

## **Administrative, Professional and Technical (APT) Position Description Generator - Version 2**

### **Frequently Asked Questions**

1. What is the Position Description Generator – Version 2?

Version 2 is an update of the Position Description Generator. It is an enhanced version of the original Position Description Generator with many new features.

2. What are some of the new features of Version 2?

The new features include:

- Supervisors initiate change in position assignment requests; i.e., significant changes in duties
- Awarding of in-grade adjustments (professional growth within the band) are now part of the Position Description Generator (PDG) process, rather than the Special Compensation Adjustment (SCA) process
- In-grade adjustments may be requested anytime in the year
- In-grade adjustments continue to recognize permanent growth in a position, but may now also recognize temporary growth in a position
- Permanent in-grade adjustments may be awarded once every 12 months from the last effective date of the award; temporary in-grade adjustments may be requested as necessary
- Establishment of five position redescription factors to assist supervisors in documenting the significant changes in a position
- Ability to personalize minimum qualification requirements
- Creation of performance expectations as part of the redescription process for permanent changes in position
- Employees compensated for temporary changes in work assignment via a stipend and for permanent changes via a change to base pay; and
- Preview of salary adjustment/stipend in the system; system automatically calculates amount from information pulled from the PeopleSoft Human Resources Information System

3. What positions are included in the Position Description Generator – Version 2?

All APT positions are included in the Position Description Generator – Version 2, with the exception of the Information Technology (IT) Specialists. The IT Specialists are part of the IT Demonstration Project. The Office of Human Resources is currently working to regularize the project and to transition our IT Specialist over to the APT Broadband System.

4. What is the difference between rebanding and in-grade adjustment?

Rebanding is a change in position concept where the duties and responsibilities now reflect the concept of a different (lower or higher) band.

In-grade adjustments recognize an employee's growth in the position as illustrated by the demonstration of substantially more complex duties still characteristic of the same band.

5. What is the difference between temporary rebanding and temporary assignment?

**Temporary rebanding** is the change in position concept of a position, but on a temporary basis. The new temporary duties now reflect the concept of a different band (higher or lower band).

Supervisors should utilize temporary rebanding when there is no higher banded position to temporarily assign an employee to. The program requires the performance of higher level work by the employee, but on a temporary basis. All temporary rebanding requests are not-to-exceed one year. Extensions may be requested, but require the approval of the System Director of Human Resources.

**Temporary assignment** is the process of temporarily assigning an employee to perform the duties and responsibilities of a position at a higher band than their own on an "acting" basis, in accordance with Article 18A – Temporary Assignment (Memorandum of Agreement).

6. When do I use the option temporary in-grade adjustment?

The option of a temporary in-grade adjustment is to be used when more complex duties are assigned to a position on a temporary basis. The newly assigned duties are considered substantial and significant (at least 55% change in position) and continue to reflect the concept of the same band.

7. What are position redescription factors?

Position redescription factors assist supervisors in documenting changes in a position. There are five redescription factors:

- Responsibility and Accountability
- Critical Thinking and Problem Solving
- Decision Making
- Knowledge, Skills and Expertise
- Communication Effectiveness

For an in-grade adjustment equivalent to one step, supervisors are to specify new duties and responsibilities relating to two required redescription factors (responsibility and accountability; and critical thinking and problem solving) and at least one other factor (decision making; knowledge, skills and expertise; and/or communication effectiveness). For an in-grade adjustment equivalent to two steps and for upward rebanding requests, supervisors are to specify new duties and responsibilities relating to all five redescription factors.

8. How do I document temporary changes of a position in the Position Description Generator?

Temporary changes of a position are documented in a narrative box in the Position Description Generator and must be of a significant nature (at least 55% change in the duties of position). The narrative box provides a template of the five redescription factors. Supervisors specify the new duties and responsibilities under the respective redescription factor. The narrative box of new duties will disappear once the temporary work is completed and the position description will revert to the former duties and responsibilities.

9. How do I document permanent changes of a position in the Position Description Generator?

Permanent changes of a position are documented in the same manner as when establishing a new position. A box shows up for each required/selected redescription factor. The supervisor then types in, cuts and pastes, or selects from a list of generic duties.

10. Why am I creating performance expectations in the Position Description Generator rather than the Performance Evaluation System?

Supervisors actually continue to create performance expectations in the Performance Evaluation System. However, when a position is permanently redescrbed, the supervisor will be creating performance expectations in the Position Description Generator and associating the expectations with the new duties and responsibilities.

Once the action is approved, the expectations will be transferred over to the Performance Evaluation System. The supervisor is required to meet with the subordinate to go over the new duties and responsibilities and performance expectations. The supervisor must log on to the Performance Evaluation System, enter the date of the meeting, and certify the expectations. Supervisors may amend the expectations prior to certification.

11. What are the eligibility requirements for permanent in-grade adjustments?

The eligibility requirements are at least 6 months in the position, substantial and significant changes to a position (at least 55% change in the duties of position), and approval by the appropriate authority. Permanent in-grade adjustments may be approved no earlier than 12 months from the last permanent in-grade adjustment.

12. As the in-grade adjustment requests will be processed through the Position Description Generator, what actions will be processed through the Special Compensation Adjustment (SCA) System?

Requests for performance awards will continue to be processed through the SCA System.

13. If my subordinate employee received an in-grade adjustment award in November 2003, when will he/she be eligible for another in-grade adjustment award?

As employees are eligible for permanent in-grade adjustments once every 12 months from the last permanent adjustment, your subordinate employee who received an in-grade adjustment in November 2003 will be eligible for another permanent in-grade adjustment in November 2004.

14. Where can I seek assistance?

Your personnel representative is best able to assist you with your APT broadband questions. He/she is most familiar with your organization and staff. The personnel representative will contact the Office of Human Resources for further assistance. In the event that the personnel representative is not available, please e-mail your question(s) to the Broadband e-mail hotline: [uh-broadband-l@hawaii.edu](mailto:uh-broadband-l@hawaii.edu)