

2014 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Position Authorization and Job Descriptions

April 1st, 2014 - 10:15am
and 1:45pm

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenter(s)

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Please ask questions as we go through the presentation
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Define information needed to complete the Position Authorization form.
- Review the role of job descriptions in the position approval process.

Position Authorization Form

Complete form for:

- **Approval to hire – existing and new vacancies**
 - **Recycle position numbers when possible**
 - **Template for civil service custom titles are pre-populated**
- **Reclassifications/Reallocations**
- **Promotions**
- **Extra Help - NOTE:** Extra Help positions also require completion of the **Extra Help Requisition Form**, found on the UIC HR website http://www.hr.uic.edu/hiring/extra_help_requisition_form/.

Submitting to HireTouch

Process for Civil Service Positions

1. Submit Position Authorization Form* and Job Description
2. Route to UIC HR Compensation

* **PROCESS CHANGE**

RAHA + CS Requisition Form = Position Authorization Form
Hospital is now using HireTouch instead of DART

Submitting to HireTouch

Process for AP Positions

- Hiring organization submits Job Description Approval Form into HireTouch
 - UIC HR Compensation approved job description is attached
- Documentation is sent to Office of Access and Equity (OAE)

Submitting to HireTouch

Common Reasons for Delays

- Job description or PAPE is outdated
- CS job description does not match class spec
- Class spec is used instead of a job description
- Incorrect home org or account codes
- Specialty factors

Position Authorization form

Position Authorization - Civil Service


All fields marked with a red asterisk (*) on this form are required.

HireTouch Job ID #

[[Job ID]]

*Reason for Filling Position:

- Select -

*Appointment Type 

Worksite Address (for Contract appointment type):

- Select -

If the Appointment Type is Contract, you must provide the complete address of the Worksite Location.

*Civil Service Classification:

- Select -

Classification title must match job title on attached job description. For more information on class codes and classifications, please visit the [State Universities Civil Service System \(SUCSS\) website](#).

Position Number:

If you are filling a vacancy, please reuse the prior incumbent's position number. If this is a new position, leave this field blank.

Former Incumbent's Name:

(if known)

*Job Location:

- Select -

*FTE Requested:

Use decimal numbers (e.g. 1.0, .5)

*Business Necessity :

- Select -

*Justification to Fill Position:


Please explain how filling this position is a business necessity, providing background and supporting documentation, if necessary.

Funding

Note: The Primary funding Organization code MUST match the Home Organization Code for this position.

*Chart of Accounts (COA):

- Select -

*Fund 

*Organization:

*Account 

*Program:

Activity:

Location:

*Percentage (%):

Position Authorization form

Position Information

Desired Start Date:

Today

Note: The date you enter is a suggested Start Date. It will not be the actual Start Date. Civil Service position Start Dates are determined by UIC HR.

* Job Title (Working Title):

Test

Use parenthesis to distinguish the Working Title from the SUCSS Job Title.

* Home Chart and Organization Code:

2407007

* Home College/Unit/Program Name:

HRIS

* Home Organization Name:

HR Share Services (2407007)

Duties/Responsibilities

Duties should be copied from the attached Job Description for this position:




A rich text editor interface with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, and a spell checker. Below the toolbar are dropdown menus for font, styles, format, and size, followed by a large empty text area for input.



SUCSS/Civil Service Minimum Acceptable Qualifications



Minimum Acceptable Qualifications should be part of the attached Job Description and can be copied from there. If not, they must be copied from the [SUCSS website](#) for the listed classification code and title:

A rich text editor interface identical to the one above, with a toolbar, dropdown menus, and a large empty text area for input.

Position Authorization form

***Job Contact:**   
Person selected will receive email notifications regarding this position.

***Position Reports To:**  
Person selected will receive email notifications regarding this position.

HR Officer:  
Field will be completed by Campus HR.

Shift:
- Select -

Work Schedule:
Hours/Days Per Week

***Department Desired Minimum Salary/Rate:**
Additional salary justification might be required at the time of the hire if the salary is above the minimum.

***Department Desired Maximum Salary/Rate:**
You cannot pay below the minimum or above the maximum salary/rate for the selected classification. More information on Civil Service classification pay ranges can be found on the [Pay Plans website](#)

Preferred Qualifications:



Preferred Qualifications **are not** considered part of the Minimum Acceptable Qualifications for a position. Preferred Qualifications **cannot** be used to qualify applicant this position.

Request for Civil Service Approved Specialty Factors:



Specialty Factors, considered as additions to the Minimum Acceptable Qualifications, **must** be approved by SUCSS. Including Specialty Factors could increase the approval time for your position. Specialty Factors must be included in this field to ensure review by Compensation and SUCSS. More information on Specialty Factors be found on the [SUCSS website](#).

Position Authorization form

Time Entry Method:

- Select -

Timesheet ORG (for Feeder Time Entry Method):

Position Status:

- Full-Time
- Part-Time

***Place of Employment:**

- Select -

Additional Position Information

*Does this position work in a Hospital or Clinic setting?

- Yes
- No

*Is this position Security Sensitive?

- Yes
- No

*Does this position have Supervisory responsibility of 20 or more?

- Yes
- No

*Does this position have Purchasing Authority of \$5,000 or more?

- Yes
- No

*Does this position require a License?

- Yes
- No

*Does this position require a Physical/Strength Test?

- Yes
- No

*Does this position require a Health Screening?

- Yes
- No

*Does this position require a Drug Screening?

- Yes
- No

*Does this position involve Direct Patient Care?

- Yes
- No

***Willing to Interview Transfers?:**

- Yes
- No

The transfer register is a list of current employees seeking to move into a different department in the same classification title within the same place of employment.

The Applicant Reports To information below is used as part of the initial contact information for the employee.

***Applicant Reports To:**

***Office Street Address:**

***Mail Code:**

***Office Phone:**

***Email:**

***Send Paperwork to:**

***Office Street Address:**

***Mail Code:**

***Office Phone:**

***Email:**



JOB DESCRIPTIONS

What is a job description & Function

- Written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, reporting relationships and the employee characteristics required to perform the job.
- *Job descriptions describe the job itself, not the individual who might fill the job today or in the future*

Job description essentials

A good job description

- Written by the hiring organization for Civil Service
 - Locate existing job descriptions through your HR representative
- New Academic Professional job descriptions contact:
jobanalysis@uic.edu
- Supports the organization
- Safeguards from legal exposures
- Provides a sound basis for compensation decisions

Reduce Legal Exposure

Statutes

- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Equal Pay Act (EPA)
- Title VII of Civil Rights Act of 1964

Regulatory Agencies

- Occupational Safety and Health Act (OSHA)
- Age Discrimination in Employment Act (ADEA)
- Office of Federal Contract Compliance Programs (OFCCP)
- State University Civil Service System (SUCSS)



Job description essentials

Job descriptions

- Tell candidates what you are looking for
- Sets clear expectations
- Are also used after the position is filled
- Align with the Performance Review Process
 - Refer to [UIC Competency Model](#)
 - Include [Core](#) Competencies

Job description essentials

- Job descriptions should be updated as needed
- Knowledge and skill requirements must link to essential job functions

Job description essentials

- Job description title and class spec criteria match
- Working titles may be used
- Titles may have multiple positions

Job description components

- Job Title
- Reporting Relationships
- Job Summary
- Job Responsibilities (Essential Duties)
- Minimally Accepted Qualification from class spec
- Job Knowledge, Skills, Education, and Experience
- Working Conditions

Job description components

HR Related Info (upper right hand corner)

- Completed by UIC HR Compensation
- Used to generate **accurate pay and benefits**

Job description components

- Job Title
 - Civil Service title
 - Department Working title
- Reporting Relationships
 - **Reports to** manager/supervisor/director
 - **Responsibility Level** manager/team leader/non-manager
 - **Direct Supervision**
 - **Indirect Supervision**

JOB DESCRIPTION COMPONENTS

Do

- Give specifics
- Use descriptive adjectives
- Allow for flexibility
- Be clear and concise
- Specify essential functions necessary to adequately perform the job
- Include UIC competencies

DON'T

- Include subjective terms, opinions, or words that could be perceived as discriminatory
- Use outdated information
- Use vague terms, jargon, or undefined acronyms
- Include future duties

Job description components

Job Summary

- 2-3 sentences snapshot of job
- States why the job exists
- Describes the nature and level of work
- Differentiates major functions

Job description components

- **Job Responsibilities (Essential Duties)**
 - Describe 8 -10 key responsibilities
 - List most important functions first / at least 5% of an incumbent's time
 - State how the job is different from other jobs in the same family

Job description components

Job Responsibilities (*Essential Duties*)

- Assign **performance criteria** (core and manager competencies) to each essential duty
- Assign **percentage of time**
- Use clear, **non-technical language**
- Use **standard text** in template
- Use **action verbs**
- Specify **expected output**
- **Spell out** acronyms and abbreviations

Job description components

Other Duties As Assigned

- Essential functions are examples of the types of duties and responsibilities that an employee will be required to perform and is not an all inclusive list
- Allows some flexibility to management

Job description components

Job Knowledge & Skills, Education, Experience

- **Minimally Acceptable Qualifications (MAQ)**
- **Specialization Required**

Job description components

Minimum Qualifications

- All jobs – minimum level of education, experience and certification or license required to perform the work at the entry level of the job
- Civil Service jobs – use qualifications drawn from Civil Service class spec

Civil Service - Job qualifications

- Defining **Minimally Acceptable Qualifications (MAQ)**
 - ✓ Education
 - ✓ Experience
 - ✓ Knowledge
 - ✓ Skills
 - ✓ Abilities



Civil Service - Job Qualifications (Specialty Factor)

Recognize the difference between

Specialty Factors

(Custom Title v. Standard Title)

VS.

desirable or preferred qualifications

Job description components

Working Conditions

- **Standard text** for general office workers always included

Working Conditions, Physical Requirement and Equipment Usage

- Physical features and occupational hazards of the job are identified and checked

Job description components

Disclaimer

Acknowledgement of Receipt

- For both Academic Professionals and Civil Service Job Descriptions
- Reviewed every 3 years
- Signatures and Acknowledgement of Receipt
 - Manager and employee signatures and date

Reclass/reallocation options

Reclass or Not Reclass? – That is the Question

- Classification changes are initiated to meet a department's needs
- Review duties and responsibilities of an employee's position
- Proceed with reclassification process

Reclass/reallocation options

Reclass or Not Reclass? – That is the Question

A new vacancy is required when:

- It requires changing job families
- Involves non-related promotional lines
- Involves other radical shift in the position's function
- Position is typically governed by the service bargaining contract

Session Review

- Begin with your department HR representatives
- Job descriptions are required
 - New Positions
 - Reclass/Reallocations
 - Personnel Actions
- Job descriptions are unique to each department and position
- Expectations & Goals
 - Performance Reviews
- Contact UIC HR Compensation with questions

Questions / Concerns/Comments?