**Position Form – New Action**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **Justification** | | |  |  | | --- | --- | | Action Number: (Number assigned upon first save)  More Information |  | | Action Type:  More Information |  | | Justification for Request: More Information | Provide sufficient information to explain the request. Compensation needs to understand what they are being asked to do. (*New position, update current position, reclassification request, stipend request, or equity review*). ***Clear and specific information that supports and justifies the request assists Compensation with their determination and may decrease the turnaround time***. **For position reviews (New, Updated, and/or Reclass) indicate:**  % of Appt (50, 75, 100%). If you will be requesting a waiver of recruitment upon completion of review. If this will be a PSS or MSP contract hire and include incumbent’s name & duration of contract current/former employee’s name, when applicable a brief but complete description of changes and date/timeframe changes took place, when applicable a comparison to others in similar positions, include PD’s for the referenced positions. | | Requested Effective Date:  (Stipends and Equities only) |  | | | **Position Information** | |  | | |  |  | | --- | --- | | Dept: |  | | Position Number: (Assigned when added to Library)  More Information |  | | Position: (Working Title)  More Information | **Working Title: *(EX:*** *Executive Assistant to the Dir****)* (NOTE:** DISPLAYED IN THE ADVERTISED REQUISITION**)** | | Requested Payroll Title: | **Payroll Title: *(EX:*** *\_Admin Assistant III****)***  **(NOTE: NOT** DISPLAYED IN THE ADVERTISED REQUISITION**)** | | Requested MSP Salary Grade: More Information |  | | | |  |  | | --- | --- | | |  | | --- | | **Immediate Supervisor** | | | | |  |  | | --- | --- | | Supervisor Name: |  | | Supervisor Payroll Title: |  | | Supervisor Phone Number: |  | | Users with Permission to Access: | Blank | | | |  |  | | --- | --- | | |  | | --- | | **Position Details** | | | | |  |  | | --- | --- | | Job Summary: More Information | **Job Summary –** Provide a brief overview of the work and its purpose (***why does this position exist*).** Aim for no more than 10-15 lines of text as this is intended to be a succinct condensation of the overall job. Begin with the type of Supervision Received: *\*Under the direction of the Lab Manager; Under the direct supervision of the Principal Investigator; Under the general supervision of the Office Manager,* etc. ***(EX:*** *Under the direction of the Office Manager, provide administrative support to the Executive Director including scheduling meetings, responding to general inquiries, and handling correspondence. Perform variety of financial functions including purchasing, accounts payable, travel and entertainment reimbursements.****)***  **(NOTE:** THIS INFORMATION WILL BE DISPLAYED IN THE ADVERTISED REQUISITION **AND SHOULD ACCURATELY DESCRIBE THE ESSENTIAL JOB FUNCTIONS)** | | Campus Job Scope:  More Information | Leave Blank | | Department Specific Job Scope:  More Information |  | | Positions Supervised: (List payroll title and # of FTE)  More Information |  | | Essential Responsibilities: (Functions) More Information | **(LIMITED TO 3850 CHARACTERS INCLUDING SPACES,** USE THE **WORD COUNT** FEATURE IN MS WORD TO DETERMINE THE # OF CHARACTERS **)** **–** Provide a function heading in ALL CAPS & describe the essential functions in order of importance by percent. Do not list marginal responsibilities less than 10%. Total percentage of time must equal 100%.Start the description with an action word (i.e., design, calculate, write create, evaluate, conduct or perform. Avoid vague & misleading verbs, such as Handle, Help & Look After, etc.)  **DO NOT** use words/phrases that describe the speed or quality with which the work is done, as those statements belong in the Job Expectations field: (Ex: Replace machine wire accurately: *“accurately” is the expectation of how the work should be done. The function is* REPLACE MACHINE WIRE) **(NOTE:** THIS INFORMATION IS NOT DISPLAYED IN THE ADVERTISED REQUISITION SO THE JOB SUMMARY SHOULD ACCURATELY SUMMARIZE THESE FUNCTIONS **)**  ***Example:***  ***60% ADMINISTRATIVE SUPPORT TO THE EXECUTIVE DIRECTOR***   * *Coordinate and annotate complex computerized calendar; inform director of any changes.* * *Schedule and coordinate logistics for meetings for director and Executive Committee; prepare necessary documents for meetings.* * *Take and disseminate minutes of meetings* * *Prioritize mail, including confidential and highly sensitive correspondence.*   ***40 % FINANCIAL ADMINISTRATION***   * *Process departmental purchase orders, vendor invoice payments, and reimbursements.*   *Process travel and entertainment reimbursements****.*** | | Physical Demands:  More Information | Such as agility, endurance, strength, be specific as to what items are lifted, used or maneuvered. Leave blank if there are none**.**  ***Example:***   * *Sit for extended periods of time at a computer* * *Lift and maneuver boxes of paper and files weighing up to 50 lbs* * *Crawl, bend, stoop & work in tight, confined areas*   **(NOTE:** THIS INFORMATION WILL BE DISPLAYED IN THE ADVERTISED REQUISITION**)** | | Work Environment:  More Information | Provide information regarding conditions of employment.  ***Example:***   * *This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity check.* * *Provide own transportation to off-site events and meetings.* * *Work overtime including evenings and weekends &/or holidays to meet business needs* * *Work in area where there is constant traffic and noise from office machines, telephones, and conversations.*   **(NOTE:** THIS INFORMATION WILL BE DISPLAYED IN THE ADVERTISED REQUISITION**)** | | **Qualifications** | | | Minimum Qualifications: More Information | **(LIMITED TO 3900 CHARACTERS INCLUDING SPACES,** USE THE **WORD COUNT** FEATURE IN MS WORD TO DETERMINE THE # OF CHARACTERS **)** **-** describe the minimum skills, knowledge, experience, or credentials (if validated for position) required by all applicants to be considered in the applicant pool. Include licenses required by law to perform specific duties, e.g., Licensed Surveyor, Registered profession Engineer or valid Class B CA DL to operate heavy commercial trucks.  Describe the minimum experience, knowledge, skills, or credentials required on day one of the job. List in order ofimportance. **DO NOT** include adjectives or modifiers, such as: ***Demonstrated, Excellent, Strong, Superior, Accurately, Rapidly, Superbly, Extraordinary, etc.***  Skill = an acquired proficiency, or observable competence for working with or applying knowledge to perform a particular task or a closely related set of tasks.  Knowledge = A body of information that can be applied directly to the performance of the tasks.  Experience = Gained knowledge and expertise through direct observation or participation  *Example:*   * *Experience fabricating, maintaining, servicing, repairing, replacing, installing and/or altering electrical work.* * *Knowledge of material handling equipment, techniques, and safety practices.* * *Accounting skills to reconcile ledgers, produce budgets, and review financial reports.* * *Master’s degree in Veterinary Medicine.* * *Pesticide Applicators License.* * *Experience managing an electronic calendar and email system.* * *Experience using financial information systems.* * *Oral and written communication skills.* * *Grammar, proofreading, and spelling skills.*   (NOTE:THIS INFORMATION WILL BE DISPLAYED IN THE ADVERTISED REQUISITION) | | Preferred Qualifications:  More Information | (LIMITED TO 3900 CHARACTERS INCLUDING SPACES, USE THE WORD COUNT FEATURE IN MS WORD TO DETERMINE THE # OF CHARACTERS) – Provide all the secondary selection criteria used during recruitment to determine the most qualified applicant (s). List the addtl experience, knowledge and/or skills which are not absolutely necessary to begin work on day one or which can be acquired after the employee starts on the job. Leave out qualifications which can be learned in a brief on-the-job orientation period.  *Example:*   * *DaFIS, PPS, PPS DS, Banner experience.* * *Skills to learn Excel and PowerPoint.* * *Knowledge of current building codes for the installation of plumbing systems.*   **(NOTE:** THIS INFORMATION WILL BE DISPLAYED IN THE ADVERTISED REQUISITION**)** | | **Expectations** | |  | | Job Expectations  More Information | LIMITED TO 3900 CHARACTERS INCLUDING SPACES, USE THE WORD COUNT FEATURE IN MS WORD IF UNSURE OF NUMBER OF CHARACTERS ) – Provide the expectations of how the job is to be performed. This section prints separately from the position description and the printable report contains a signature block which may be used for new employee orientation. (NOTE: All Position Descriptions should contain: “Read and adhere to the UCD Principles of Community”)  *Example:*   * *Read and adhere to the UCD Principles of Community* * *Maintain a positive and collaborative working relationship with various service units across campus.* * *Willingness to adapt to changing administrative needs.* * *Maintain strict confidentiality, exercise discretion, use independent and mature judgment, work efficiently without supervision, and commit to team-building, quality assurance, and process improvement.* * *Prioritize and follow through with tasks.* * *Work with changing priorities and demanding workload.* * *Use good judgment to make logical decisions.* * *Adapt to changing administrative needs.* * *Identify and solve problems as they occur.* * *Handle heavy logistical event planning during the first six months of employment.*   **(NOTE**: THIS INFORMATION IS **NOT** DISPLAYED IN THE ADVERTISED REQUISITION BUT SHOULD BE INCLUDED WITH A COPY OF THE POSITION DESCRIPTION GIVEN TO INTERVIEWEES PRIOR TO INTERVIEW) | | | |