



Quick Reference Guide – Creating a new Position Description and viewing Position Descriptions

What you need to do

STEP 1: Create a new Position Description

Click Manage position descriptions and create a new requisition on dashboard.

Click New position description job description page.

You will be presented with the Position Description Information page

Relevant information about the job will be entered on the Position info tab.

Ensure you complete all mandatory fields (these are marked with an asterisk).

What you will see

STEP 2: Using the Notes tab

The Notes tab is a great way to record extra information about the PD.

The Notes tab will be used to add notes against the PD.

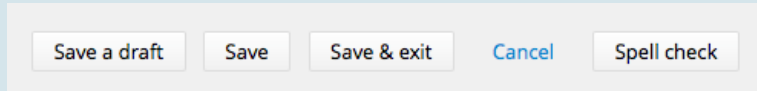
You can record notes for yourself and also send e-mails about the job from the Notes tab.

STEP 3: Using the Documents tab

The Documents tab is used to attach organizational charts or other documentation.

STEP 4: Saving the job

When all job details have been entered, click Save to save and submit the PD for approval or Save & Exit to save and submit the PD 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.



A horizontal bar containing five buttons: 'Save a draft', 'Save', 'Save & exit', 'Cancel', and 'Spell check'.

STEP 5: Viewing a job

Click Manage jobs on the right hand navigation menu.

You can choose to view all jobs, or filter the page to only display certain jobs (note that you will only see jobs that relate to the team/s that you have access to).

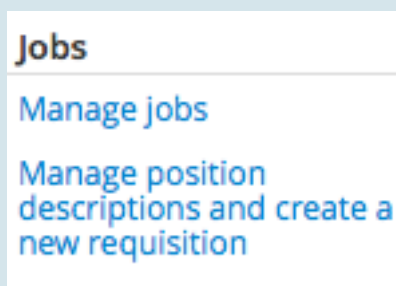
You can filter jobs by status by selecting a status from the Status drop-down list on the left-hand side of the page. For example, you may want to view all jobs in an 'Offer' status.

Click Show other search criteria to view other criteria by which you can filter your search on.

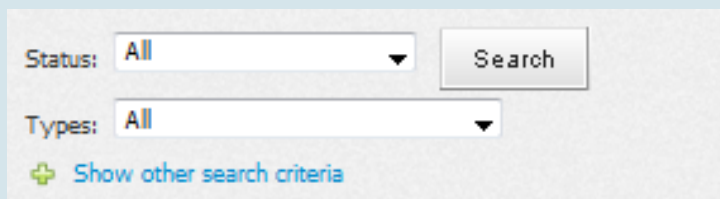
You may choose to search for jobs by working title, job number, or any other available criteria.

Click the Search button on the right-hand side of the page.

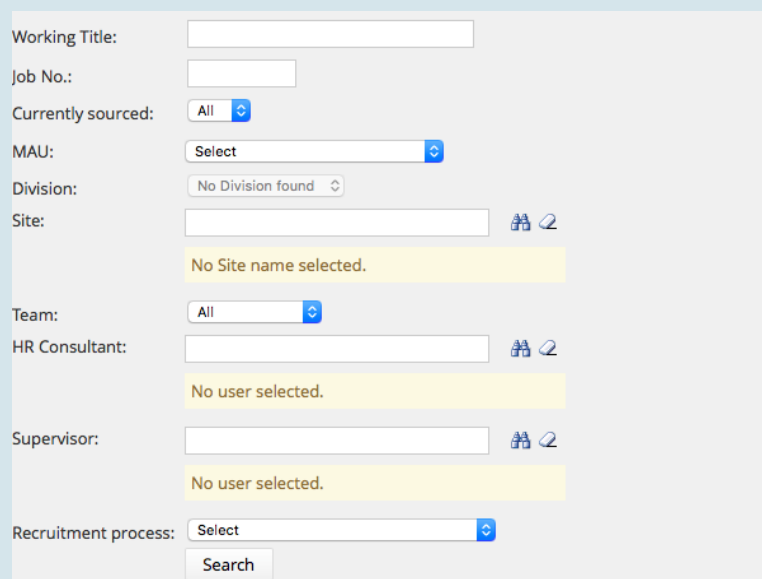
Identify the job that you would like to view, and click Edit.



A vertical navigation menu with the title 'Jobs' and three options: 'Manage jobs', 'Manage position descriptions and create a new requisition', and 'Manage position descriptions and create a new requisition'.



A search filter section with two dropdown menus: 'Status: All' and 'Types: All'. A 'Search' button is to the right of the Status dropdown. Below the dropdowns is a link that says '+ Show other search criteria'.

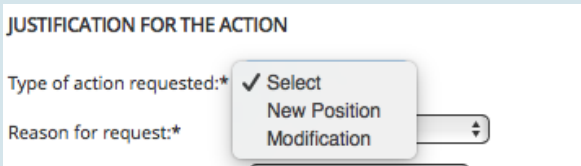
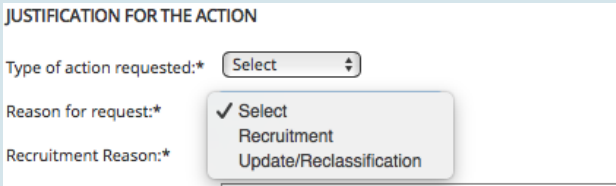
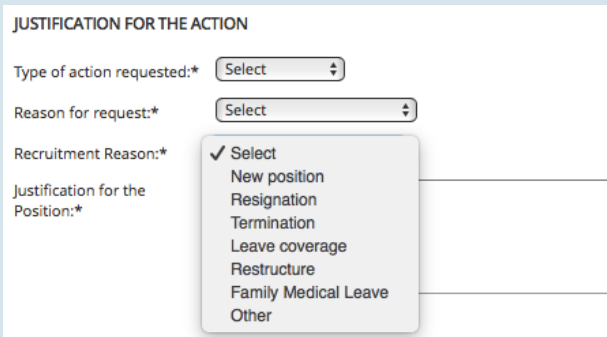
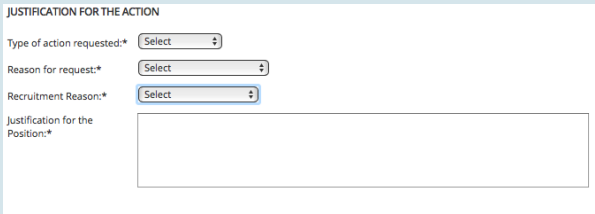
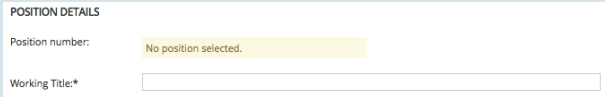


A form for search criteria with the following fields: 'Working Title:' (text input), 'Job No.:' (text input), 'Currently sourced:' (dropdown menu with 'All' selected), 'MAU:' (dropdown menu with 'Select' selected), 'Division:' (dropdown menu with 'No Division found' selected), 'Site:' (text input with a warning message 'No Site name selected.'), 'Team:' (dropdown menu with 'All' selected), 'HR Consultant:' (text input with a warning message 'No user selected.'), 'Supervisor:' (text input with a warning message 'No user selected.'), and 'Recruitment process:' (dropdown menu with 'Select' selected). A 'Search' button is at the bottom.

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

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.



to whether a position is confidential,
contact SW Labor Relations.

POSITION DETAILS

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

Area:* ☒ Select
Grade: [0%] Anchorage-Fairbanks-Girdwood-Chugiak-Eagle River-Kenai-Soldotna-Homer-Ketchikan-Palmer-Wasilla-...
MAU:* [00%] Kodiak
Division:* [11%] Cordova-Glenallen-Copper Center-Valdez
School:* [20%] Nenana
Department:* [27%] Aleutian Islands-Adak-Sand Point-Bristol Bay-Dillingham
Team:* [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:* [No Division found]

School:* [No School found]

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:* ☒ Select
Anchorage-Matsu
Anchorage
Chugiak
Eagle River
Girdwood
Palmer
Talkeetna
Wasilla
Gulf Coast
Adak

Classification:*

FLSA Exemption Status:

JOB DUTIES

% of time Duties / Resp

POSITION DETAILS

- Select the requested classification for the position being created.

Classification:* [No classification selected]



Classification can be searched on using the binoculars.

Classification number: Classification title:

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:

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](#)

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 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

% of time	Duties / Responsibilities	Essential / Marginal
<input type="text"/>	<input type="text"/>	<input type="text" value="Essential"/> <input type="button" value="Add"/>

JOB DUTIES

- Each of these sections should be filled in with the appropriate information that is required to perform the essential duties of the position.

Knowledge/Skills/Abilities:*

Required Experience:*

Typical Education or Training:*

JOB DUTIES

- Advertising summary should be about three sentences (or less) and summarizes the work of the position. This short description of the work performed is used when recruiting for the position.

Advertising summary:*



JOB DUTIES

- Advertising text is a longer description of the work that will be performed by this position. This information is displayed during a recruitment.

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

Format selection Tools

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

JOB DUTIES

- 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.

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

☐ Is Responsible for authorizing expenditures ☐ Monitors fiscal activity
☐ Maintains budget and fiscal records ☐ Develops budget
☐ Manages overall budget ☐ Forecasts expenditures
☐ Other ☐ None

Budget size (annual):

If 'Responsible for authorizing expenditures' please indicate amount:

If 'Other' please provide details:

PEER POSITIONS

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

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.

LABOR DISTRIBUTION

Fund:*

Org:*

Percentage:* %

USERS AND APPROVALS

- Select the appropriate HR Consultant for your MAU/unit. Next, select the 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

HR Consultant:* 🔍 ↗
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

Approval process:* None ↕



individual(s). This information is used to route the job for approval(s).

Saving the job

When all job details have been entered, click **Save** to save and submit your PD or **Save & Exit** to save, submit, 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.