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

Presentation

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

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

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

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
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

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)

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)
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

In-Grade Adjustments (IGA)

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

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
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

Employee Initiated Movements

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

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

Log-in Screen

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

PDG - Options
General Position Information Screen

PD Components

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.

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.
Duties and 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

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?
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.

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

Duties & Responsibilities

Once “Saved,” D&R statement will appear at bottom of screen in the same order entered
Option 2: Sample IT D&R Category List Screen

After clicking on "list of sample Ds & Rs"

Sample List of Ds & Rs Statements

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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
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
  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.**

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.

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.
Select Ds & Rs PD Component

1) Select statement
2) Click on “Edit Checked Statement”
3) Duty reappears in text box
4) Edit D&R statement
5) Click on “Update” to save edited statement
6) Repeat steps 1-5 as necessary

Editing a D & R Statement

Note: Editing will be limited to the last copy of PD submitted.

To edit information:
1) Click on appropriate PD Component heading, e.g. Duties and Responsibilities, Minimum Qualification Requirements, etc., in PD Component Section
2) Click on statement to be edited, one at a time
3) After statement to be edited is selected, click on “Edit Checked” button
4) Edit statement as appropriate
5) Click on “Update” to save edited statement
6) Click on “Preview of PD” to return to PD preview

Editing Previewed PD

1) D&R statements appear at bottom of screen page as PD is being created
2) “Check” D&R Statement to be deleted
3) After selecting D&R to be deleted click on “Delete Checked statement”

Deleting Saved D&R Statement
D & R Statements Completed

Select "Continue" after all D&R statements have been entered.

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

- Employees do not have access to this section

Judgment Descriptor Screen

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

Instructions:
1. View and select from a list of generic judgment statements.
2. Select the statement(s).
3. Click on "Continue".

At least one judgment statement selected

Click on "Continue"

Originality Descriptor Screen

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

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

Controls Over Position Descriptor Screen

Select at least one statement that best describes control over position. After selecting, click on "Save & Continue."
Supervision Descriptor Screen

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

Minimum Qualification Requirements (MQs) Screen

Experience Required
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

Employees continue on to preview PD, then submit to Supervisor
Supervisors will review and create Supplemental MQs & DQs as appropriate

Preview of Drafted PD
Preview of Drafted PD (con't.)

Details & Responsibilities

- Design and develop database schemes for existing or new systems.
- Conduct site surveys and collect customer requirements related to standard network design, implementation, and problem resolution efforts.
- Other duties as assigned.

Judgment Exercised

- Adjusts and documents impact operation functions, programs, management, or policies of the program or its organizational segments.

Originality

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

Controls Over Functions

Preview of Drafted PD (con’t.)

Contract Over Functions

- This incumbent is responsible for establishing and maintaining policies and procedures applicable to an assigned.

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 personal license to practice professional information technology services with responsibilities for technical support and the management of technical and professional work.
- Possession of a degree in a related field (e.g., information technology, computer science).

Knowledge, Skills, and Abilities

- Demonstrated ability to use technical and professional work as a basis for the attributes of personal information technology services.
- Demonstrated ability to use technical and professional work as a basis for the assessment of personal information technology services.
- Demonstrated ability to use technical and professional work as a basis for the assessment of personal information technology services.

Equivalencies

Knowledge, Skills, and Abilities

- Demonstrated ability to perform business analysis to determine the needs and requirements of the organization.
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Equivalencies

50
Preview of Drafted PD (con’t.)

Exclusions:

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, 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.

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

Certification

Click to place “✓” in box, then click on “Submit”

Note: The University considers the electronic completion of this certification statement and the electronic submission of the PD equivalent to a signed hardcopy submission.
Electronic Processing of On-line PDs

1. PD generated on-line
2. Click on “Submit”, PD transmitted to employee’s supervisor
3. Supervisor receives e-mail that PD awaiting review
4. Fiscal Officer reviews and verifies availability of funding
5. Personnel Rep reviews PD, recommends or amends as appropriate
6. Dean/ Director reviews PD and recommends appropriate action
7. Chancellor reviews PD & electronically approves or returns w/o action
8. Supervisor receives e-mail that PD awaiting review

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

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-i@hawaii.edu> if you have any questions or concerns
- PDG website: https://www.pers.hawaii.edu/hrin/pdg/

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