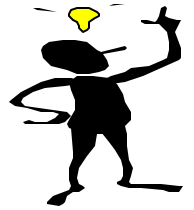




ADMINISTRATIVE, TECHNICAL & PROFESSIONAL (APT) BROADBAND CLASSIFICATION SYSTEM



Frequently Asked Questions #2

- 1) When will I be able to access the Position Description Generator to create and electronic Position Description?

Approximately 1200 APT position have been divided into five groups of approximately 400 in order to minimize stress on the system. Each group of APTs will receive a copy of their position description and will be notified of the timeframe in which they are scheduled to access the on-line Position Description Generator.
- 2) What if my supervisor and I disagree on the duties and responsibilities that are assigned?

As a representative of management, the supervisor has the authority to assign duties and responsibilities.
- 3) An APT position within my organizational unit is vacant – who is responsible for creating the position description?

It is recommended that the supervisor create the position as he/she will be most familiar with the duties and responsibilities assigned. Ultimately, responsibility will fall on the program.
- 4) What if I disagree with the band assignment of my position?

You may file a request for an administrative review. The form for requesting an administrative review is located on the OHR website at: <http://www.hawaii.edu/ohr/projects/projects.html>
- 5) If I file an Administrative Review and the band to which my position is assigned changes, will my rate of compensation be affected?

During the conversion process, changes made to position band assignments will be budget neutral. Employees will continue to receive the same rate of compensation irrespective of the band to which their position is assigned. Once the system is declared operational, established compensation rules will apply.
- 6) I noticed a list of generic duties and responsibilities on the APT Broadband website – but I can't locate statements that are specific to my position. What are my options?

You are not required to utilize the generic statements of duties and responsibilities – as they were created to serve as a convenient guide to assist APTs and/or supervisors with the creation of position descriptions. You may utilize statements from your current position description, which will be provided to you prior to your scheduled conversion time period.
- 7) What happens if my supervisor makes changes to the position description that I submit for review?

Your supervisor should discuss any changes that he/she makes to the position description to ensure that there is a common understanding of the changes. In any event, you will be notified via email when your position description has been sent forward for review and be able to view the position description throughout the process.
- 8) Are supervisors of APT personnel/positions required to complete the on-line training module prior to reviewing the electronic PD?

All those who login to the PD Generator will be required to complete the self-directed tutorial. Once the user has completed the training module, subsequent login to the PD Generator will not require going through the training again, however the training may be referenced from the navigation menu on the left side of the PD Generator application, as needed.

The preceding is an array of questions and concerns expressed via e-mail "hotline," telephone calls and at the information sessions. Please note that question may have been consolidated and/or edited for conciseness. If you have any additional questions, contact your departmental personnel representative who may contact the Office of Human Resources via e-mail at broadband@mail.pers.hawaii.edu