



TOTAL EMPLOYEE AND MANAGEMENT SOURCE

MODIFY OR RECLASSIFY AN EXISTING POSITION DESCRIPTION

Position descriptions for all regular positions are maintained in the T.E.A.M.S. System. If the position existed as of April 2007, most descriptions were loaded into the system with existing information on file in University Human Resources. Therefore, all descriptions must be reviewed and updated by the department head.

Careful attention must be given to insuring that the qualifications, job duties and percentages are current and accurately reflect the intent of the position. This information ties directly to the employee's performance evaluation and the annual Performance Management Process.

Additionally, applying Lean principles, staff hiring practices were streamlined with many changes to forms, authorizations and process. Hiring tools such as the selection criteria and the posting specific questions are established as part of the position description. All information in the position description carries forward into the requisition for recruitment and filling of the position.

Hiring Review Committee

Reorganizations of two or more positions or positions which have unfunded salaries due to upgrades or reclassifications must be approved by the Hiring Review Committee prior to beginning this process. To accomplish this you must state your business case in an email to your supervisor. The email should include the following:

- Proposed change of title of position(s)
- Estimated band or level – you may view other positions in the system selecting those which may be similar. Contact the UHR Benefits, Compensation & HRIS Office for additional details.
- Approximate salary

- Funding source
- Reason for the upgrade or reorganization

Your supervisor will forward their support on to the next level and eventually to the Vice President who will present this request to the Hiring Review Committee. Once approved you may begin to establish the new position in the T.E.A.M.S. system.

Instructions for Modifying or Reclassifying an Existing Position Description

- Log into the Online Hiring System.
- Change status to Department Head.
- Under Position Descriptions, click on Begin New Action
- Click on [Start Action](#) under Modify/Reclassify Position Description
- You may locate the position by position number, employee name or position title. Enter the appropriate information and click on search.
- The position title will appear. Click on [Start Action](#) under the title.
- Note: Changes made to the job description will not be saved until you click on Preview Action and then save, followed by continue and confirm.
- Current Job Description - The first screen is a snapshot of the position description including job duties. The fields are in gray and are not editable at this first screen.
- You may navigate through the screens by clicking on Continue to Next Page or by clicking on the black tabs along the top of the page.
- Required by PeopleAdmin – this tab is system required.
- Position Details – Under this tab you may make changes to the position description in the white fields.
- Note: As you begin to make changes you should always click on “Save and Stay on This Page” prior to moving to another page.
- Proposed Job Duties - To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link. To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.
- Supplemental Documentation – At this screen you may attach supporting documents such as memos, organizational charts, or other related materials.
- Recruitment Criteria - Information in this section is used for recruitment purposes and will transfer directly to a requisition when a new requisition is created. Pre-populating these fields will expedite the requisition process and serve as a record of recruitment efforts associated with this position.
- Selection Criteria – Determine the criteria to be used when evaluating candidates for this position. Pre-populating these fields will also expedite

- the hiring process. For additional information on establishing or updating selection criteria, please refer to the Manager's Toolkit.
- Posting Specific Questions - To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section>>** to skip this section or when finished. . For additional information on establishing posting specific questions, please refer to the Manager's Toolkit. Selecting or creating posting specific questions should be limited to no more than five.
 - Disqualifying/Points – This section is used to add points to the questions established in the previous section. See previous section for additional information.
 - When you reach this step, you are nearly finished. You **MUST** go to the bottom of the page and click on **Preview Action**. You have two options at this point:
 - If your changes were simply to populate the selection criteria and add posting specific questions, click on **Save Without Submitting**. You should then call UHR Employment Services. UHR Employment Services will review your changes and approve them.
 - If you did make changes to the job duties and/or qualifications, click on **Preview Action**. Then click on **Submit to Admin Head**. Your changes will then be sent on to through the system for approvals.
 - The UHR Benefits, Compensation & HRIS Office will then review the changes and determine any impact on the salary band.
 - Once the position is approved, you will receive an email message.
 - If the position is vacant, you may then begin the requisition process.
 - If the position is occupied and this is a reclassification, you must now complete a Change of Status to effect the position changes in Banner.