

## Position Description Generator Version 2 – An Update

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University of Hawai'i  
Office of Human Resources  
June 2004

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## Background

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- ⌘ APT Broadband System implemented April 22, 2002
- ⌘ On-line position descriptions (Position Description Generator) and performance evaluations (Performance Evaluation System) - excluding IT Specialists
- ⌘ Flexibility and rapid response
- ⌘ Selected delegation of decision-making authority

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## Background (Cont.)

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- ⌘ New methods of compensation – mechanism to hire above the designated new hire rate
- ⌘ Mechanism to recognize employee's professional growth (increase to base salary) and exceptional performance (lump sum bonus)

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## Applicability of PDG – Version 2

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- ⌘ All APT personnel with the exception of IT Specialists
- ⌘ IT Specialists
  - ⌘ Still part of the IT Demonstration Project
  - ⌘ OHR is working with the Union on regularizing the IT Demonstration Project
  - ⌘ Tentative date of conversion to the APT Broadband electronic systems is Fall 2004

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## Position Description Generator System – Version 2

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## Supervisors Initiate Redescription Requests

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- ⌘ Supervisors initiate change in position assignment requests
- ⌘ Requires discussion of proposed request with Personnel Representative and Dean/Director

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## Position Description Generator - Options

**Position Description Generator - Options**

- **Create a New Position Description**  
For employees or supervisors to document duties and responsibilities of a new position.
- **Redescribe an Existing Position**  
For supervisors to document changes in a position's duties and responsibilities with or without a request for additional compensation.
- **Approve/Review/View Status of Pending Classification Actions**  
For supervisors and other approval levels to track and/or approve classification requests.
- **View Approved Actions**  
For all levels to view approved classification requests.

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## Redescribing an Existing Position

**Position Redescription Options**

- **Initiate Redescription Process**  
For supervisors changing a position's duties and responsibilities with or without a request for additional compensation.
- **Continue Redescription Process**  
For supervisors who have initiated the redescription process and plan to continue updating a position's duties and responsibilities with or without additional compensation.
- **Extend Temporary Redescription**  
For supervisors who have temporarily redescribed a position's duties and responsibilities and wish to extend the duration of the temporary redescription with or without additional compensation.
- **Approve/Review Position Redescriptions**  
For all levels to view or approve classification requests.

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## Select Redescription Type

**Position Redescription Options**

Please fill out the information below.

Position #

Permanent Change  
 Temporary Change  
NTE Rate:  (mm/dd/yyyy)

Action Requested

Update Only: No compensation adjustment  
Filled position: No change in essential functions  
Any change to a vacant position.

In-grade Growth: Compensation adjustment approximately 2%  
Significant change of position in relation to equivalent scope and complexity of work. Responsibilities and/or responsibilities reflect more than 50% change in work level and/or duties.

In-grade Growth: Compensation adjustment approximately 4%  
Significant change of position in relation to equivalent scope, complexity, activity and knowledge of work, time taken and/or responsibilities reflect more than 50% change in work level and/or activities.

Change in position concept: Compensation adjustment ranges from no increase to approximately 12%  
Change in the content of the position area either a structural band, e.g. from independent worker to supervisor or from supervisor to subject matter expert, from subject matter expert to program manager.

Will there be any change to the organizational structure if the requested action is authorized?  
 Yes  No

I certify that I have discussed the proposed requested action with my personal representative and my Dean or Director and fiscal officer in the event that a compensation adjustment is being proposed.

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## Redescription Access Number

- ⚡ A redescription access number will be assigned by the system once the request is submitted
- ⚡ Note down access number for future reference
- ⚡ The access number is the position number and submission number
- ⚡ Example: 84567 - 1

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## Redescription Types

- ⚡ Update only – no adjustment to compensation
- ⚡ In-grade growth – significant changes to position reflecting 1-step adjustment
- ⚡ In-grade growth – significant changes to position reflecting 2-step adjustment
- ⚡ Change in position concept – band change

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## Update Only

- ⚡ No adjustment to compensation
- ⚡ Filled position
  - ⚡ Update duties and responsibilities
  - ⚡ No change to essential functions
  - ⚡ No change to band assignment
- ⚡ Vacant position
  - ⚡ Any changes (i.e., career group, band assignment)

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### Permanent In-grade Adjustment

- ⚡ Professional growth within band may be recognized anytime in the year
- ⚡ New duties reflect 55% change
- ⚡ Increase to base salary of 1 or 2 steps (approximately 2% or 4% increase)
- ⚡ Eligibility requirement
  - ⚡ 6 months in position
- ⚡ Limited to once every 12 months

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### Temporary In-grade Adjustment (IGA)

- ⚡ Professional growth within band on a temporary basis, may be recognized anytime in the year
- ⚡ New duties reflect 55% change
- ⚡ Stipend equivalent to 1 or 2 steps (approximately 2% or 4% increase)

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### Temporary In-grade Adjustment (Cont.)

- ⚡ Initial request not to exceed (NTE) 1 year
- ⚡ When the temporary IGA ends, supervisor informs employee:
  - ⚡ Stipend will end
  - ⚡ Duties and responsibilities will revert to "former" position description

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### Temporary In-grade Adjustment (Cont.)

- ⚡ Extensions may be requested; not to exceed (NTE) a total continuous period of 2 years
- ⚡ System generates e-mail notification to supervisor and Personnel Representative 1 month before NTE date
- ⚡ System Director of Human Resources reviews and approves all extension requests

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### Temporary Redescription Extension

**Position Redescription: Temporary Redescription Extension**

Please fill out the information below

Position #  New NTE Date:  (mm/dd/yyyy)

Redescription Type

Extension Only, No change in duties and/or responsibilities or essential functions (No Additional Compensation Adjustment)

Extension with changes in duties and/or responsibilities or essential functions

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### Permanent Rebanding

- ⚡ Change in position concept
  - ⚡ movement from one band to another (e.g. Band A to B, Band C to B)
- ⚡ Compensation adjustment ranges from no increase to a maximum 6-step increase

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## Permanent Rebanding (Cont.)

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- ⌘ Band changes – permanent
  - ⌘ One band – increase to base salary of 4 steps (approximately 8% increase), or minimum of higher band, whichever is higher
  - ⌘ Two or more bands – increase to base salary of 6 steps (approximately 12% increase), or minimum of higher band, whichever is higher
  - ⌘ Not to exceed maximum step of higher band

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## Temporary Rebanding

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- ⌘ Change in position concept on a temporary basis
- ⌘ Initial request not to exceed 1 year
- ⌘ When the temporary rebanding ends, supervisor informs employee:
  - ⌘ Stipend will end
  - ⌘ Duties and responsibilities will revert to “former” position description

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## Temporary Rebanding

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- ⌘ Band changes – temporary
  - ⌘ One band – stipend equivalent to three steps (approximately 6% increase)
  - ⌘ Two or more bands – stipend equivalent to five steps (approximately 10% increase)
- ⌘ Article 18 A - Temporary Assignment (MOA) still applicable
  - ⌘ In process of amending A - Article to address different method of compensation

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## Temporary Rebanding (Cont.)

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- ⌘ Extensions may be requested; not to exceed (NTE) a total continuous period of 2 years
- ⌘ System generates e-mail notification to supervisor and Personnel Representative 1 month before NTE date
- ⌘ System Director of Human Resources reviews and approves extension requests

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## Introduction of Position Redescription Factors

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**Position Redescription Factors**

Please select **at least three (3)** classification factors that apply.  
note: Responsibility and Accountability and Critical Thinking and Problem Solving are required.

- Responsibility and Accountability (RA)
- Critical Thinking and Problem Solving (CTPS)
- Decision Making (DM)
- Knowledge, Skills, & Expertise (KSE)
- Communication Effectiveness (COME)

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## 1-step In-Grade Adjustment

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- ⌘ 2 required redescription factors:
  - ⌘ Responsibility and Accountability
  - ⌘ Critical Thinking and Problem Solving
- ⌘ Plus at least 1 other applicable factor:
  - ⌘ Decision Making
  - ⌘ Knowledge, Skills and Expertise
  - ⌘ Communication Effectiveness

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## 2-step In-grade Adjustment and Rebanding

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- ⌘ 5 required redescription factors:
  - ⌘ Responsibility and Accountability
  - ⌘ Critical Thinking and Problem Solving
  - ⌘ Decision Making
  - ⌘ Knowledge, Skills and Expertise
  - ⌘ Communication Effectiveness

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## Responsibility and Accountability

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- ⌘ Duty that describes
  - ⌘ How the ultimate accountability of position has increased
  - ⌘ How the job requires more independence in determining methods and systems to be used
  - ⌘ How the increase in responsibility has impacted program effectiveness

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## Responsibility & Accountability (Cont.)

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- ⌘ Example:

Coordinates or spearheads the development and implementation of campus-wide changes to student services plans, systems, approaches, methodologies, etc.

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## Critical Thinking & Problem Solving

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- ⌘ Duty that describes
  - ⌘ How the types of problems and applicable resolutions have become more complex
  - ⌘ How the required problem solving skills have become more complex

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## Critical Thinking & Problem Solving (Cont.)

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- ⌘ Example:

Researches and develops modifications of APT classification and compensation plans or methodologies.


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## Decision Making

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- ⌘ Duty that describes
  - ⌘ How the decisions have become more complex and less prescribed
  - ⌘ How the consequences of decisions have become more significant
  - ⌘ How the impact of decisions have broadened and/or increased the degree of risk

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## Decision Making (Cont.)

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- Example:
- Serves as investigator and hearings officer on grievances and renders decisions; represents the University in settling grievances; prepares settlement agreements.

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## Knowledge, Skills and Expertise

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- Duty that describes
  - How job requirements have significantly broadened
  - How the position now applies more complex skills

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## Knowledge, Skills & Expertise (Cont.)

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- Example:
- Advises managers on the proper action/disposition of labor relations matters, application of rules, procedures and collective bargaining agreements.

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## Communication Effectiveness

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- Duty that describes
  - How the range of communication skills have expanded with the primary contacts/clients
  - How the communication skills have reached a new level – e.g., influence, facilitation, negotiations

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## Communication Effectiveness (Cont.)

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- Example:
- Consults and confers with Unions, University executives and administrators, employees, etc. to resolve employment and/or labor relations issues.

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## Documenting Permanent Changes

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## Classification/Position Redescription Factors

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**Classification Factor: Responsibility and Accountability**

**Responsibility and Accountability**

- Specify only an *other* responsibility that requires an *other* description from the ultimate accountability of the position being revised. For example, has the scope of duties changed from required to non-required work, the assigned function being actually been expanded, or has the accountability for operating or maintaining been changed?
- Specify only *new* responsibilities in the original position description that the job requiring more judgment or determining methods and criteria to be used.
- Specify only *other* responsibilities that require an *other* description from the because in responsibility will impact program effectiveness or institutional policies.

Specify and summarize key points of new duty and/or responsibility.

**Instructions: Option 2**

1. This area pertains to a list of required duties and responsibilities.

2. Identify the essential functions of this position.

Function: Duties and Responsibilities

and/or Representative Functions: (documented by the supervisor or designated personnel representative)

\* If having existing position: Specify how, monitor and evaluate the Human Resources Information System.

\*\* Provide technical advice, information and/or make advice recommendations regarding applicable policies, procedures and other recommendations concerning to administrative records or staff.

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## Different Methods of Entering New Duties and/or Responsibilities

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- ⚡ Type
- ⚡ Cut and paste from Word document
- ⚡ 255 character limit
- ⚡ Utilize list of generic duties and/or responsibilities
  - ⚡ Fill-in-the-blanks for the duties and/or responsibilities, or
  - ⚡ Select by deleting options provided

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## Sample Generic Duties and/or Responsibilities

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- ⚡ Independently performs moderately complex assignments, e.g., \_\_\_\_\_ of limited scope in \_\_\_\_\_, involving application of standard policies and procedures and widely accepted methods and practices.

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## Documenting Temporary Changes

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## Temporary Redescription

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**PDG: Temporary Redescription**

Narrative of Reason to Temporarily Redescribe Position 1234567:

Temporary redescription for position number: 1234567, Band: C, Career Group: Institutional Support Group.

Duties and/or Responsibilities related to:

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

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## Temporary Changes in Position

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- ⚡ Narrative box provided with template of redescription factors
- ⚡ To be used for temporary IGA and temporary rebanding
- ⚡ Supervisor types or "cuts and pastes" duties and responsibilities

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## Temporary Changes in Position (Cont.)

- Temporary duties will be eliminated by the system once the not to exceed date has been reached
- Duties and responsibilities will revert to "former" position description

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## Performance Expectations

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## Performance Expectation Generator

**Position Redescription: Performance Expectations Generator**

Choose the desired method to create expectations.

Add and/or delete or update one expectation statement to the form below.  
(Note: maximum 100 statements per statement.)

Please click the "Save" button after each expectation is created.

If you do not click on "Save," the information that you entered will not be retained.

When all expectations are created and saved, click "Continue" to proceed.

**Current Expectation Statements**

- Develop administrative procedures on TB Administration in final form by June 30, 2005.
- Advise and interpret administrative procedures and Collective Bargaining contracts on benefits, compensation, etc. on a daily basis.
- Analyze the impact of future responsibilities and prepare reports to draft form within one month of approval.
- Complete analysis of classification requests within two weeks of assignment and approve final classification action.
- Review health and safety procedures and recommend modifications to draft form by June 30, 2005.
- Develop accurate responses to field questions on classification matters within 24 hours.
- revised expectation 1
- clarified expectation 2
- new staff job
- updating a new classification

New Expectation Statements

creating a new expectation

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## Performance Expectations for Permanent Changes

- Creation of performance expectations as part of the redescription process for permanent changes in position**
  - Link expectations to new duties and responsibilities
  - Once action approved, expectations will be transferred to the Performance Evaluation System (PES)
  - Supervisor logs on to PES and enters date of meeting and certifies expectations

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## Completing the On-line Position Description

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## Minimum Qualifications for Permanent Rebanding and IGA

- Fill-in-the-blanks minimum qualifications**
  - Specify type of degree and discipline
  - Specify number of years and quality of experience
  - Specify knowledge in assigned specialty
  - Specify specialized skills and abilities

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## Certification

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- ⌘ Supervisors certify that the information entered is accurate and complete
- ⌘ Once the requested action is submitted, the Personnel Representative reviews and takes appropriate action

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## System Calculates Requested Adjustment and Stipend

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- ⌘ System calculates salary adjustment automatically
- ⌘ Salary information pulled from the PeopleSoft Human Resources Information System
- ⌘ Example –
  - ⌘ Increase equivalent to: 1 step
  - ⌘ Current monthly salary: \$3441
  - ⌘ Adjusted salary: \$3510


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## Employee Initiated Movements

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## Voluntary Movement – Same or Higher Band

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- ⌘ Hire at DNHR or
- ⌘ Programs may request to hire above DNHR provided that established criteria satisfied and request is approved by the appropriate authority

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## Voluntary Demotion

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- ⌘ Hire at DNHR or
- ⌘ Programs may request to hire above DNHR provided that established criteria satisfied and request is approved by the appropriate authority
- ⌘ Requested salary shall be at least 2 steps below the employee's current salary

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## Special Compensation Adjustment System

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## Special Compensation Adjustment (SCA) System

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- ⌘ Performance Awards only
- ⌘ In-grade Adjustment Awards will now be authorized through the Position Description Generator

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## Supervisor's Responsibilities

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## Supervisor's Responsibilities

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- ⌘ Initiate redescription process after consultation with Dean/Director and Personnel Representative
- ⌘ Assign new duties and responsibilities and associate with required redescription factors

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## Supervisor's Responsibilities (Cont.)

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- ⌘ Designate essential functions of position
- ⌘ For permanent assignment changes, create performance expectations and associate with new duties and responsibilities
- ⌘ Complete the following sections by selecting from provided list: Judgment Exercised, Originality, Controls Over Position, and Supervision Exercised

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## Supervisor's Responsibilities (Cont.)

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- ⌘ Complete minimum qualification requirements of position
- ⌘ If desired, indicate statement of amplification of minimum qualifications and/or desirable qualifications
- ⌘ For temporary actions, ensure that temporary duties are completed prior to the NTE date; if work is still required, request for an extension

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## Highlights of Position Description Generator – Version 2

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## Highlights of Changes

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- ⌘ June 2004 – target date of implementation
- ⌘ Supervisors initiate change in position assignment requests
- ⌘ IGA now also recognizes temporary changes in position
- ⌘ IGA requests may be submitted anytime in the year

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## Highlights (Cont.):

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- ⌘ Creation of performance expectations as part of the PDG process for permanent changes in position
- ⌘ Different compensation methods – increase to base salary for permanent changes and stipend for temporary changes
- ⌘ System calculates salary adjustment automatically

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## Need Help?

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- ⌘ Personnel representatives are available to assist you with your questions
- ⌘ Broadband e-mail hotline:  
[uh-broadband-l@hawaii.edu](mailto:uh-broadband-l@hawaii.edu)
- ⌘ APT Broadband System URL:  
<http://www.hawaii.edu/ohr/projects/projects.html>

*Thank You!*

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