

Human Resources
On Line Position Description System

Presentation to PBO Meeting



Presenter

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Agenda



Background

Advantages of the System

Training Sessions

Questions

Background

February 2009 Implementation

Campus: COA, Student Services, A&S

Healthcare: With Position Management

Advantages of On Line System

- Need Position Descriptions Updated
- Delimit Position Descriptions as Required
- PDs Reflective of Employee Work
- Map over to Performance Evaluation
- Use Information in Position Posting

UKHC: Work in Progress

	Total Number of Positions	Number of Classifications	Total Number of Positions Finalized in On Line System	Number to be Finalized by November 15, 2012 via Mass Import	Number to be Completed in On Line System by November 15, 2012
UKHC	6,831	661	900	4,472	1,459

Campus: Work in Progress

	Total Number of Positions	Number of Classifications	Total Number of Positions Finalized in On Line System	Number Needed to be Finalized in On Line System
Campus	6,379	1,023	700	5,679

Campus Challenges

- Campus Classifications 1,023 versus 661 UKHC Classifications
- UKHC Easily Standardized Jobs: RN, Med Tech, Physical Therapist, etc.
- Campus Jobs Tend to be Different (even in the same areas)
- Out of Date JAQs versus UKHC Accreditation Requirements to Keep Updated

Timeline

Activity	Completed Date	Target Date
Academic Leadership Meeting	9/19/2012	
University Wide Budget Officer Meeting	9/25/2012	
Partnership Between Daniel Hacker of Employment and Compensation Staff to Conduct Training Sessions Across Campus		10/1/2012 through 10/11/2012
Departments Enter Position Descriptions into On Line System		10/12/2012 through 11/16/2012
Partnership Between Compensation and Departments to Finalize Updates		10/12/2012 through 12/7/2012
Complete Final Updates and Changes		12/7/2012 through 12/14/2012
Cease Activity for System Upgrade in early January.		12/15/2012
Status Updates to Budget Officers Throughout Process		10/12/2012 through 12/15/2012

