessary to perform the essential functions of the position.

Knowledge/Skills/Abilities:*	See classification section above (K) for assistance in completing these fields. If you do copy from above; please make appropriate changes for your specific job requirements.
Required Experience:*	
Typical Education or Training:*	

C. Advertising Summary is the section applicants see when using “Explore Jobs at UA”. Make it as appealing as you like – the hook!

NOTE See myUA Advertising Summary and Advertisement Text guide for more detail.

Advertising summary:*

Please provide a brief description of your department and pertinent job information not listed in the duties and KSAs.

Example – this is how it looks on the summary page:

Fiscal Officer

Fairbanks

The Fiscal Officer for Summer Sessions & Lifelong Learning is involved in all aspects of this multi-faceted unit. The individual who will enjoy this fast-paced office is high energy, people-oriented, positive, and versatile, with great attention to detail and accuracy.

D. Advertisement Text is the other section the applicant will see when searching the job site. The only default text from the PD will be the job duties. List in detail the position requirements and special instructions to the applicants.

NOTE See myUA Advertising Summary and Advertisement Text guide for more detail.

Advertisement text:*

Tip: To paste text, press CTRL + V.

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, including Paragraph, Font Family, Font Sizes, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Text Color (A), Background Color (A), Undo, Redo, Link, Image, Table, and Source Code (<>). Below the toolbar is a large text area. In the center of this text area, there is a rectangular box containing the text: "Don't forget to include instructions to applicants as to what documents need to be included (i.e., cover letter, resume, references etc.)". At the bottom left of the text area, there is a small 'p' icon, and at the bottom right, there is a small grid icon.

E. Budget Responsibility

- Check all the boxes that apply to the position’s budget responsibilities.
- Fill in the size of the annual budget the position has the responsibility for.
- Indicate the amount for “Responsible for authorizing expenditures” if the box is checked in the above section.
- Indicate anything that would be considered an “Other” budget responsibility that might be relevant to the position.
- Add specific detail for responsibility related to Procard and Travel Card if applicable.

Describe budget responsibility of this position. Check all that apply:*

- | | |
|--|---|
| <input type="checkbox"/> Is Responsible for authorizing expenditures | <input type="checkbox"/> Monitors fiscal activity |
| <input type="checkbox"/> Maintains budget and fiscal records | <input type="checkbox"/> Develops budget |
| <input type="checkbox"/> Manages overall budget | <input type="checkbox"/> Forecasts expenditures |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Budget size (annual):

If 'Responsible for authorizing expenditures' please indicate amount:

If 'Other' please provide details:

IV. PEER POSITIONS

Fill in any relevant information on positions that you feel might be considered peers for the position being created. If available, list PCN, Incumbent Name, Incumbent Classification, Department, and MAU.

PEER POSITIONS

Peer Positions (list PCN-Job Title-Incumbent - separate entries with a semi-colon):

Example:
920123-Administrative Generalist-John Doe; 933312-Administrative Specialist-Jane Doe; 966321-Administrative Generalist II-George Smith.

V. LABOR DISTRIBUTION

Fill in the Fund, Org, and Percentage of funding the labor should be charged to for the position. There are three (3) Fund, Org, and Percentage fields available. A minimum of one fund/org/percentage is required. This will be listed in the PD, not accessible in the requisition, but editable on the verbal offer. If additional lines of funding are needed, an Electronic Personnel Action Form (EPAF) can be submitted after hire is entered in Banner.



LABOR DISTRIBUTION



Fund:*	<input type="text"/>
Org:*	<input type="text"/>
Percentage 1:*	<input type="text" value="Select"/>
Fund 2:	<input type="text"/>
Org 2:	<input type="text"/>
Percentage 2:	<input type="text" value="Select"/>
Fund 3:	<input type="text"/>
Org 3:	<input type="text"/>
Percentage 3:	<input type="text" value="Select"/>




VI. USERS AND APPROVALS

- HR Consultant
- Time Sheet Approver
- Supervisor
 - You can enter name directly or use the binocular search; if entering manually an email address will populate; if name is misspelled or cannot be found you will be presented with the pop up search option.

USERS AND APPROVALS


HR Consultant:*  
No user selected.

Time Sheet Approver:  
No user selected.

Supervisor:*  
 Email address: bmthimsen@alaska.edu

**If this section auto-populates;
please be sure to confirm for
accuracy.**

Approval Process: select one of the options for your department levels:

Approval process:* 

- None
- UAF 1 Approver
- UAF 2 Approvers
- UAF 3 Approvers
- UAF 4 Approvers
- UAF 5 Approvers
- UAF OIT New PD
- UAF OIT Reclassify PD
- UAF OIT Update PD
- UAKjobs PD

These choices will make available the corresponding number of approval lines.

Special approval categories set-up for Office of Information Technology use only.

Use this for converting an existing approved PD from UAKjobs to myUA. No evaluation needed.

PPA/CCC – Update with department PPA:

- You can enter name directly or use the binocular search; if entering manually an email address will populate; if name is misspelled or cannot be found you will be presented with the pop up search option.

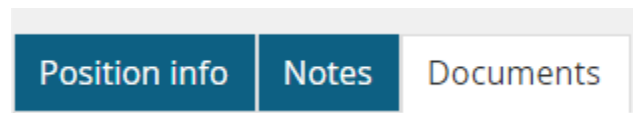
PPA/CCC:*



No user selected.

[Next page](#)

[Next page](#) Will take you to the Notes and the Documents Tab or you may navigate directly using the buttons at the top of the page.

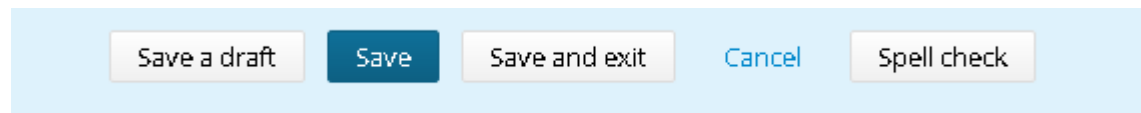


Notes Tab – is a great way to record extra information about the PD. You can record notes for yourself and also send e-mails about the job from the Notes tab.

Documents Tab – include additional documentation for PD request. And attach a current organization chart.

Save – Remember data is **NOT** saved until you use one of these save functions.

- Save a draft can be used when you need to save the position description you are working on and come back to work on it at a later time.
- Click Save to save and submit your PD.
- Save and exit to save, submit, and exit the position description which will begin the approval process.
- Spell check allows you to quickly review PD for typos.



If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).