MyTrack Position Description Checklist

This document is intended to be a checklist that can be reviewed against a PD to ensure key information that is required for reviews is complete. This checklist is fully incorporated into the PD Guidelines; users may choose which of the two documents fit their needs.

Not all fields on the PD are covered in this guidance, but fields are noted here based on feedback from users and areas that have impacted approval timelines.

If you need additional information regarding completing a position description in MyTrack, see our resources here: https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions

Position Description

Reason

- ☐ Select the reason that represents the best option for editing or creating the PD
- ☐ Ensure selection aligns with the approval process that will be used in the "Users and Approvals" section at the bottom of the PD

Proposed Hiring Range

- ☐ Enter the proposed or requested hiring range (if PD is being updated for recruitment)

General Position Information

Items marked with an (*) will feed to the recruitment

Team

- ☐ This field will typically auto-populate to the level 3 org, aka "Team" for the person initially creating PD. You can select a different team from the dropdown list, but only teams you currently have access to are available.

Appointment Type*

- ☐ Select the appropriate appointment type for your position. Note that some appointment types are specific to certain employee categories.

Expected FTE

- ☐ Enter the expected FTE for the position.

  If the FTE is variable, indicate the expected FTE as a number in this field and leave a note detailing the variance (for example, if a position is starting at .8 FTE and increasing to 1.0 after 3 months, the expected FTE is 1.0, but it is important to document that it's starting lower and changing in a note).

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Position Details

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- ☐ Upload org chart(s)

Department Summary*

- ☐ Includes a description of the department/unit as a whole and explains the department's role within campus

Position Summary*

- ☐ Position summary is a comprehensive narrative of the position's role within the department that clearly describes the purpose of the position and the essential functions that will be completed.

Minimum Qualifications*

Officer of Administration (OA)

- ☐ MQs correlate with the essential functions of the position
- ☐ MQs are measurable
- ☐ MQs are directly job-related and practical (i.e., obtainable in the general labor market)
- ☐ MQs promote a successful search and are not so restrictive that they exclude candidates who might reasonably have the ability to do the job

Classified

- ☐ MQs are taken *directly* from the Classification Specifications (see http://jobs.usse.oregonstate.edu/) for classification of the position.
- ☐ Any special qualifications are listed within this section under a heading of "Special Qualifications."
- ☐ Any special qualifications are specifically job-related *and* justifiable.

Special Qualifications are items that are required to perform the duties of the position and may include items such as licenses, certifications, etc. Special qualifications are subject to HR approval and may be moved to position summary during review.

Faculty

- ☐ MQs align with the academic classification and rank (Section 15 of the United Academics CBA.
- ☐ MQs are measurable

Professional Competencies*

- ☐ Ensure PCs represent the knowledge, skills, and abilities (KSAs) needed *at the point of hire* for a candidate to be successful. These are often not measurable.

Preferred Qualifications*

- ☐ Ensure PQs are measurable.
- ☐ PQs represent job-related levels of experience, education and/or skills that the *ideal* candidate would have; these are beneficial but are not required for success.
- ☐ PQs are relative to the position.

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Supervision

Full supervision includes hiring, training, and developing, administering corrective action, addressing grievances, reviewing performance, and completing annual evaluations, scheduling, defining expectations, and termination via appropriate processes.

Lead work/Oversight is defined as less than full supervision and includes organizing, setting priorities, communicating appropriate work standards, scheduling, and reviewing work, and providing feedback to managers on employee performance.

- ☐ Select the highest level of supervisory responsibilities that the position has
  - Example: If a position supervises *and* provides oversight, you will select the highest-level option between the two.
- ☐ Enter FTE that the position is responsible for in each employee category
  - Example: If the position supervises 3.0 FTE of OA and provides oversight for an additional 2.0 FTE of classified employees, you will mark both the FTE that is supervised, and that oversight is provided for.
- ☐ Ensure supervisory relationships are clear in the position summary
- ☐ Ensure supervisory duties are reflected clearly in the Job Duties section of the PD

Decision Making and Fiscal Responsibility

- ☐ Complete required drop down fields regarding decision making and fiscal responsibility (required for all employee categories)
- ☐ If position has fiscal responsibility, complete the Operating Budget field with the total (rounded) amount of funds for which the position is responsible. Depending on the position, this could include General, Auxiliary, Grant, Foundation, and/or Agency funds
  - The Grant, Foundation, and Agency Funding fields are optional to complete.

Job Duties

- ☐ Job Duties are complete and add up to 100%.
- ☐ Each duty is marked as essential or incidental.
- ☐ Any supervisory duties are included as a distinct percentage of time.

Working Conditions

- ☐ Note anticipated, typical work functions that are required for the position (e.g., Keyboarding/Computer Use)
- ☐ Note typical working environment and hazards (e.g., Normal Office Environment)
- ☐ Note any lifting demands, clarifying additional physical demands or unusual working conditions in the large text field as needed

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- ☐ If work schedule is not typical or is specific and required, please explain in the large text field (e.g., graveyard shift, or required hours for staffing reception areas)

Users and Approvals

- ☐ Ensure approval process chosen aligns with reason listed at the top of PD
  - Do not use either "CENTRAL HR USE ONLY" approval processes
- ☐ Enter approvers as defined within your unit.

Items to note:

- MyTrack will "remember" the last approvers you used in an approval process. This does not indicate that you must use those approvers again. Unit level approvers are decided by unit leadership, so these may be edited as needed. University HR user roles will prepopulate in most approval processes; do not overwrite HR user roles.

- Some positions require an approval process noting "Special Review." Currently all IT or Communications positions require special review.

- Incorrect approval processes require restarting and can impact review timelines. If you are unsure which approval process to use, please contact our team at talent@uoregon.edu.

Notes Tab

Notes are a helpful way to alert unit approvers or University HR of important information regarding your PD submission.

Examples of common notes:

- "This PD is a copy of PD-XXXX, which was previously approved, and is being submitted to add an opening to an existing search."
- "This PD is a copy of PD-XXXX with minor updates to (list areas)."
- "This PD is to complete a hire out of a pro-tem pool."
- "This PD is being submitted to complete an interim direct appointment to this position."

Do not add notes that contain confidential information. All notes are visible to all users within your team as well as the incumbent.