MyUA Position Description Updates, Reclassifications, & Request(s) to Recruit

Our practice has always been to have formal position descriptions (PD) for regular and term staff positions. To ensure that all hiring managers are maintaining accurate position information we have migrated our “Request to Recruit” process to take place during the PD review. We no longer require supervisors to route memos for approval prior to initiating the electronic processing, this would be a duplication of effort. Instead to edit a current position description, propose a reclassification, and/or request to fill an existing position begin with the following steps:

1. Enter Page Up from https://alaska.edu/myua.
2. Click on myUA Recruitment Module.
3. Go to “Manage Position Descriptions and Create a new requisition”

[Table]

<table>
<thead>
<tr>
<th>Bubble View</th>
<th>Dashboard View (Side Bar Menu option)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Welcome Eric" /></td>
<td><img src="image2" alt="Activities performed" /></td>
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Click on the Clear button to clear all the search fields.

Enter the PCN into the “Position Number” field. Select the “Search” Option. Your position should be listed below the search area. If no results are found then contact your HR Consultant to obtain Hiring Manager/Supervisor system access. The PD may exist but your user account doesn’t have sufficient or correct access. Also, the PD may have old department information from UAKJobs that may require a quick update to correct. Please do not create a new PD until these things have been checked.

![Image of the myUA Employee Services Dashboard](image3)

**Copy Position Description:** HR use only, to create a new position based on a peer position in the system. Contact your HR Consultant before attempting to create any new position in the system.

**Recruit for position:** Triggers the position requisition in the system. Select after approval to recruit has been obtained from all necessary approvers.
View: Review all position description text, best option to select when you want to print a PD.

Edit: To review/update/reclassify/request to recruit for position.

Before updating any position description in the system you will need to remove all previous approvals obtained and move the PD to the “Draft” status. After selecting the “Edit” option on an approved PD, scroll to the bottom and select “Update PD” in the approval process section:

All fields will now appear editable for you to update and submit changes to the necessary approvers. Choose the most applicable option from the drop down menus. Some fields will have binoculars and eraser icons. Partial information may be entered, then click the binoculars. This will return information that it finds based on your entry, or it will open a search box to assist you in finding the appropriate information for the field. Even if you entered the full information, click on the binoculars anyway so the system may complete its link to additional data shown beneath the field in yellow. The eraser icon clears the field so you may make another attempt.

Whenever you encounter date fields, select the date from the calendar after clicking the calendar icon. 

Note: This calendar displays weeks as Monday through Sunday.

Any field that has an asterisk * beside it is a required field and these fields cannot be left blank.

Justification for the action

Type of Action Requested (Drop down menu)

- Temporary Pool use only for temporary recruitments
- New Position use only when this is a brand new position
- Modification use when requesting to recruit and/or updating PD

Reason for Request (Drop down menu)

- Recruitment use to obtain recruitment approval
- Update/Reclassification use to only make changes to the position, not the incumbent
- Temporary Pool use only for temporary recruitments

Recruitment Reason (Drop down menu)

- Choose the most applicable option from the listing
- Other use when you are not requesting to fill a position
**Justification for the Position:** Please give a detailed explanation for updating/changing/reclassifying the PD in the Justification box. If reclassifying, clearly state the existing class title and grade and the new class title and grade, in a way that shows the position is moving from x to y. It is also helpful to include the incumbent name or use “Vacant” if the position is vacant. Attach any supporting documents for the request to the “Documents” tab and notate this in your justification for position. These additional documents will not migrate over to the position requisition.

The first sentence in a justification should clearly identify the action requested and then all subsequent outlines your reasoning behind the request. Highlight the job duties that are essential to both the department and UAS.

**Position number:** The existing job family title will appear. If reclassifying, this won’t change until the Banner, NBAPOSN screen is updated. Select the plus sign icon to view current incumbent information from Banner.

**MAU, Division, School Department** – This is based on the UAS organizational chart and DLevel structure. Schools and the Library are under the Provost; Student Services under UAS VC Student Affairs; Administrative Services & Facilities under UAS VC Admin Services. If you cannot find your department, try a different Division. The drop down menu options are also interdependent on one another, meaning to update these fields you need to begin at the “Division” field level first.

**GRADE:** Always meet with your HR Consultant (x6263) before attempting to propose a position reclassification. The HR office makes the final determination on assigning the appropriate grade/classification based on the duties provided by the supervisor of the position. For additional information regarding permanent position changes see our online compensation page.
**Classification:** The existing job family name is displayed. If reclassifying the PD work with your HR Consultant to ensure the position is classified appropriately. Select the plus sign to open job family information regarding general duties and minimum requirements.

**Job Duties:** Select the *Edit* option to make changes to the current duties outlined on the PD. Click on the *NEW* button to add new duties to the PD. This section automatically pulls over onto the UA Careers Site after a recruitment has been opened. In addition the job duties allow your HR Consultant(s) to grade positions for appropriate compensation.

**Advertising Summary**

The brief position description provided on the full job listing meant to generate applicant interest to view the complete position announcement online.

**Advertisement text:** A full detailed position announcement that includes applicant qualifications (preferred and required) and department/position details to generate applicant interest. We try to format all UAS advertisements in the following way:

- Identify type of qualified applicant, include general details about position
- Knowledge/Skills/Abilities *(bullet point listing)*
- Experience *(bullet point listing and notate required/preferred)*
- Education *(bullet point listing and notate required/preferred)*
- Identify contract details *(full time, term, less than 12 month, etc.)*
- Identify application review date for example: This recruitment is open until filled with the initial applicant review date on __________.
- For more information about [department name] go to: [website link]
**Peer Positions:** Work with your HR Consultant to identify peer positions across the system to complete this field. We request that staff positions have between two to three peers identified in this area. Use the Note tab to provide any additional information about peer positions notated. Follow the provided help text to complete this field:

![Peer Positions Field](image)

**Approval Process**

Assign the appropriate approval process based on changes made to the position description. Complete this field and assign the appropriate user for each approval level only after all necessary changes have been made. If you select the “Save as Draft” option the approval process field will be erased.

**UAKJobs PD:** Must have HR level system access to use this process on a PD. The Super User approval level is a HR Office employee with special MyUA system privileges.

**UAS Existing PD:** Use to route a “Request to Recruit” for a current, vacant position. Use to route approval for a change in grade.

**UAS Existing PD (Grants):** Use to route a “Request to Recruit” for a current grant funded vacant position.

**UAS Faculty:** Only use to process Faculty (Regular or Term) direct appointment(s), promotions, request to recruit.

**UAS New Position:** Use to route a “Request to Recruit” for a new position. Will be assigned a PCN during the approval process.

**UAS New Position (Grants):** Use to route a “Request to Recruit” for a new grant-funded position. Will be assigned a PCN during the approval process.

**UAS Quick Update PD:** Use to receive approval for small position duties changes that will not affect pay.
All assigned users in the approval process will receive a system notification email when the PD has moved into their queue. Contact your HR Recruiter and/or HR Consultant to change an approval process mid-flight. This action allows an approval level to be reallocated to a different user in the system.

Save a Draft: Creates a new bubble on the “Dashboard view” and allows users to add any remaining details at a later time. Does not trigger the approval process to occur.

Save: Should only be selected when the user is completely done with the requisition and triggers the approval process. User stays on position requisition page.

Save and Exit: Should only be selected when the user is completely done with the requisition and triggers the approval process. In addition this option returns the user to the “Manage Position Descriptions & Create a Requisition” search page.

Cancel: Deletes a requisition that has not been previously saved and allows the user to leave the page.

Next Page: Allows users to move to the next position requisition tab, rest assured that all details entered on the position info tab will remain until the requisition is saved.

If required fields are blank, the system will prevent moving to the next page. Scroll through Position Info panel and look for the red asterisks and complete any missing information.

The Notes Tab

Select an option from the “Add” drop down menu to communication position description information to users listed in the assigned approval process.
The Documents Tab

To attach any of the documents listed above, select “Document from a file” from the drop-down menu. Another dialogue box will open to perform this action. Do not add screening materials to this tab since its requisition information.

Click on Upload file

Navigate to your file and click on Open at the bottom. Select “Save and Close” to add a document and close the action dialogue box. Your documents will appear in a list:

Position Requisition

After the position description has been approved, proceed to select the “Recruit for Position” option to trigger the position requisition. The supervisor needs to approve all position announcement text and then send it to HR for posting onto our UA Careers site.

Additional PD FAQs

- All position description changes that result in salary changes require a job form and contract letter submitted to the HR Office. Refer to our Job Forms page for current employee job changes resources.
- Always review an employee’s position description before evaluating their performance.
- Always review the position description with a new hire on their first day of work.
- If an employee is being promoted and changes PCN numbers, then the department will need to continue with a position requisition (non-competitive) and online offer to recognize the position change across both Banner & MyUA.
- If the position is only being reclassified due to a change in duties, then the department will coordinate a job form and contract letter with the HR Consultant (x6263); after the PD has been approved.