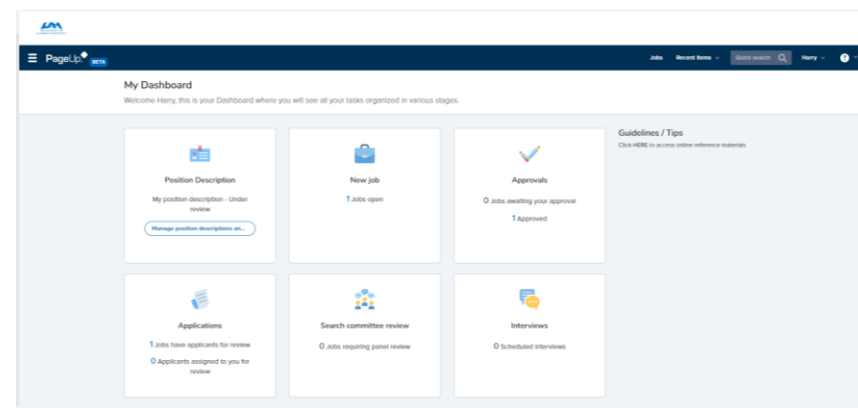
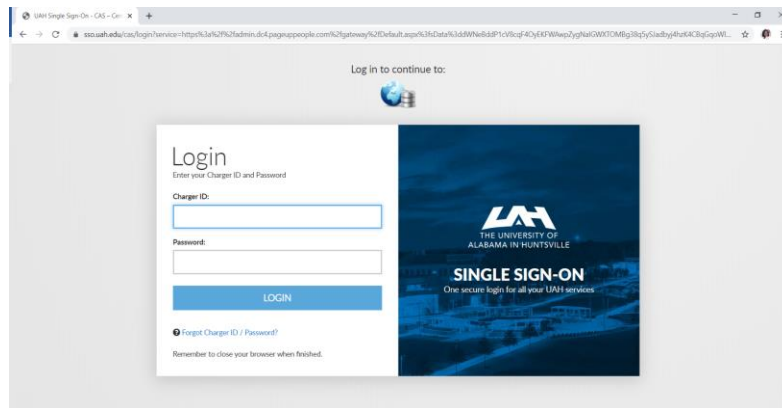


CREATING A POSITION DESCRIPTION (Last Revised 3-6-2020)

STEP 1: A link to PageUp may be found on MyUAH, under Human Resources (right-side). Enter the system via the UAH Single Sign On screen. (If you have not gained access to the system, please complete the PageUp Access Request Form.) You will enter the My Dashboard screen in PageUp.

Step 2: Find the “Position Description” box and click the “Manage position descriptions...” button.



STEP 3: Click “New position description” in the upper left corner. (If this is not a new position, but a change in title, duties, or other change to an existing Position Description, you may pick the appropriate Position Description from the list and click “Edit”. You may also search for existing position descriptions using the various search fields at the top of the page.)

[New position description](#)

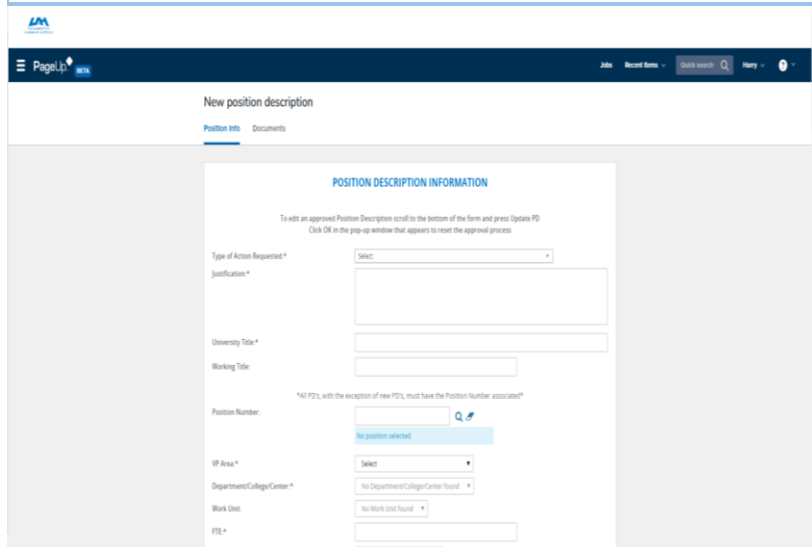
Position Description

PD No. <input type="text"/>	Classification Title <input type="text"/>	Working Title <input type="text"/>	Position Number <input type="text"/>	Role Number <input type="text"/>	Supervisor Name <input type="text"/>
Work Type <input type="text" value="All"/>	Area <input type="text" value="All"/>	Department <input type="text" value="All"/>	Sub department <input type="text" value="All"/>	Approval status <input type="text" value="All"/>	Status <input type="text" value="All"/>

[Clear](#) [Search](#)

PD No.	Classification Title	Working Title	Position Number	Role Number	Date modified	Approval status	
PD-99	Research Aide I - Step 1	Test-Training Research Aide I			Feb 26, 2020	Approved	Edit View Recruit for position Archive
PD-100	Principal Research Scientist II (step 1)	Principal Research Scientist II (step 1)/RV4546	338001	H3034	Feb 27, 2020	Approved	Edit View Recruit for position Archive
PD-101	Research Associate II (step 4)	Research Associate II (step 4)/RV4557	338131	H3034	Feb 27, 2020	Approved	Edit View Recruit for position Archive
PD-102	Research Associate III step 3		338301	H3034	Feb 27, 2020	Draft	Edit View Recruit for position Archive
PD-103	Research Associate II (step 4)	Research Associate II (step 4)/RV4556			Feb 27, 2020	Approved	Edit View Recruit for position Archive
PD-104	Principal Research Scientist V (step 4)	Principal Research Scientist V (step 4)/RV4569	337991	H9094	Feb 27, 2020	Approved	Edit View Recruit for position Archive

STEP 4: The Position Description form is the starting point for all changes in title, pay, work hours, and conditions of employment. Complete all sections of the Position Description form, as detailed below. Note, all categories with an asterisk (*) are required.



SECTION	DETAIL/TIPS
<p>Type of Action Requested</p>	<p>Please select a Type of Action Requested as follows:</p> <ul style="list-style-type: none"> • “Create New Position” is used when the position does not currently have a position number or an incumbent. • Replacement of Former Employee is used when an employee terminates from the University or leaves the department. • Position Re-evaluation may be used for promotions, demotions, lateral moves within a department, and changes to work hours. • “Change in Status” may be used to initiate a change in employment status (regular, on-call, or UAH temporary), hours of work, or home labor change. • “Update Position Description” should only be selected when there is not a change in title or pay, yet a department wishes to update the Position Description on file with a

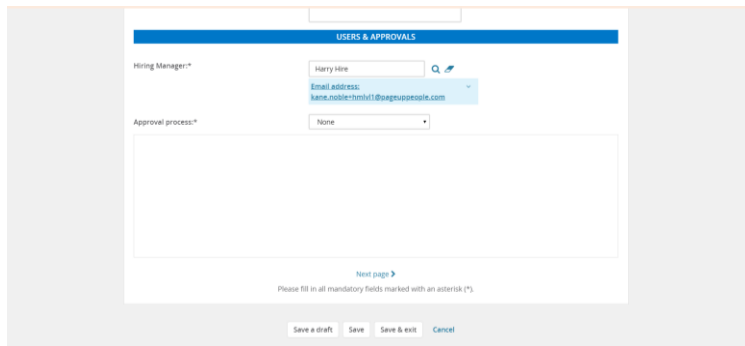
	department. (If upon review Human Resources determines that the change may be significant enough to warrant a change in title or pay, the department will be advised to submit a Position Re-evaluation for review and approval.
Effective Date	Please enter the date that the change will be effective based upon available funding.
Justification	Please provide detail relative to the reason for the Position Description form, such as new position, reorganization, to fill a position after a termination or retirement, etc.
Reports to	Please enter the position number of the person the position reports to. You may use the search function to identify this information by the person's position number or name.
VP Area	Please list the appropriate VP Area (Division).
Department/College/Center	Please list the appropriate Department, College, or Center.
Work Unit	This field is for large Departments and Colleges which have subordinate work units. For example, Chemical Engineering within the College of Engineering or Maintenance within Facilities and Operations. Please leave this section blank if there is not a subordinate work unit.
University Title	This is the official title of the position.
Working Title	This additional title may be requested by a department to provide further clarity for the incumbent and his/her customers regarding the nature of the role. For example, the University Title may be "Administrative Coordinator" and the Working Title may be "Administrative Coordinator-Music Department". The Working Title may be used on business cards, email signatures and other business communications. Working Titles will not be approved when such inappropriately denotes a higher level within an organization. For example, a Supervisor role may not be called a "Director".
Position Number	Leave this blank for new positions and Budgets will assign a number during the approval process. Please input this number for existing positions. If you are not sure, you may use the search function and search by job title or number.
Previous/Current Incumbent:	Please list the name of the employee that most recently held the position (if this is not a brand new position).
Previous Salary	If there is a current incumbent, please list the most recent actual salary of that incumbent.
Previous Budgeted Salary	If there is a current incumbent, please list the most recent budgeted salary of that incumbent.
Previous Additional Funding Sources	Please list the most recent/past funding sources for the position (if different than the new funding sources which will be included below).
New Budgeted Salary	Please list the budget for the new position (or job posting). This may be expressed as a single number, representing the highest annual salary you have available for the position, or a range,

	representing what you would like to pay for the position. This amount will be utilized on the job posting.
Distribution Org Code	Please list the correct Distribution Org Code. If you are not sure, you may use the drop down menu and search by name or number.
Distribution Account Code	Please list the correct Distribution Account Code. If you are not sure, you may use the drop down menu and search by name or number.
New Additional Funding Sources	Please type in or copy and paste a list of any additional Account Funding Sources for the new position (or job posting) here.
Home Labor	Please list the correct Home Labor. If you are not sure, you may use the search function and search by name or number.
FTE	Full-Time Equivalent. This should be presented as a decimal of hours per week divided by 40. For example, a 20 hour/week position is a 0.50 FTE.
Type of Position	Please indicate if the position is Regular, On-Call, or a UAH Temporary position.
Hourly Rate	For full-time (40 hour/week) positions, this is the annual salary divided by 2080 hours in a year. For example, an annual salary of \$41,600 per year has an hourly rate of \$41,600/2080 or \$20.00 an hour.
JOB DUTIES & MAJOR FUNCTIONS	
Job Duties	Please click the “New” button to enter the first job duty. Please then estimate a % of time for the duty. (This should not be more than 50% or less than 5%. The intent is to provide a list of all major functions of a position, without detailing each individual task within a function.) Finally, list whether the duty is essential or not—or in other words, does the job exist to perform the duty? When you have completed the first job duty, click the “New” button to repeat the process, until your job duties add up to 100%.
Purpose of Position (Summary to be displayed on job posting.)	Please provide an overview of the purpose of the position. Note: This statement will be the default language used as the description of duties on the UAH Careers Page. (Hiring Managers may also request placement of the full duties list on the Careers Page, if desired.)
Minimum Requirements	Please list the minimum requirements for the position. Note: For Research Positions, this will be the minimum qualifications listed on the Research Salary Scale.
Desired Qualifications	Please enter the additional, desired qualifications for the position within your department.
ADA COMPLIANCE ASSESSMENT	

<p>Typical Work Functions Lifting Demands Typical Working Environment and Hazards Additional Working Conditions</p>	<p>Please select all of the necessary boxes in these sections to describe the physical nature of the position and the work environment. Please use the “Additional Working Conditions” box to provide any additional information that cannot be expressed through the check boxes.</p>
<p>SCOPE OF POSITION</p>	
<p>Decision Making Authority/ Assignment of Work</p>	<p>Please provide information on the Decision Making Authority as follows:</p> <ul style="list-style-type: none"> • Works Under Direct Supervision – Supervision of Daily Tasks • Works Under General Supervision – Independence in Routine Tasks • Works Under General Supervision – Independence in Moderate to Complex Responsibilities • Works Under General Direction – Oversight of a Function, Project, Program, or Team • High Level of Independence – Oversight of a Department, School, College or Division
<p>Collaboration/Customer Interaction</p>	<p>Please enter detail regarding the type of individuals that this position will typically interact with (students, faculty, staff from other “X” department, parents, the general public, etc.).</p>
<p>Supervision Exercised</p>	<p>Please provide information on the Supervision Exercised as follows:</p> <ul style="list-style-type: none"> • Administrative and Functional Supervision (Hire/fire authority, performance evaluations, time approval, etc.) • Functional Supervision Only (No hire/fire authority, may monitor daily performance and/or attendance for higher-level supervisor) • Team Lead or Work Coordination (May oversee work of less senior staff for specific projects/functions; not the supervisor) • Does Not Exercise Authority Over Other Staff Positions
<p>Organizational Chart</p>	<p>You may answer this question in one of two ways, you may</p> <ol style="list-style-type: none"> 1. Go to the Documents section at the top of the page and upload an organizational chart which shows this position in relation to a) the position it reports to, b) any positions that report to it, and c) peer positions; or 2. You may simply type a list of key positions in close proximity to this position by listing the title and incumbent names of each person, for example: <ol style="list-style-type: none"> a. Supervisor – John Doe, Director of ABC Department b. This Position – Vacant, Manager, ABC Department c. Subordinate – Sue Doe, ABC Department Associate

	<i>*Note: In this box, you may also list the names of individuals within or outside of your department that you believe perform predominantly the same work.</i>
POSITION CODING (HUMAN RESOURCES ONLY)	
You may skip this section. It will be completed by Human Resources, during the approval process.	
USERS & APPROVALS	
Hiring Manager	Please list the Hiring Manager (or you may enter an Administrative Person here if s/he will act as the Hiring Manager within the PageUp system).
Approval Process	<p>Please select the appropriate Approval Process, based upon the division in which the position resides. (Training/Testing should only be selected when used for new Hiring Manager training purposes, as necessary during Page Up training classes.)</p> <p><i>*Note: For Position Re-evaluations and when Updating a Position Description (Only), Wendy Williamson-Jones should be listed as the HR Approver. For all other types of Position Descriptions (new position, replacement positions), please list your assigned Talent Management Associate.</i></p>

STEP 5: Complete the Position Description by clicking, “SAVE”. This will automatically initiate the approval process by notifying the first approver, via email, that the PD is ready for review. You may also select “SAVE and EXIT” if you wish to both save the PD and exit the screen. If you do not complete the PD during your session, you can select “SAVE a DRAFT” at any time and the draft will remain available until you return to complete the PD.





CONGRATULATIONS! YOU HAVE COMPLETED A POSITION DESCRIPTION!

Should you have any further questions, please contact your assigned Talent Management Associate.

UAH Human Resources, Talent Management, jobs@uah.edu, (256) 824-6545