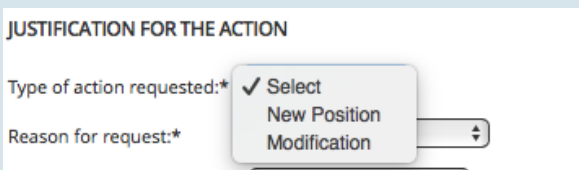
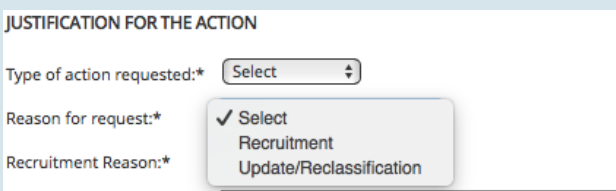
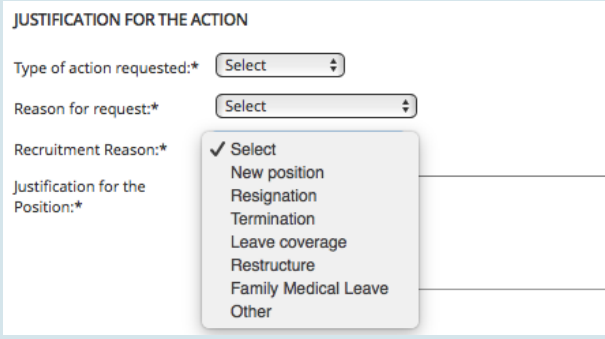
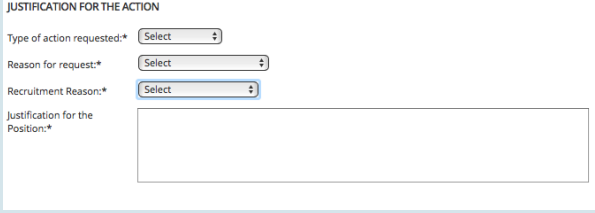
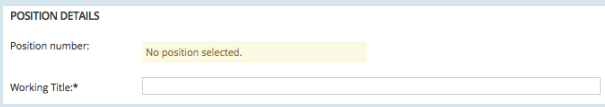


Quick Reference Guide – Creating a Position Description (PD)

This will walk you through all the fields for creating a Position Description (PD).

What you need to do	What you will see
JUSTIFICATION FOR THE ACTION Type of action requested: <ul style="list-style-type: none"> Select New Position when the PD you are creating is a new position. Select Modification when working on a job with an existing PD. 	
JUSTIFICATION FOR THE ACTION Reason for request: <ul style="list-style-type: none"> Select Recruitment when the PD you are creating will be used for a recruitment. Select Update/Reclassification when working on an existing PD. 	
JUSTIFICATION FOR THE ACTION Recruitment Reason: <ul style="list-style-type: none"> Select the appropriate reason for creating or modifying the PD being used for the recruitment. 	
JUSTIFICATION FOR THE ACTION Justification for the Position: <ul style="list-style-type: none"> Use this field to make notes as to why the PD is being created or updated. These notes can be used to communicate with approvers, supervisors, or HR. 	
POSITION DETAILS Position number: <ul style="list-style-type: none"> Populated once the job is approved by HR and Budget/Grants has assigned a Position number to the job. Working Title: <ul style="list-style-type: none"> The working title for the position being described. 	



POSITION DETAILS

Position type:

- Select the appropriate type of position for the position being described.

Position type:* ☒ Select

Appointment Type:*

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?:*

Lead or supervisory duties are ____ to the work of the

- Adjunct Faculty
- Crafts and Trades
- Faculty Full-time
- Faculty Part-time
- Graduate Student Worker
- Marine Worker
- Officer/Senior Administrator
- Post Doc
- Staff Full-time
- Staff Part-time
- Student Worker
- Temporary
- Any

POSITION DETAILS

Appointment type:

- Select the appropriate appointment type for the position being described.

Appointment Type:* ☒ Select

Recruitment process:*

Will this position perform supervisory duties?:*

Will this position operate

- Regular
- Term-Funded
- Temporary
- Tenure-Track
- Non Tenure-Track

POSITION DETAILS

Recruitment process:

- Select the appropriate recruitment process for your MAU.

Position type:*

Appointment Type:*

Recruitment process:* ☒ Select

Will this position perform supervisory duties?:*

Will this position operate

- Expression of Interest (Superuser ONLY)
- SW Recruitment Process
- UAA Recruitment Process
- UAA Test
- UAF Recruitment Process
- UAS Recruitment Process

POSITION DETAILS

- Select "Yes" or "No" for each of these questions.

Will this position perform supervisory duties?:*

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

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

POSITION DETAILS

- Select if the supervisory/lead duties of the position are primary or incidental to the work of the job.

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

Direct Subordinate PCN(s):

separate PCNs with a

POSITION DETAILS

- List PCN numbers of each direct subordinate position the position being created supervises/leads. Multiple PCNs should be separated with a semi-colon.

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

POSITION DETAILS

- Select "Yes" or "No".

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



POSITION DETAILS

- Select "Yes" or "No" for each of these questions. If you have questions as to whether a position is confidential, contact SW Labor Relations.

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

Select

Is this a confidential
position?*

Select

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

POSITION DETAILS

- Select the appropriate area where the position will be performing job tasks/where the position is located.

Area:*

✓ Select

Grade:

MAU:*

Division:*

School:*

Department:*

Team:*

[0%] Anchorage-Fairbanks-Girdwood-Chugiak-Eagle River-Kenai-Soldotna-Homer-Ketchikan-Palmer-Wasilla-...
[00%] Kodiak
[11%] Cordova-Glenallen-Copper Center-Valdez
[16%] Delta Junction-Tok
[20%] Nenana
[27%] Aleutian Islands-Adak-Sand Point-Britol Bay-Dillingham
[30%] Aniak-McGrath-Galena
[34%] Nome
[38%] Bethel
[42%] Barrow-Kotzebue-Fort Yukon

POSITION DETAILS

- Grade will be populated when the position is approved by HR.
- Select the appropriate MAU for the position being created.

Grade:

No grade selected.

MAU:*

✓ Select

University of Alaska - Anchorage
University of Alaska - Fairbanks
University of Alaska - Southeast
University of Alaska - Statewide

Division:*

School:*

Department:*

[No Department found]

POSITION DETAILS

- Select the appropriate Division, School, Department, and Team for your unit and MAU's Team. For more information on how to make the correct selections here, please see...

Division:*

No Division found

School:*

No School found

Department:*

No Department found

Team:*

Select

POSITION DETAILS

- Select the TKL for the position being created. TKL can be searched for by clicking on the binoculars. Searches can be conducted by either TKL number or Cost Center name. The TKL can be viewed in numerical order for Number or alphabetically by Cost center name.

TKL:



No TKL selected

Number:

Cost center:

Search

Number

Cost center

T105

CSEM Biol Sci

T105

CNSM Biol Sci

T107

CNSM Chemistry

T108

CEM -- MINGE

T109

CEM -- PETE

T110

CNSM

T111

CEM - CEE

T112

CEM -- ME

Page 1 of 38



Show all records

Jump to page:



Records 1 to 8 of 298

Tkl information:

Okay

Cancel

POSITION DETAILS

- Job Location is sorted by region and then city within each region. This is used in a recruitment for applicants to search for jobs by the city they are located in.

Job Location:*
Classification:*

FLSA Exemption Status:


JOB DUTIES

% of time Duties / Resp

✓ Select
Anchorage-Matsu
Anchorage
Chugiak
Eagle River
Girdwood
Palmer
Talkeetna
Wasilla
Gulf Coast
Adak

POSITION DETAILS

- Select the requested classification for the position being created. Classification can be searched on using the binoculars.



Classification:* 

No classification selected

Classification number: Classification title:

Search

Classification number	Classification title
	Performance - Manager with direct reports
01001	Administrative Management 1
01002	Administrative Management 2
01003	Administrative Management 3
01004	Administrative Management 4
01005	Administrative Management 5
01201	Administrative Generalist 1
01202	Administrative Generalist 2


Page 1 of 47 |  | [Show all records](#) | Jump to page: |  Records 1 to 8 of 372


Classification information:


Okay Cancel


POSITION DETAILS

- Once a classification is selected for staff positions using the job family system, click [Classification title](#) to see more information about the job. Information from the job classification is here for you to reference when listing job functions, knowledge, skills, abilities, education, and experience on the PD.

Classification:* 

 [Classification title: Administrative Generalist 1](#)

Classification:* 

 [Classification title: Administrative Generalist 1](#)

PCLS Code: 01201

FLSA Exemption Status: Non-Exempt

Grade (Payscale Name): Temporary Staff Grade 74


ECLS: Non-Exempt Staff - Regular

JOB DUTIES

- 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 to the position. When you have added all the information

JOB DUTIES

% of time Duties / Responsibilities Essential / Marginal

 There are no items to show

% of time Duties / Responsibilities Essential / Marginal Add

JOB DUTIES

- | | |
|---------------------------------|--|
| Knowledge/Skills/Abilities:* | |
| Required Experience:* | |
| Typical Education or Training:* | |

Advertising summary:*

Advertisement text:* *Tip: To paste text, press CTRL + V*

Format selection ▾

B I U

Tools ▾

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

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:

PEER POSITIONS	
Peer Position Info:	



LABOR DISTRIBUTION

- Fill in the Fund, Org, and Percentage of funding the labor should be charged to for the position. There are four (4) Fund, Org, and Percentage fields available. One is required.
- Budget Authorization is a number assigned by budget when the approve the position.

LABOR DISTRIBUTION

Fund:*

Org:*

Percentage:* %

Budget
Authorization:

USERS AND APPROVALS

- Select the appropriate PPA/CCC, Time Sheet Approver, and Supervisor for the position. You can either type the name of the appropriate individual in this box, or click on the binoculars to search for the appropriate individual. This information will be fed to Banner at a later time.

USERS AND APPROVALS

PPA/CCC:*

No user selected.

Time Sheet Approver:

No user selected.

Supervisor:*

No user selected

USERS AND APPROVALS

- Select the appropriate Approval Process. This information is dependent upon the MAU you selected in the Position Details section. Here you can either type the name of the appropriate individual in the boxes, or click on the binoculars to search for the appropriate individual(s). This information is used to route the job for approval(s).

Approval process:*

HR CONSULTANT

- Select the appropriate HR Consultant for your MAU/unit. You can either type the name of the appropriate individual in the box, or click on the binoculars to search for the appropriate individual.

HR Consultant:*

No user selected.

Saving the job

When all job details have been entered, click **Save** to save your job or **Save & Exit** to save your job and exit the position description. **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.

Save a draft

Save

Save & exit

Cancel

Spell check

Documents Tab

- Attach Org Charts here prior to submitting the PD for approvals.