

POSITION DESCRIPTION CHECKLIST FOR POSITION # _____

The following procedures are to be followed in creating or reclassifying (i.e. changing the primary duties, title, and/or grade level) a regular or contingent staff position. Initial and date the actions upon completion - if N/A, so indicate. In the case of Center Administration positions, the HR Director will perform the Assistant Director actions.

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|---------------------|---|
| _____
SUPER/DATE | 1. FOR A NEW POSITION OR MAKING CHANGES TO A VACANT POSITION:
Supervisor consults with his/her Assistant Director for Administration (ADA) and completes the position description (PD) form in the HR/Forms section of the My UMCES intranet. Route the form to the ADA for local approval. Proceed to step 3. |
| _____
SUPER/DATE | 2. FOR RECLASSIFICATION OF AN ENCUMBERED POSITION:
Supervisor consults with his/her ADA, then seeks the employee's concurrence. If the employee is not in agreement, leave that signature line blank and indicate this fact in the accompanying memorandum of explanation. Route the PD to the ADA for local approval. |
| _____
ADA/DATE | 3. The ADA submits the checklist and an explanatory justification email or memorandum, along with the PD to the Human Resources (HR) Office. The PD should have the supervisor's name, title, signature, and date completed, and the employee's as well if applicable. |
| _____
ADA/DATE | 4. If the requested action is effected by a hiring freeze, include a copy of the completed Request for Exception form. |
| _____
HRD/DATE | 5. HR Director (HRD) or designee classifies the position and notifies, in writing, the requesting office's ADA of the result. |
| _____
ADA/DATE | 6. ADA coordinates with the effected supervisor and employee, if applicable, and notifies, in writing, the HRD of agreement or disagreement with the finding. In the case of disagreement, the HRD will take appropriate follow-up actions. |
| _____
HRD/DATE | 7. In the event the ADA, supervisor, or employee disagree with the HRD's findings, the HRD completes appropriate reassessment and follow-up action. |
| _____
HRD/DATE | 8. When the final PD result is determined and if PHR intervention is required to establish or adjust position attributes, the HRD routes the case file to the Employment and Benefits Manager (EBM) to complete the required PHR position management action. |
| _____
EBM/DATE | 9. Upon completing the required PHR position management action, the EBM sends written notification to the ADA and the HRD, and routes copies of completed paperwork as appropriate. |
| _____
EBM/DATE | 10. ADA ensures the appropriate adjustments are made to the effected employee's PHR record, and notifies the HRD upon completion. Route this checklist back to the EBM for verification of data entry and retention. |

For Compensation Analyst to Complete

_____ Approved As New Position Number: _____

***With Title/Title Code: _____ ***Effective _____

_____ Approved As Change To Pos. Num. _____

***With Title/Title Code: _____ ***Effective _____

_____ Exempt ***With Exempt Job Code: _____ Pay Band: _____ Target Hiring Range: _____

_____ Nonexempt *** Nonexempt Pay Range: _____ Title: _____

Remarks:

UMCP UHR Signature _____