

Prepared by the Office of Human Resources
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October 1995

CLASSIFICATION & COMPENSATION

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A9.250 POSITION DESCRIPTIONS FOR APT PERSONNEL

1. Purpose

To provide a systematic means to describe and classify all Administrative, Professional and Technical (APT) positions in accordance with Section 304-13, HRS, Classification Schedule, and Board of Regents' Policies, Section 9-2, Classification Plans and Compensation Schedules.

2. Objective

To establish procedures and standard forms for the preparation of descriptions for APT positions.

3. Applicability/Responsibility

This instruction applies to all APT positions regardless of funding source. All University wide and campus organizational units are responsible for preparing and submitting position descriptions of APT positions to the Office of Human Resources (OHR) via the respective Senior Vice President and Executive Chancellor, Senior Vice President and Chancellor, Senior Vice President, Vice President, or administrator delegated with such authority. Position descriptions should be

a. written when a new position is established

b. reviewed when

(1) the position becomes vacant to ensure accuracy of recruitment efforts in keeping with the Americans with Disabilities Act of 1990 and Title VII ;

(a) Should the position description on file at the Office of Human Resources continue to be accurate as stated, type the following certification statement in the justification block of the UH SF-1, Request for Position

Action: *The official position description on file with the Office of Human Resources has been reviewed and is deemed to be current and accurately reflects the nature and scope of duties and responsibilities assigned to the position.*

- (b) If the duties and responsibilities have changed, a redescription shall be submitted to the OHR for classification action **prior** to recruitment.
- (2) there are significant changes to the position's duties and responsibilities due to management's assignment of work; or
- (3) there have been organizational changes.
- c. rewritten when the major duties and responsibilities have changed significantly.

4. Guidelines

A current position description will be filed with the Office of Human Resources for all APT positions. These descriptions will be used to classify the position in accordance with Administrative Procedure A9.210, Classification and Compensation Plan for APT Personnel and will also be considered the official record of work assignments of the position.

5. Procedures

- a. Position descriptions shall be submitted for all positions, regardless of funding source, in accordance with Administrative Procedure A9.210, Classification and Compensation Plan for APT Personnel. UH Form 39 (PERS), APT Position Description shall be used in all cases (this form follows Attachment 1 and may be duplicated for use).
- b. Personnel classification documents shall be routed as follows:
 - (1) System wide: submit through Senior Vice President, Vice President, Director, or respective designee
 - (2) UHM: submit through Senior Vice President and

- Executive Chancellor, Vice President, Dean,
Director, or respective designee
(3) Community Colleges, UHH and UHWO: submit through
Senior Vice President and Chancellor or designee

- c. All work assignments of any given position shall be in conformance with the approved functional statements and table of organization. In the case of classification actions arising from reorganization, the reorganization must be approved in accordance with Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes prior to submittal of the request to OHR.

Refer to Attachment 1, Guide for Preparing APT Position Descriptions.

- d. A vacant position may be temporarily reallocated to a lower level class within the same series or to a lower level class in a related series in cases of recruitment difficulty due to the highly specialized or unique requirements of the position. The position may then be downgraded for recruitment purposes with the intent to provide on-the-job training to the individual such as to permit the eventual reclassification to the authorized level. This procedure may **not** be utilized to circumvent the recruitment process.

Refer to Administrative Procedure A9.210, Attachment 2, Procedure for Downward Reallocation for Recruitment Purposes.

- e. The effective date of all classification actions taken on encumbered positions shall be the first day of the pay period immediately following the receipt of the request by the OHR. The effective date for vacant and new positions shall be the date on which action is taken by OHR.

GUIDE FOR PREPARING APT POSITION DESCRIPTIONS

Introduction

A position description is an official, written narrative of the major duties and responsibilities of a position in an organization. This document should be current, accurate and sufficiently detailed for classification purposes. It should also be consistent with the official approved table of organization and functional statements. The position description is normally prepared by the incumbent of the position (who knows the job best) and reviewed by the supervisor. If the position is new or vacant, the one responsible for assigning duties and responsibilities, usually the supervisor, should prepare the position description.

Preparing the UH Form 39, APT Description

1. Indicate the current official classification title of the position. If it is a new position to be established, insert *NEW*.
2. Self explanatory. If the request seeks to establish a new class in the APT Classification and Compensation Plan, indicate the proposed title and pay range.
3. Indicate the narrative of the organizational information shown on the SF-1, Request for Position Action.
4. Indicate island and geographical site, e.g., Oahu-Pearl City; Oahu-Manoa; HI-Hilo; Kauai-Puhi.
5. Self explanatory. If it is a new position, leave blank. If it is an established position but currently vacant, insert *VACANT*.
6. Self explanatory. Must be consistent with official table of organization
7. Self explanatory.
8. The total percentage for the source of fund(s) should be 100%.
9. Duties and Responsibilities

a. Introduction

Describe in a few short sentences the location of the position within the organization, the functions of the organization, and the purpose and primary function of the position in relation to the organizational functions.

b. Major Duties and Responsibilities

Describe each major duty and responsibility in a separate paragraph. A major duty or responsibility (1) is a key indicator of the nature of work, (2) substantiates the need for a specific, essential qualification, and (3) requires a significant portion (at least 5%) of the work time. The order of paragraphs should facilitate the understanding of the scope and complexity of the position's work assignments.

The work should be described as concisely as possible, but of greater importance is the need for clarity of content by inclusion of sufficient, relevant detail, using examples, if necessary, to clearly indicate what and how the work is performed and the extent of discretionary judgement and organizational impact of decision making. Indicate the guidelines used or instructions received, and the authority to make decisions, commitments or recommendations. Indicate the initiative/riginality required and the purpose and nature of interpersonal work relationships if they exceed the typical work situation and/or are unusually demanding.

In describing supervisory functions (e.g., planning, organizing, assigning and directing work, evaluating performance, etc.), indicate how they are performed. Identify subordinate positions by incumbent's name, position number and title.

The approximate percentage of time spent in carrying out each major duty and responsibility must be posted alongside each paragraph. The total shall be 100%.

Describe any unique or special features of the physical environment and their effect on the work, including the use or application of equipment, tools, procedures, regulations, etc.

10. Self explanatory.
11. Self explanatory. Do not list student assistants, graduate assistants, or Research Corporation of the University of Hawaii (RCUH) employees.
- 12-15. Self explanatory.
16. Self explanatory. Refer to the APT class specifications. Any requisite specialized experience (i.e., sub-specialty area) within the parameters of the respective class requirements may be indicated. For example, "*one year of the required personnel administration experience must have included the adjudication of employee grievances.*"
17. Self explanatory.

UNIVERSITY OF HAWAI‘I
APT POSITION DESCRIPTION

Position No.: _____

1. Present Class Title, Class Code, Pay Range, FTE:

2. Requested Classification, Class Code, Pay Range, FTE:

3. Campus: _____
College/Office: _____
Department: _____
Section: _____
Unit: _____

4. Geographic Location: _____

5. Incumbent: _____

6. Immediate Supervisor (Name, Title, Pos. No.):

Effective Date: _____
Allocation: _____

Classifier: _____ Date: _____

For OHR User Only

7. Position is: (✓)
- | | | | |
|--------------|-------|------------|-------|
| a. New | _____ | Existing | _____ |
| b. Vacant | _____ | Encumbered | _____ |
| c. Temporary | _____ | Permanent | _____ |
8. Source of Funds: (indicate %)
- | | | | |
|---------|-------|---------|-------|
| General | _____ | Federal | _____ |
| Special | _____ | Agency | _____ |
| Trust | _____ | Other | _____ |

9. Duties and Responsibilities. **Attach a detailed description of the duties and responsibilities** performed by the incumbent and assigned to this position. Refer to the Guide for Preparing APT Position Descriptions List by major functional area, combing related assignments. Using percentages, indicate the average amount of time normally devoted to each major area of work assignment. Percentages must equal 100%. Descriptions shall be clear so that persons unfamiliar with the work can understand the nature of the job.

10. Attach a copy of the current approved organizational chart reflecting the authorized location of the position.
11. List names, class titles and position numbers of all subordinate positions (i.e., positions supervised by the subject position).
12. List equipment that is critical to work performance and hence critical to the selection process. Do not list equipment that is only incidental to or convenient for work performance.
13. Describe the nature and extent of instructions received or guidelines available for performance of assigned duties and responsibilities.
14. Describe the nature and extent of the review of your work.
15. Describe the nature, purpose and impact of contacts with units other than your own, with outside organizations and with the general public.
16. **Minimum Qualification Requirements** must conform with the respective class specifications. Minimum qualification requirements are the minimum essential qualifications required for successful performance of the job. Additional specialized requirements falling within the scope of the class specification may be specified (attach appropriate documentation):
- _____
- _____

17. **CERTIFICATION:** 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.

Supervisor's Signature: _____ Date: _____

Attachments: Description of Duties and Responsibilities
Table of Organizations