

CAH PROCEDURE FOR POSITION DESCRIPTION (establishments, reclassifications and updates)

- Position Number: the current five-digit position number for the position or is establishing a position leave blank
- Requested Position Action:
 - Establishment – a new position
 - Reclassification – a classification change
 - Update – a revision to the current position description with no requested changes in classification
- Current Job Code and Job Title: the current three-digit job code and the full job title of the position
- Proposed Job Code and Job Title: the requested three-digit job code and the full job title, if a change in classification is requested
- Vice Presidential Division: the Vice Presidential division in which the position is located
- College/Office: the college/office in which the position is located, if applicable
- Department: the department in which the position is located
- Section: the section within the department in which the position is located, if applicable
- Subsection: the subsection of the section within the department in which the position is located, if applicable
- City: the city in which the worksite of the employee is located (if work is performed in more than one (1) city, write the name of the city where the majority of working time is spent.)
- County: the county in which the worksite of the employee is located (if work is performed in more than one (1) county, write the name of the county where the majority of working time is spent.)

Specific Tasks

- Explain the specific assigned tasks in order of importance
 - Note: Class specifications are not used as assigned tasks on the Position Description as they are only generic guidelines for the minimal tasks that are typically associated with the classification. A Position Description must include the accurate task level duties of the position.
- Indicate with an 'X' in the Essential Responsibilities column the specific tasks that are considered essential to the position
 - Essential Tasks are the core tasks of a position that represent its primary purpose. They are the essential reasons for which the position is budgeted for and maintained. Essential tasks generally cannot be delegated from one position to another, as it would erode the purpose of the position.
- Indicate with an 'X' in the Other Responsibilities column the other tasks that are assigned to the position that are not considered essential tasks
- Indicate the Estimated Time Spent on each task as a percentage (%). Indicate if the estimated time spent is on a weekly, monthly, or annual basis. The total percentage must equal 100% (for USPS only).

Note: For classification changes, if the tasks assigned to the position have changed since its initial establishment or previous reclassification, note the specific tasks that have been added, removed, or changed.

Position Description Signatures

- Obtain all appropriate departmental signatures for Position Descriptions
- The supervisor on the Position Description should match the "Reports To" supervisor in PeopleSoft
 - To change the supervisor in PeopleSoft, submit a Position Change (for vacant) or Edit (for filled) ePAF
 - Send to Suzanne Lin in the Dean's office for last signature and to process position description request to HR Compensation.