

Welcome!
To the Employee Informational Session
for the
On-Line Position Description Generator
(PDG)
for Information Technology

University of Hawai'i
Office of Human Resources
March 2006

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Presentation

- I. Highlights of the merger
- II. Creating a PD On-Line in the PDG

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**I. Highlights of Merging the
IT Demonstration Project
with the
APT Broad Band System**

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Background Information

- Target date: March 31, 2006
- Applies to all IT Specialist positions
- Career Group – Information Technology
 - Pay Bands A, B, C and D
 - Working title: IT Specialist
 - MQ change regarding Education and Experience requirement

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Background Information (con't.)

- Budget neutral conversion
- Follow same Admin. Rules as non-IT, **A9.210**
- Moratorium on classification requests from 3-13-06 thru 3-31-06
 - May submit operationally critical requests
 - Estab. new pos. or update vacant positions
- Once operational, all IT position requests will be submitted on-line

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Access to On-Line Systems

- **Position Description Generator (PDG)**
 - Create and redescribe positions
 - Initiate In-grade Adjustment requests
 - Initiate Change in Position Concept (rebanding)
- **Performance Evaluation System (PES)**
 - Create performance expectations
 - Complete performance evaluations

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Exception to Designated New Hire Rate (DNHR) System

- IT positions to merge at a later date
- Supervisors will continue using salary matrix process to determine salary placement:
 - Initial placement
 - Employee initiated movements

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Compensation Rules Employer Initiated Movements

- Permanent Rebanding
 - Movement of one band
 - Adjustment to base salary of 4 steps (approx. 8% increase)
 - Movement of two or more bands
 - Adjustment to base salary of 6 steps (approx. 12% increase)

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Compensation Rules (con't.)

- Temporary Rebanding
 - Movement of one band on a temporary basis
 - Stipend equivalent to 3 steps (approx. 6% increase)
 - Movement of two or more bands on a temporary basis
 - Stipend equivalent to 5 steps (approx. 10% increase)

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Compensation Rules (con't.)

- Temporary Rebanding (con't.)
 - For a specified period, initially not to exceed one year
 - Position reverts to previous PD when temp. rebanding over
 - Used when TA to a higher level position cannot be made
 - Temporary rebanding may be extended
 - Shall not exceed a total period of two years
 - Requires memo to Sys. Dir. of HR requesting extension
 - Requires authorization from the Sys. Dir. of HR

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In-Grade Adjustments (IGA)

- Ds & Rs remain characteristic of same band
 - Reflects expanded scope and increase in complexity of work

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Permanent IGA

- Compensation = adjustment to base salary (1 or 2 steps/2% or 4% increase)
- May be initiated any time in the year
 - Eligibility: 6 months in the position
 - Limited to once every 12 months
 - No longer tied to performance evaluation

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Temporary IGA

- Compensation = stipend equivalent to 1 or 2 steps/2% or 4%
- For a specified period, initially not to exceed one year
 - Position reverts to previous PD when temp. IGA over
- Temporary IGA may be extended
 - Shall not exceed a total period of two years
 - Requires memo to Sys. Dir. of HR requesting extension
 - Requires authorization from the Sys. Dir. of HR

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Employee Initiated Movements

- Employee applies for and is selected for an IT position
- Compensation based on the salary recommendation process:

IT Salary Matrix

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Target Dates

- **03-31-06** Merger of IT Demonstration Project with APT Broad Band system
- **04-01-06** IT Specialists/Supervisors begin entering duties & responsibilities in PDG
- **04-16-06** On-line PDs entered & ready for review
- **04-30-06** Electronic PDs approved
- **05-31-06** Performance expectations created/certified in PES

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II. Creating a PD On-Line in the Position Description Generator (PDG)

Log-in Screen

Welcome!

Related Links
[CHR Home Page](#)

Links marked with this symbol require Adobe Acrobat Reader which can be downloaded for free by clicking on the "Get Acrobat Reader" button.

Login to Secured Site

Your ITS Username*

Confidential Human Resources Data: Hawaii Revised Statutes of § 80C-12 specifically identifies data items that have been deemed confidential and which include civil penalties for release. This web application will contain information that, while not specifically covered by § 80C-12, does require the same type of handling as confidential info. Any type of unauthorized access or handling of this data for the sake of curiosity or other inappropriate reasons, shall be considered as misconduct and a serious breach of protocol and professional conduct which may result in disciplinary action, up to and including discharge.

Having problems with logging in? [Click here.](#)

Click [here](#) for Instructions

UH Username:

Password:

Login Button

Login

Personal Password

Please report any problems, questions or comments regarding this site to uh-broadband-igt@hawaii.edu

***Need an ITS Username? UH employees may contact ITS at 956-8883 or go to <http://www.hawaii.edu/infotech/yourusername.html>**

PDG - Options

PDG Home

PDG Options

Position Description Generator - Options

- Create a PD** → **Create a Position Description**
- Redesc a Position** → **Redescribe an Existing Position**
- Status of Pending Classif Req** → **View/Review/Approve Status of Pending Classification Actions**
- Approved Classif Actions** → **View Approved Actions**
- Logout**

References

- Career Groups**
- Band Definitions**
- Color Code**
- Legend**

Related Links

- APT Broadband Home**
- PDG On-line Training**

For employees or supervisors to document duties and responsibilities of a position.

For supervisors to document changes in a position's duties and responsibilities.

For supervisors and all other approval levels to track and/or approve classification requests.

For all levels to view approved classification requests.

General Position Information Screen

PD Components

- PDG Home
- PDG Options
- Create a PD
- Redesign a Position
- Status of Pending Classif Reqs
- Approved Classif Actions
- PD Components
- Position Information**
- Duties & Responsibilities
- Essential Functions
- Judgment Exercised
- Originality
- Controls Over Position
- Supervision Exercised
- MOs
- Supplemental MOs
- Desirable Qualifications
- Certification
- Preview of PD

General Position Information
<p>Please verify the information associated with this position number. (Note: Information below is being drawn from the PeopleSoft Position Database)</p> <p>Position Number: 7777778 Information Technology (from Peoplesoft)</p> <p>Career Group: Information Technology Band: B Campus: SW College/Office: PDG-IT Division Department: PDG-IT Branch Section: PDG-IT Section Unit: PDG-IT Section Geographic Location: MAN Bargaining Unit Code: 08 Employing Agency Code: 22599222 Position Account Code: _____</p> <p style="text-align: right;"> <input type="button" value="Back to Status Screen"/> <input type="button" value="Continue"/> </p>

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Navigational Menu

- **“PDG Options”** (left hand margin) provides options to create or redescribe a position, view status of pending classification requests, or view approved classification actions
- **“PD Components”** (left hand margin) identifies sections of the PD, e.g., duties & responsibilities, job descriptors, etc.
 - Users may navigate to any section by clicking on appropriate PD component
 - PD may be previewed at any time by clicking on “Preview of PD” button
 - Movement from one section to another is automatic when you click on “Continue” button

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General Position Information Screen

- Identifying information of position (center of screen) that is pulled from PeopleSoft
- **If you discover inaccurate information, notify your personnel representative immediately**
- Click on “Continue” to go to the next section to create “Duties and Responsibilities”, or
- The left-hand menu may be used to navigate between PD Components

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Duties and Responsibilities Screen

PD Options

- Create a PD
- Reassign a Position
- Status of Pending
- Classif. Rpts
- Approved Classif
- Actions

PD Components

- Position Information
- Duties & Responsibilities**
- Essential Functions
- Judgment Exercised
- Originality
- Control Over Position
- Supervision Exercised
- MCS
- Supplemental MCS
- Desirable Qualifications
- Certification
- Preview of PD
- Logout

Duties and Responsibilities

Scroll down to review D's and R's and select option 1, 2 or continue

Input statement of Duties and Responsibilities: Option 1
(note: maximum 255 characters per bullet)

- "Cut and Paste" or type one duty or responsibility statement in the box below.
- When the statement is completed, click the "Save" button.
- When all statements are created, click the "Continue" button.

Limit: 255 Characters

Instructions for Update

- Click the checkbox of the corresponding existing duty or responsibility statement and click "Edit Checked Statement".
- Click "Update" to replace the duty or responsibility with the amended statement.

Back Save Continue

Instructions: Option 2

- View and select from a list of sample duties and responsibilities
- Identify the essential functions of this position.

Click on "list of sample duties and responsibilities" to access category list of IT areas

Click on "Save" button as individual D&R statements completed

"Text Box" for D&Rs:

- type D&R

OR

- cut & paste D&R

OR

- click on "sample" D&R & modify

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Duties & Responsibilities Screen

- Enter D&R statements in "text box" by:
 - Option 1:
 - Typing a statement
 - Electronically Cutting & Pasting a statement
 - Option 2:
 - Clicking on "list of sample Ds & Rs" and selecting/modifying the statement to fit specific position
- As each D&R statement is completed
 - Click on "Save"
 - Type (option 1) or select (option 2) next statement
- After typing or selecting all D&R statements
 - Click on "Continue" to move to next section of PD

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When Creating D&R Statements

- Strive to answer the questions – What? and How?
 - What specific responsibilities are assigned to the position?
 - How does the position complete assigned Ds & Rs?
i.e., specific steps involved
- Provide details, details, details...
 - For example, "Provides user support..."
 - User support in what information technology area(s)?
 - To whom?
 - Advisory or final effective decision-making?

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When Creating D&R Statements (con't.)

- Create multiple, brief statements vs. single, all-inclusive statements (**There is a 255 character limit per statement**)
- How many D&R statements are sufficient?
 - Description should be clear so that persons unfamiliar with the work can understand the nature of the job.

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Option 1: Example of Typed D&R Statement

Typed (copied, cut & paste) statement will appear in text box

After statement is input, click on "Save" button

The screenshot shows a web interface with a sidebar on the left containing menu items like 'Create a PD', 'Position Information', 'Duties & Responsibilities', etc. The main content area is titled 'Duties and Responsibilities' and contains instructions for creating and updating statements. A text box contains the statement: 'Design and develop database schemas for existing and/or new systems'. A 'Save' button is visible at the bottom right of the main content area.

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Duties & Responsibilities

Once "Saved," D&R statement will appear at bottom of screen in the same order entered

The screenshot shows the same web interface as slide 26, but now the 'Save' button is highlighted. Below the main content area, there is a section titled 'Duties & Responsibilities' which contains a list of saved statements. The first statement in the list is 'Design and develop database schemas for existing and/or new systems', which matches the statement entered in the previous slide.

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Option 2: Sample IT D&R Category List Screen

After clicking on "list of sample Ds & Rs"

PDG Options	Duties and Responsibilities Category List
Create a PD	Database Management and Administration
Reassign a Position	Advisory Functions
Status of Pending	Database Design, Development, Maintenance, & Administration
Classif Reqs	Multi-media Development
Approved Classif	Multi-user System Administration
Actions	Administrative Applications Monitoring and Support
PD Components	Systems Programming
Position Information	Systems & Services Administration
Duties & Responsibilities	Networking
Essential Functions	Professional Development
Judgment Exercised	Systems Analysis, Development, & Maintenance
Originality	Conceptual and Detailed Design
Controls Over Position	Information Systems Planning
Supervision Exercised	User Technical Support and Consultation
MGS	
Supplemental MGS	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

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Sample List of Ds & Rs Statements

PDG Options	Duties and Responsibilities Statements: Networking
Create a PD	Instructions
Reassign a Position	1. Check the duty or responsibility statement you want to modify.
Status of Pending	Then click the "Modify Bullet" button below.
Classif Reqs	<input type="checkbox"/> Conducts site surveys and collects customer requirements related to standard network design, implementation and problem resolution efforts.
Approved Classif	<input type="checkbox"/> Coordinate project efforts or work tasks that may include integrating the work of other IT professional staff, student technicians, contractors and suppliers.
Actions	<input type="checkbox"/> Coordinate the notification of planned or unplanned outages working with both University and external organizations, such as .
PD Components	<input type="checkbox"/> Corrective action may include replacement or re-configuration of hardware, software, firmware or physical network connections. Corrective action may also involve the coordination or collaboration with other personnel, including contract resources.
Position Information	<input type="checkbox"/> Create, modify or update network, process or customer documentation.
Duties & Responsibilities	<input type="checkbox"/> Enforces established security procedures to mitigate or isolate the impact of network intrusions, attacks or other incidents from University resources.
Essential Functions	<input type="checkbox"/> Install and terminate various types of standard, low-voltage communications cabling, including but not limited to,
Judgment Exercised	<input type="checkbox"/> Installs and configures voice, data, and video communication cable and hardware, e.g., workgroup switch, gateway or functional server, using established procedures.
Originality	<input type="checkbox"/> Monitors network performance with appropriate hardware and software tools such as
Controls Over Position	<input type="checkbox"/> Provides advice to IT peers regarding elementary network design, monitoring, maintenance and implementation, consistent with the general principles followed on University campus networks.
Supervision Exercised	
MGS	
Supplemental MGS	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

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Sample Statements of Ds & Rs

- After selecting a category from "duties and responsibilities category list..."
 - A group of "sample Ds & Rs statements" specific to the position's designated Band & IT area will appear
 - Select relevant D&R statement from the group of statements by "Checking" the appropriate statement (FYI, you may only select one statement at a time)
 - After relevant statement selected, "Click" on "Select/Modify Bullet"
 - Selected D&R will appear in text box
 - "Save" or modify statement then "Save"
 - Note: Each sample D&R statement should be personalized," i.e., edited to reflect applicable details to accurately describe the subject position

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Sample Statements of Ds & Rs

- **Ds & Rs Sample Statements created for 6 IT areas plus Professional Development:**
 1. Database Management and Administration
 2. Multimedia Development
 3. Multi-user System Administration
 4. Networking
 5. Professional Development
 6. System Analysis and Development, and Maintenance
 7. User Technical Support and Consultation
- **Sample D&R statements reflective of the specific Band and type of IT area for which they were created**
- **For each of the 7 categories, specific statements of Ds & Rs created and grouped for each Band level, e.g. Band A, Band B, etc.**

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Customizing Sample Statements of Duties & Responsibilities

- **Sample Statement:** Develops and maintains technical standards documentation, user guidelines, etc., for name/type of system.
- **Customized Statement:** Develops and maintains technical standards documentation, user guidelines, etc., for Banner.
- **Sample Statement:** Provides training and technical support for digital media applications.
- **Customized Statement:** Independently provides training and technical support for digital media applications for staff and faculty.

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More About Sample Statements of Ds & Rs

- A complete listing of all sample D&R statements for the 7 categories may be viewed at:

 APT Broad Band System website:
<http://www.hawaii.edu/ohr/projects/projects.html>

 – Supervisors should select D&R statements that are appropriate for the position band

Note: Cutting & pasting D&R statements from one Band to another may result in mis-classification of position

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D & R Statements Completed

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Designate Ds & Rs as Essential Functions: Supervisor's Responsibility

- Employees do not have access to this section

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Judgment Descriptor Screen

Select at least one statement that best describes the nature of judgment exercised. After selecting, click on "Save & Continue."

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Supervision Descriptor Screen

Select at least one statement that best describes supervision exercised. After selecting, click on "Save & Continue."

PDG Options	Supervision Exercised
Create a PD	<p>Please check at least one supervision statement:</p> <p><input type="checkbox"/> Coordinates, directs, reviews, and/or monitors the work of others in accomplishment of a specific task.</p> <p><input type="checkbox"/> Monitors, coordinates, or directs the work of lower level personnel, clerical assistants and/or student assistants.</p> <p><input type="checkbox"/> Coordinates, monitors, and/or supervises the work of clerical personnel and/or student assistants who require assistance and guidance on specific assignments.</p> <p><input type="checkbox"/> Reviews the work of others and/or provides training to others in area of expertise. Renders matters of policy to supervisor.</p> <p><input type="checkbox"/> May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.</p> <p><input type="checkbox"/> Not applicable to this position.</p>
Redesign a Position	
Status of Pending	
Classif Regs	
Approved Classif Actions	
PD Components	Save & Continue
Position Information	
Duties & Responsibilities	
Essential Functions	
Judgment Exercised	
Originality	
Controls Over Position	
Supervision Exercised	
MQs	
Supplemental MQs	
Desirable Qualifications	
Certification	
Preview of PD	
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Minimum Qualification Requirements (MQs) Screen

PDG Options	Minimum Qualifications
Create a PD	<p>Education and Professional Work Experience</p> <ul style="list-style-type: none"> Possession of a pertinent baccalaureate educational degree in (e.g., Management Information Systems, Computer Science, Electrical Engineering, etc.) computer science and 5 years of progressively responsible professional information technology experience with responsibilities for (e.g., Multi-User 3 Administration, Multimedia Development, Networking, 4 of which 2 5 of the experience must have been comparable in scope and 6 6 plexity to the next lower payband in the University of Hawai'i broadband system, or equivalent education/training or experience. <p><small>Click here for assistance in determining the number of years of relevant professional experience required of position.</small></p> <p><small>NOTE: Supervisors may indicate in the Supplemental Minimum Qualifications section the requirement for some or major course work in a specialized area.</small></p> <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> Considerable working knowledge of networking as demonstrated by the broad knowledge and understanding of the full range of pertinent standard and evolving information technology concepts, principles and methodology. Considerable working knowledge and understanding of the broad technology, systems, hardware and software associated with networking.
Redesign a Position	
Status of Pending	
Classif Regs	
Approved Classif Actions	
PD Components	44
Position Information	
Duties & Responsibilities	
Essential Functions	
Judgment Exercised	
Originality	
Controls Over Position	
Supervision Exercised	
MQs	
Supplemental MQs	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

Experience Required

University of Hawai'i: Position Description Generator [Close](#)
[Window](#)

The following are guidelines on the number of years of progressively responsible professional information technology experience required:

Band B:	
3-4 years	Journey worker level
4-5 years	Senior worker level
5-6 years	Working supervisor level

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Minimum Qualification Requirements (MQs)

- **Specific MQs for IT Bands A – D will appear**
 - MQs are tied to a particular band and can be modified pertinent to:
 - Education
 - Relevant Bachelor's degree required for Bands B, C and D
 - Experience
 - Specify number of years of experience required
 - Knowledge, Skills and Abilities
 - in relevant IT area

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**Employees continue on to preview
PD, then submit to Supervisor**

**Supervisors will review and create
Supplemental MQs & DQs as
appropriate**

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Preview of Drafted PD

University of Hawai'i: Position Description Generator [Close Window](#)

Position: 7777778, Information Technology(from Peoplesoft)

Approved Date & Time:
Effective Date:

Position Information:

Band: B
Campus: SW
Geographic Location: MAN

Career Group: Information Technology
College/Office: PDG-IT Division
Department: PDG-IT Branch
Section: PDG-IT Section
Unit: PDG-IT Section
Employing Agency Code: 22999222

Bargaining Unit Code: 08
Account Code:

Duties & Responsibilities

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Preview of Drafted PD (con't.)

Duties & Responsibilities
(NOTE: ** denotes Essential Functions)

- ** Design and develop database schemas for existing and/or new systems.
- Conducts site surveys and collects customer requirements related to standard network design, implementation and problem resolution efforts.
- Other Duties As Assigned

Judgment Exercised

- Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies.

Controls Over Position

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Preview of Drafted PD (con't.)

Controls Over Position

- The incumbent may recommend or establish policy and procedures applicable to an assignment.

Supervision Exercised

- Coordinates, directs, reviews, and/or monitors the work of others in accomplishment of a specific task.

Basic Minimum Qualifications:

Education and Professional Work Experience

- Possession of a pertinent baccalaureate educational degree in computer science and 5 years of progressively responsible professional information technology experience with responsibilities for Networking, of which 2 years of the experience must have been comparable in scope and complexity to the next lower payband in the University of Hawaii broadband system; or equivalent education/training or experience.

Knowledge, Skills and Abilities

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Preview of Drafted PD (con't.)

Knowledge, Skills and Abilities

- Considerable working knowledge of networking as demonstrated by the broad knowledge and understanding of the full range of pertinent standard and evolving information technology concepts, principles and methodology.
- Considerable working knowledge and understanding of the broad technology, systems, hardware and software associated with networking.
- Demonstrated ability to recognize a wide range of intricate problems, use reasoning and logic to determine accurate causes, and apply principles and practices to determine, evaluate, integrate, and implement practical and thorough solutions in an effective and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
-

Equivalencies

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Preview of Drafted PD (con't.)

Equivalencies

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledges, skills and abilities as indicated.

Supplemental Minimum Qualifications


- Relevant professional IT experience that included complex systemwide networking experience.

Desirable Qualifications

- Relevant professional IT experience in an institution of higher education.

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Previewing & Checking Created PD

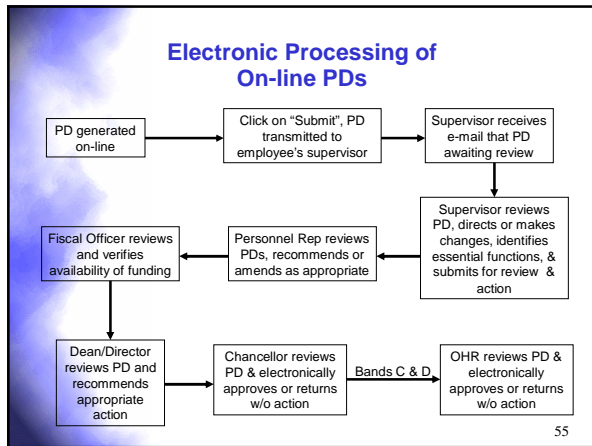


- Check the accuracy of the following:
 - Statements of Duties & Responsibilities
 - Statements of Job Descriptors: Judgment Exercised Originality, Controls Over Position & Supervision Exercised
 - MQ Requirements
 - Education Requirements
 - Experience Requirements

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Certification

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- ### Employee's Responsibilities
- Input position description by April 16, 2006
 - Copy of PD provided to you
 - Supervisor may request subordinates assistance in drafting performance expectations
 - Supervisor will review and has the final say regarding:
 - PD drafted
 - Performance expectations drafted
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- ### Completion of IT Informational Session
- Thank you for coming to the Informational Session
 - Please contact your Personnel Representative or the Office of Human Resources at 956-8643 or at <uh-broadband-l@hawaii.edu> if you have any questions or concerns
 - PDG website:
<https://www.pers.hawaii.edu/hrin/pdg/>
 - APT Broad Band System website (Training):
<http://www.hawaii.edu/ohr/projects/projects.html>
- MAHALO
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