Position Redescription Process in the Position Description Generator

University of Hawai‘i
Office of Human Resources
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Redescribing a Position

- Once a PD is approved on-line in the PDG, supervisors may consider redescribing the position
- Requires discussion of proposed request with Personnel Representative and Dean/Director
- Supervisors initiate the redescription requests in the PDG

Position Description Generator – Options

- Create – to document the duties and responsibilities of a new position
- Redescribe – to document the changes in the duties and responsibilities of a position
- Review/Approve Pending Actions – to track and approve pending requests
- View Approved Actions – to view approved position descriptions

Redescribing an Existing Position

- Initiate – to document the changes in the duties and responsibilities of a position
- Continue – to continue the process of documenting the changes in the position
- Extend – to extend the duration of a temporary action (IGA or reband)
- Review/Approve – to view approved position descriptions
Select Redescription Type

Redescription Type Options

- 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

Update Only Option

- No adjustment to compensation
- Filled position
  - Update duties and responsibilities
  - No change to essential functions
  - No change to band assignment
- Vacant position
  - Only option to use to reflect changes in career group, band assignment, duties, minimum qualifications, etc.

In-grade Growth Options

- IGA - professional growth within the band
  - Changes may be of a permanent or temporary nature
  - IGA may be recognized anytime in the year via the PDG

In-grade Growth Options (cont.)

- Permanent IGA - increase to base salary of 1 or 2 steps (approximately 2% or 4% increase)
- Temporary IGA - stipend equivalent to 1 or 2 steps (approximately 2% or 4% increase)

In-Grade Growth Options (cont.)

- Permanent IGA
  - New duties reflect 55% change
  - Eligibility requirement – 6 months in position
  - Limited to once every 12 months
In-grade Growth Options (cont.)

- Temporary IGA
  - New duties reflect 55% change
  - 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

Temporary In-grade Adjustments

- 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 via a memo

Rebanding Option

- Change in position concept
  - Change from entry level work to work reflecting the full-range of duties
  - Movement from one band to another (e.g. Band A to B, Band C to B)
  - Change may be of a permanent or temporary nature
  - Compensation adjustment ranges from no increase to a maximum 6-step increase

Rebanding Option (cont.)

- Temporary rebanding - compensation
  - Movement of 1 band - stipend equivalent to 3 steps (approximately 6% increase)
  - Movement of 2 or more bands - stipend equivalent to 5 steps (approximately 10% increase)

Rebanding Option (cont.)

- Permanent rebanding - compensation
  - Movement of 1 band - increase to base salary of 4 steps (approximately 8% increase), or minimum of higher band, whichever is greater
  - Movement of 2 or more bands - increase to base salary of 6 steps (approximately 12% increase), or minimum of higher band, whichever is greater
  - Not to exceed maximum step of higher band

Rebanding Option (cont.)

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

- 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 via a memo

Temporary Redescription Extension

- 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 via a memo

Temporary Redescription Extension (cont.)

- Extension only – no changes to the temporary duties assigned
- Extension with changes to the duties and/or responsibilities or the essential functions of a position – supervisor is required to initiate a new temporary redescription

Position Redescription Factors

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- Extension with changes to the duties and/or responsibilities or the essential functions of a position – supervisor is required to initiate a new temporary redescription

Position Redescription Factors (cont.)

- Redescription factors used to assess the degree of change in the position
- Supervisor associates newly assigned duties to the redescription factors
- Requests for in-grade adjustments and rebanding require different redescription factors

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5 Redescription Factors

- Responsibility and Accountability – the increase in size and scope of responsibilities and level of authority
- Critical Thinking and Problem Solving – the inherent difficulty of identifying and resolving problems
- Decision Making – the judgment required in making decisions; the consequences and impact of decisions
Position Redescription Factors (cont.)

- Knowledge, Skills and Expertise – the kind and depth of information which must be understood and the skills necessary to apply the knowledge, including those obtained from education and experience.
- Communication Effectiveness – the nature and purpose of contacts. These may range from the exchange of information to the resolution of controversial issues.

1-step In-Grade Adjustment

- 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

2-step In-grade Adjustment and Rebanding

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

Responsibility and Accountability

- 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

Responsibility & Accountability (Cont.)

- Example:
  - Provides systems analysis and project planning expertise to assist users in the application of computer technology to their own problems.

Critical Thinking & Problem Solving

- 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
Critical Thinking & Problem Solving (Cont.)

Example:
- Evaluates the performance of systems resources such as operating systems, servers and databases and implements change where required to improve performance on Unix platforms.

Decision Making

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

Decision Making (Cont.)

Example:
- Makes decisions regarding the application and modification of existing and emerging technologies, systems, hardware and software that significantly impact various operations, multiple platforms, and numerous users.

Knowledge, Skills and Expertise

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

Knowledge, Skills & Expertise (Cont.)

Example:
- Keeps current on rapid developments and emerging technologies by researching articles in trade journals, periodicals, technical manuals, etc. in both paper and electronic formats, and by attending classes, conferences and presentations.

Communication Effectiveness

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
Communication Effectiveness (Cont.)

- Example:
  
  Prepares and teaches classes as required; prepares written documentation, procedures and standards to assist users in utilization of ITS facilities and the application of computer technology to their needs.

Documenting Permanent Changes

Redescription Process in PDG

- Supervisors initiate redescription process in PDG
- Select redescription type (e.g., update only, IGA 1 or 2-steps, or Reband)
- Enter justification for requested action

Justification to Support Request

- Provide justification to support the requested action.
- Summarize any changes in the duties and responsibilities including any deletions, and cite those pertinent duties and responsibilities which substantiate the recommendation.

Redescription Access Number Assigned

- Example:
  
  Preparing the permanent changes to work assigned the position number 2222213.1.
  Justifying the changes in duties and responsibilities including any deletions, and the duties performed under the revised position description.
  This information has been sent to the department supervisor to ensure the position is in accordance with the revised position description.
  Justification to Support Request for position number 2222213, Career Level: Information Technology, Date: A.

- Task assigned: 2222213.1
- Please use this number for future reference to this redescription.
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

Redescription Process in PDG

- Identify the appropriate redescription factors (select at least 3 factors for 1-step IGA; 5 factors required for 2-step IGA or reband)
- Enter new duties in the appropriate redescription factor screen. NOTE: Each factor has a separate screen.

Classification/Position Redescription Factors

Redescription Process in PDG

- Please note:
  - New duties are added under the list of existing duties and responsibilities.
  - The order in which duties are listed is the order in which the duties are entered by the supervisor.
  - To list the duties in a specific order, the supervisor navigates to the appropriate redescription factor screen and enters the new duties.

System Calculates Salary Adjustment or Stipend

- PDG automatically calculates salary adjustment or stipend
- Salary information pulled from the PeopleSoft Human Resources Information System

Documenting Temporary Changes
Temporary Redescription

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

Temporary Changes in Position

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

Performance Expectations

Performance Expectations for Permanent Changes

- Creation of performance expectations as part of the redescription process for permanent changes in position (IGA and Reband)
- 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
Special Compensation Adjustment System

Special Compensation Adjustment (SCA) System
- Performance Awards only
- In-grade Adjustment Awards will now be authorized through the Position Description Generator (PDG)

Need Help?
- Personnel representatives are available to assist you with your questions
- Broadband e-mail hotline: uh-broadband-i@hawaii.edu

Thank You!