Welcome!
To the 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
III. Supervisor’s Responsibilities
IV. Creating a New IT Position in the APT Broad Band System

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

PDG - Options
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

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

- Report any inaccurate information to your AO/PO
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"

Select a category of sample Ds & Rs

Sample List of Ds & Rs Statements

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:
  - 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
Editing a D’s & R’s Statement

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

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

Editing Previewed PD

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

Deleting Saved D&R Statement

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”
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

Essential Functions

Supervisors are to identify D&R statement(s) which are essential functions; after all essential functions identified click on "Save," followed by "Continue"
Essential Functions

Essential Functions

What is an Essential Function?

- Essential functions are fundamental job duties that an employee must be able to perform with or without reasonable accommodation.

- If you answer "yes" to one or more of the following, then the job function may be "essential:"
  - Does the position exist to perform the function?
  - Would removal of the function fundamentally alter the position?
  - Does the performance of the function require specialized expertise or skills that have been established as minimum qualification for the job?
  - Are there a limited number of employees available to perform the function? E.g., relative to daily volume of work or typical cycle involving heavy demand periods which would restrict flexibility in reassignments.

Essential functions noted by red asterisk

Click "here" for guidelines to determine an essential function
Essential Functions: What Does the Americans with Disabilities Act (ADA) Require?

- Employers have a duty to make "reasonable accommodations" (e.g., modification of policies, the work environment, or the manner in which the job is performed) that will enable a qualified individual with a disability to perform the essential functions of the job.
- **Employers are not required to eliminate “essential functions.”** If a person with a disability is unable to perform essential functions, with or without reasonable accommodations, he/she is not seen as a "qualified" individual with a disability under the ADA. Employers also are not required to lower quantitative or qualitative production standards that are applied uniformly to all employees.

Essential Functions - Still in Doubt?

- Contact your Personnel Representative or OHR for advice and technical assistance.
- Determining essential functions is done on a case-by-case basis, in consideration of the following:
  - Purpose of the job
  - Nature of the work operation
  - Organizational structure
  - Employer’s judgment as to which functions are essential
  - Amount of time spent performing the function
  - Consequences of not performing the function
  - Terms of a collective bargaining agreement
  - Work experience of past incumbents in the job

Job Descriptors & MQs Section of PD

- Supervisor reviews Job Descriptors and makes necessary changes:
  - Judgment
  - Originality
  - Controls Over Position
  - Supervision
- Supervisor reviews MQs and makes necessary changes:
  - Education
  - Experience
Judgment Descriptor Screen

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

Originality Descriptor Screen

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 controls 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

Minimum Qualification Requirements (MQs) Screen

Education and Professional Work Experience

Knowledge, Skills and Abilities

Considerable working knowledge of

Click here for assistance in determining the number of years of relevant professional experience required for position.
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

Supplemental MQs
& Desirable Qualifications:
Supervisor’s Responsibility

- Supervisor’s complete Supplemental MQs and Desirable Qualifications sections as appropriate
Supplemental MQs Screen

1. Enter job related Supplemental MQ

Limit: 255 Characters

2. Click “Save” to save changes

3. After all Supplemental MQs entered, click “Continue”

Associate Each Supplemental MQ With Ds & Rs of the Position

Supplemental MQ

Ds & Rs with which Supplemental MQ is associated
Select “OK” once Ds & Rs identified

Supplemental MQs

- A program may identify additional job related MQs which supplement MQs
- Identifying Ds & Rs associated with Supplemental MQ
  1) Input Supplemental MQ in “Text Box” and click on “Save”
  2) Screen appears, need to associate (link) specific Ds & Rs to the Supplemental MQ
  3) After all Supplemental MQs have been entered, click on “Continue” to move to “Desirable Qualification Requirements” section
Desirable Qualification (DQs) Requirements Screen

1) Type in job related DQ
   Limit: 255 Characters

2) Click "Save"

3) Click "Continue" to proceed

Associate Each Desirable Qualification Requirement (DQ) With the Ds & Rs of the Position

1) DQ Identified

2) D&R with which DQ has been associated

3) Select "OK" once Ds & Rs identified

Instructions for Adding Desirable Qualification (DQs)

1) Input DQ in "Text Box" and click on "Save"

2) Associate (link) the specific Ds & Rs with which the DQ is associated

3) When all DQs have been entered, click on "Continue" to move on to "Preview of PD" Screen
Preview of Drafted PD

Duties & Responsibilities

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

Judgment Exercised:

- Assignments 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.

Preview of Drafted PD (con’t.)

- Continues the effort to develop and maintain the work of others in accomplishment of a specific task.

Basic Minimum Qualifications:

- Education and Professional Work Experience
  - Possession of a baccalaureate or related educational degree in computer science or related field, 2 years of progressively responsible professional information technology experience with responsibilities for development, of which 1 year of the experience must have been comparable in scope and complexity by the level being sought at the University of Hawaii Broadband Systems or equivalent.

- Knowledge, Skills, and Abilities

...
Check the accuracy of the following:

- Statements of Duties & Responsibilities
- Identification of Essential Functions
- Statements of Job Descriptors: Judgment Exercised
- Originality, Controls Over Position & Supervision Exercised
- MQ Requirements
- Education Requirements
- Experience Requirements
- Supplemental MQ Requirements
- Associate Ds & Rs with each Supplemental MQ
- Desirable Qualification Requirements
- Associate Ds & Rs with each Desirable Qualification
Certification

Click to place "v" 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

PD generated on-line

Click on "Submit", PD transmitted to employee's supervisor

Supervisor receives e-mail that PD awaiting review

Personnel Rep reviews PDs, recommends or amends as appropriate

Supervisor reviews PD, directs or makes changes, identifies essential functions, & submits for review & action

Dean/Director reviews PD and recommends appropriate action

Chancellor reviews PD & electronically approves or returns w/o action

Bands C & D

OHR reviews PD & electronically approves or returns w/o action

Employee's Responsibilities

- Input position description by April 16, 2006
  - Copy of PD provided to employee
- Supervisor may request subordinates assistance in drafting performance expectations
- Supervisor will review and has the final say regarding:
  - PD drafted
  - Performance expectations drafted
III. Supervisor’s Responsibilities

- Review draft PD submitted by employee
  - General Position Information
  - Duties & Responsibilities
  - Identify Essential Functions
  - Job Descriptors (J, O, COP, S)
  - Minimum Qualification Requirements
  - Create Supplemental MQs and DQs as appropriate

- Edit draft PD as appropriate

Supervisor’s Review of Draft Position Description

- Once PD submitted by employee, supervisor receives automatic e-mail notification instructing him/her to login to PD Generator for appropriate action.
- Click on “Create a PD” option
  - List of all subordinate positions appear
- To begin, click on position number of appropriate PD

Supervisor’s Responsibilities

- Review and if necessary, edit position description
  - Ensure that Ds & Rs indicated are:
    - accurate and complete
    - consistent with actual work assigned
    - consistent with official organizational chart and functional statement
  - Identify essential functions of the position
- Input duties and responsibilities of vacant positions by April 16, 2006
- Designate essential functions of position
Supervisor Review of PD

To begin review, click on position number. Editing will be limited to the last copy of PD submitted.

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

IV. Creating a New IT Position in the APT Broad Band System

Initiate a Request for a New Position

Click to request a new position.
Instructions for Creating a New Position

**Step 1:** Supervisor notifies AO/PO of need to create a new IT position via the PDG

1) Select “Create a PD” option
2) At top of screen “Click here to request a New Position”
3) Enter Personnel Reps. E-mail address in “To” line
4) Enter pertinent position information in text box and click “send”

**Step 2:** AO/PO responsibilities:

1) Log on to Contact Information System
2) Select “Request New Position”
3) Enter pertinent position information including justification for new position
4) Position number generated in system
5) Update information on supervisor-subordinate reporting relationships in contact tree database (restricted to AO/PO use only)
6) Enter in PeopleSoft position information, e.g., position number, career group = IT, requested band

**Step 3:** Supervisor’s responsibilities (one business day after position information has been input into PeopleSoft):

1) Create PD in accordance with procedures outlined
**Process for Creating a New Position**

- Chancellor allocates/approves funds for position
- Dean/Director authorizes position count; supervisor submits request
- AO/PO enters position number & Career Group & Band assignment into PeopleSoft, & employee/supervisor relationship in the Contact Information System

One business day after position information entered in PeopleSoft, supervisor may create PD in PDG

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

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