

**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

1

---

---

---

---

---

---

---

---

**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

2

---

---

---

---

---

---

---

---

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

3

---

---

---

---

---

---

---

---

**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

4

---

---

---

---

---

---

---

---

**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

5

---

---

---

---

---

---

---

---

**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

6

---

---

---

---

---

---

---

---

### 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

7

---

---

---

---

---

---

---

---

### 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)

8

---

---

---

---

---

---

---

---

### 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)

9

---

---

---

---

---

---

---

---

### 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

10

---

---

---

---

---

---

---

---

### In-Grade Adjustments (IGA)

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

11

---

---

---

---

---

---

---

---

### 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

12

---

---

---

---

---

---

---

---

### 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

13

---

---

---

---

---

---

---

---

### Employee Initiated Movements

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

IT Salary Matrix

14

---

---

---

---

---

---

---

---

### 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

15

---

---

---

---

---

---

---

---

## 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-2.12 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 HRSS 92-E, 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**

**Personal Password**

Please report any problems, questions or comments regarding this site to [uh-broadband-igt@hawaii.edu](mailto: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**

**Position Description Generator - Options**

- Create a PD** → **Create a Position Description**
- Redesc a Position** → **Redescribe an Existing Position**
- Status of Pending** → **View/Review/Approve Status of Pending Classification Actions**
- Classif Req**
- Approved Classif**
- 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><b>Position Number:</b> 7777778</p> <p>Information Technology (from Peoplesoft)</p> <p>Career Group: Information Technology</p> <p>Band: B</p> <p>Campus: SW</p> <p>College/Office: PDG-IT Division</p> <p>Department: PDG-IT Branch</p> <p>Section: PDG-IT Section</p> <p>Unit: PDG-IT Section</p> <p>Geographic Location: MAN</p> <p>Bargaining Unit Code: 08      Employing Agency Code: 22599222</p> <p>Position Account Code: _____</p>

19

---

---

---

---

---

---

---

---

---

---

---

---

## 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

20

---

---

---

---

---

---

---

---

---

---

---

---

## 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

21

---

---

---

---

---

---

---

---

---

---

---

---

## Duties and Responsibilities Screen

**Limit: 255 Characters**

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

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

22

---

---

---

---

---

---

---

---

---

---

---

---

## 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

23

---

---

---

---

---

---

---

---

---

---

---

---

## 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?

24

---

---

---

---

---

---

---

---

---

---

---

---

## 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.

25

---

---

---

---

---

---

---

---

---

---

---

---

## 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 navigation links 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 highlighted with a red arrow and a callout box.

26

---

---

---

---

---

---

---

---

---

---

---

---

## 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 disabled and the statement 'Design and develop database schemas for existing and/or new systems' is listed at the bottom of the 'Other Duties As Assigned' section. A red arrow points to this list item.

27

---

---

---

---

---

---

---

---

---

---

---

---

## Option 2: Sample IT D&R Category List Screen

After clicking on "list of sample Ds & Rs"

<b>PDG Options</b>	<b>Duties and Responsibilities Category List</b>
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
<b>PD Components</b>	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	

28

---

---

---

---

---

---

---

---

---

---

---

---

## Sample List of Ds & Rs Statements

<b>PDG Options</b>	<b>Duties and Responsibilities Statements: Networking</b>
Create a PD	<b>Instructions</b>
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 .
<b>PD Components</b>	<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	

29

---

---

---

---

---

---

---

---

---

---

---

---

## 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

30

---

---

---

---

---

---

---

---

---

---

---

---

### 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.**

31

---

---

---

---

---

---

---

---

---

---

### 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.

32

---

---

---

---

---

---

---

---

---

---

### 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

33

---

---

---

---

---

---

---

---

---

---





## Essential Functions

<b>PD Options</b>	<b>Essential Functions</b>
<b>Create a PD</b>	<b>Instructions</b>
<b>Redesc a Position</b>	1. Please check all appropriate essential functions. Click <a href="#">here</a> for guidelines to determine an essential function.
<b>Status of Pending</b>	2. After identifying essential functions, click "Save" followed by "Continue."
<b>Classif Reqs</b>	<input type="checkbox"/> ** Design and develop database schemas for existing and/or new systems.
<b>Approved Classif</b>	
<b>Actions</b>	<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Continue"/>
<b>PD Components</b>	
<b>Position Information</b>	
<b>Duties &amp; Responsibilities</b>	
<b>Essential Functions</b>	
<b>Judgment Exercised</b>	
<b>Originality</b>	
<b>Controls Over Position</b>	
<b>Supervision Exercised</b>	
<b>MQs</b>	
<b>Supplemental MQs</b>	
<b>Desirable Qualifications</b>	
<b>Certification</b>	
<b>Preview of PD</b>	
<b>Logout</b>	

Essential functions noted by red asterisk

Click "here" for guidelines to determine an essential function

40

---

---

---

---

---

---

---

---

---

---

---

---

## Essential Functions

<b>PD Options</b>	<b>Identifying Essential Functions</b>
<b>Create a PD</b>	<b>Instructions</b>
<b>Redesc a Position</b>	Position descriptions include a range of job duties – from core functions to ancillary duties. Although many individuals with disabilities can apply for and perform all of the assigned duties, there are occasions when a qualified job applicant or employee with a disability encounters workplace barriers which need to be addressed through "reasonable accommodations" such as modifications to the work environment or adjustments in how the job is performed. The duty to provide job accommodations does not require an employer to lower quantitative or qualitative production standards that are <b>uniformly</b> applied, and it does not require an employer to eliminate essential job functions. Essential functions are fundamental job duties that an employee must be able to perform, with or without accommodation.
<b>Status of Pending</b>	In the event that you need to determine the essential functions of a job, the following questions will serve as a useful guide:
<b>Classif Reqs</b>	<ul style="list-style-type: none"> <li>• Does the position exist to perform that function?</li> <li>• Would removal of the function fundamentally alter the position?</li> <li>• Does the performance of the function require specialized expertise or skills which have been established as minimum qualification requirements for the job?</li> <li>• 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.)</li> </ul>
<b>Approved Classif</b>	
<b>Actions</b>	A job function may be essential for other reasons. Determining essential functions is typically done on a case-by-case basis taking into account the
<b>PD Components</b>	
<b>Position Information</b>	
<b>Duties &amp; Responsibilities</b>	
<b>Essential Functions</b>	
<b>Judgment Exercised</b>	
<b>Originality</b>	
<b>Controls Over Position</b>	
<b>Supervision Exercised</b>	
<b>MQs</b>	
<b>Supplemental MQs</b>	
<b>Desirable Qualifications</b>	
<b>Certification</b>	
<b>Preview of PD</b>	
<b>Logout</b>	

41

---

---

---

---

---

---

---

---

---


---

---

---

## 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.



42

---

---

---

---

---

---

---

---

---

---

---

---

### 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.

43

---

---

---

---

---

---

---

---

### 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



44

---

---

---

---

---

---

---

---

### 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

45

---

---

---

---

---

---

---

---

## Judgment Descriptor Screen

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

PDG Options	Judgment Exercised
Create a PD	<b>Please check at least one judgment statement:</b>
Redesc a Position	<input type="checkbox"/> Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.
Status of Pending	<input type="checkbox"/> Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.
Classif Reqs	<input type="checkbox"/> Efforts have impact on direction, accomplishment of goals, and schedules of projects.
Approved Classif	
Actions	
<b>PD Components</b>	
Position Information	<input type="checkbox"/> Work is expected to be technically thorough, creative, correct, and reliable, and result in the development of technically sound products, judgments, studies, recommendations, and documentation.
Duties & Responsibilities	<b>Save &amp; Continue</b>
Essential Functions	
Judgment Exercised	
Originality	
Controls Over Position	
Supervision Exercised	
MQs	
Supplemental MQs	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

46

---

---

---

---

---

---

---

---

---

---

## Judgment Exercised

PDG Options	Judgment Exercised
Create a PD	<b>Instructions:</b>
Redesc a Position	1. View and select from a list of generic judgment statements.
Status of Pending	Preview - Judgment Exercised
Classif Reqs	<b>Delete Checked Statements</b>
Approved Classif	<input type="checkbox"/> Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.
Actions	<input type="checkbox"/> Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.
<b>PD Components</b>	
Position Information	<input type="button" value="Back"/> <input type="button" value="Continue"/>
Duties & Responsibilities	
Essential Functions	
Judgment Exercised	
Originality	
Controls Over Position	
Supervision Exercised	
MQs	
Supplemental MQs	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

At least one Judgment statement selected

Click on "Continue"

47

---

---

---

---

---

---

---

---

---

---

## Originality Descriptor Screen

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

PDG Options	Originality Exercised
Create a PD	<b>Please check at least one originality statement:</b>
Redesc a Position	<input type="checkbox"/> Develops, defines, or applies new or improved techniques, methods, practices, or strategies.
Status of Pending	<input type="checkbox"/> Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
Classif Reqs	<input type="checkbox"/> Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.
Approved Classif	<input type="checkbox"/> Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.
Actions	
<b>PD Components</b>	
Position Information	
Duties & Responsibilities	<b>Save &amp; Continue</b>
Essential Functions	
Judgment Exercised	
Originality	
Controls Over Position	
Supervision Exercised	
MQs	
Supplemental MQs	
Desirable Qualifications	
Certification	
Preview of PD	
Logout	

48

---

---

---

---

---

---

---

---

---

---



## 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

52

---

---

---

---

---

---

---

---

## 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

53

---

---

---

---

---

---

---

---

## Supplemental MQs & Desirable Qualifications: Supervisor's Responsibility

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

54

---

---

---

---

---

---

---

---





## Preview of Drafted PD

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

**Position: 777778, Information Technology(from Peoplesoft)**

**Approved Date & Time:**  
**Effective Date:**

**Position Information:**

Band: B	Career Group: Information Technology
Campus: SW	College/Office: PDG-IT Division
Geographic Location: MAN	Department: PDG-IT Branch
	Section: PDG-IT Section
	Unit: PDG-IT Section
Bargaining Unit Code: 08	Employing Agency Code: 22999222
Account Code:	

---

**Duties & Responsibilities**

61

---

---

---

---

---

---

---

---

---

---

---

---

## 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**

62

---

---

---

---

---

---

---

---

---

---

---

---

## 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 Hawai'i broadband system; or equivalent education/training or experience.

**Knowledge, Skills and Abilities**

63

---

---

---

---

---

---

---

---

---

---

---

---

## 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**

64

---

---

---

---

---

---

---

---

---

---

## 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.

65

---

---

---

---

---

---


---

---

---

---

## Previewing & Checking Created PD



- Check the accuracy of the following:
  - Statements of Duties & Responsibilities
  - Identification of Essential Functions (Supervisors job)
  - Statements of Job Descriptors: Judgment Exercised
  - Originality, Controls Over Position & Supervision Exercised
  - MQ Requirements
    - Education Requirements
    - Experience Requirements
  - Supplemental MQ Requirements (Supervisors job)
    - Associate Ds & Rs with each Supplemental MQ
  - Desirable Qualification Requirements (Supervisors job)
    - Associate Ds & Rs with each Desirable Qualification

66

---

---

---

---

---

---

---

---

---

---

## Certification

**PD Components**

- Position Information
- Duties & Responsibilities
- Essential Functions
- Judgment Exercised
- Originality
- Supervision Exercised
- Supervision Over Position
- MCA
- Supplemental MCA
- Transferable Qualifications
- Certification**
- Review of PD
- Logout

**Certification Statement for: 717773, Information Technology**

Please certify the statement below by "checking" the box and clicking "submit."

I, as the official supervisor of the above cited position, I certify that the foregoing information is accurate and complete. This certification, if found to be false, may serve as the basis for disciplinary action.

**Submit**

Click to place "✓" in box, then click on "Submit"

**Certification PD Component**

Note: The University considers the electronic completion of this certification statement and the electronic submission of the PD equivalent to a signed hardcopy submission.

67

---

---

---

---

---

---

---

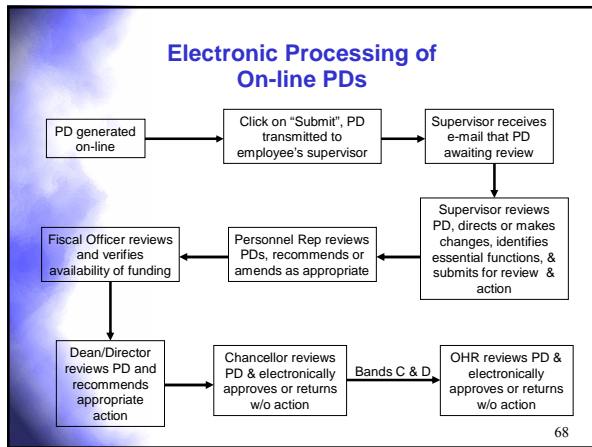
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

---

---

## 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

69

---

---

---

---

---

---

---

---

---

---

---

---

### 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

70

---

---

---

---

---

---

---

---

### 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

71

---

---

---

---

---

---

---

---

### 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

72

---

---

---

---

---

---

---

---

## Supervisor Review of PD

**PDG Home**

**PDG Options**

[Create a PD](#)

[Redesc a Position](#)

[Status of Pending](#)

[Classif Reqs](#)

[Approved Classif](#)

[Actions](#)

[Logout](#)

**References**

[Career Groups](#)

[Band Definitions](#)

[Color Code](#)

[Legend](#)

**Related Links**

[APT Broadband Home](#)

[PDG On-line Training](#)

**Position Description Status: Status of Pending Classification Requests**

Please click on the position number which you would like to preview:

Position Number	Status
2222223	Pending redescription of PD
4564564	Pending redescription of PD
Information Technology	Information Technology

To begin review, click on position no.

Refer back to slide #65 regarding steps in editing a position description

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

73

---

---

---

---

---

---

---

---

---

---

---

---

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

74

---

---

---

---

---

---

---

---

---

---

---

---

## Initiate a Request for a New Position

**PDG Home**

**PDG Options**

[Create a PD](#)

[Redesc a Position](#)

[Status of Pending](#)

[Classif Reqs](#)

[Approved Classif](#)

[Actions](#)

[Logout](#)

**References**

[Career Groups](#)

[Band Definitions](#)

[Color Code](#)

[Legend](#)

**Related Links**

[APT Broadband Home](#)

[PDG On-line Training](#)

**Position Description Status: Create a Position Description**

Please click on the position number which you would like to preview:

[Click here to Request a New Position](#) Click to request a new position

Position Number	Status
7777778	Pending creation of PD
2222223	Pending redescription of PD
4564564	Pending redescription of PD
PDG-IT Test Position #6	Information Technology
PDG-IT Test Position #5	Information Technology
PDG-IT Test Position #4	Information Technology

75

---

---

---

---

---

---

---

---

---

---

---

---

## New Position Request Screen

**PDG Options**

- Create a PD
- Redesc a Position
- Status of Pending
- Classif Reqs
- Approved Classif
- Actions
- Preview of PD
- Logout

**References**

- Career Groups
- Band Definitions
- Color Code
- Legend

**Related Links**

- APIT Broadband
- Home
- PDG On-line
- Training

**New Position Request**

From: [Supv e-mail address auto appears]

To: [center personnel representative's email address]

Subject: [New Position Request]

Message:

I would like to establish a position in my organization. The following information is pertinent to my request:

Requesting party - to assist your departmental personnel representative and to facilitate your request, please complete the following information and send, via this email, to your departmental personnel representative.

Note: Personnel Representatives may initiate the request for a new position via the on-line Contact Information System (<https://www.pers.hawaii.edu/hrin/contact/>).

Requested APT Career Group:  
 Requested Pay Band:  
 Appointment type (Permanent or temporary):  
 Requested Working Title (if applicable):  
 Department:

Complete the following information

send cancel

76

---

---

---

---

---

---

---

---

---

---

---

---

## 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"

77

---

---

---

---

---

---

---

---

---

---

---

---

## Instructions for Creating a New Position (con't.)

**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

78

---

---

---

---

---

---

---

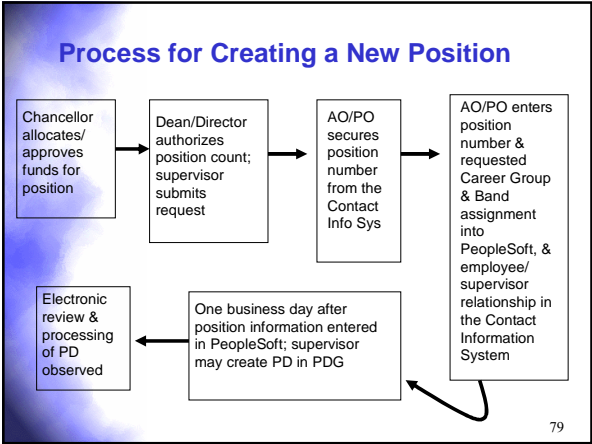
---

---

---

---

---




---

---

---

---

---

---

---

---

### 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

80

---

---

---

---

---

---

---

---