**Workday Position Description Template**

 **INSTRUCTIONS:** This template is used to provide justification for Create Position or Edit Position Restrictions requests in Workday. The manager should complete the template and provide this to their Hub HR Generalist so the appropriate request can be entered into Workday. Please fill out each section on the following pages and then remove the instructional text.

**Overview**

**What is the positions proposed job profile?** (Ex: Program Coordinator I P9)

**Do you have a working title (or known as “business title”) for this position that you want to use?** (Ex: Hullabaloo Program Coordinator)

**Explain how the new duties have evolved and/or how has the scope of responsibility changed?**

When explaining how new duties have evolved and/or how the scope of responsibility has changed, consider the following questions: Are they new to the department? Were they previously performed by another employee? If so, who did them and why has this changed? How has the role drastically changed where a promotion to a new title is warranted?

**Please provide the current or proposed supervisor name and title for this position:**

**Please provide another position within the department or on campus that is similar:**

When providing an example position, please be sure to provide as much of the following information as possible: Title of position, department it is in, name of employee if still active, or PIN if the position is vacant. We can use this information to make direct comparisons to similar positions that have already been approved, thus reducing time spent on review and analysis. If unknown, leave blank or put “None”.

**If filled, what is the requested effective date for the position change?**

Please list the requested date you would like the position change to go into effect. The requested date may be changed based off the actions final approval. The effective date for the new rate of pay will be on or after the beginning of the pay period in which the employee is paid and the request receives final approval from the appropriate Human Resources unit. No pay increase may be retroactive, in accordance with Article III, Section 53 of the Texas Constitution which prohibits the payment of retroactive increases to State employees.

**If filled, what is the proposed salary (or hourly rate) for the employee?**

**Any other comments to HR:**

Please list out anything else relevant to this position that HR should be aware of.

**Contact Person for Questions and Clarification:**

Please list name, title, phone, and email where the contact may be reached.

**Costing Allocations**

**Position Identification Number (PIN):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Percent Effort:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%**

**Annual Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_month(s)**

**Business Process Type:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Costing Allocation/Account Numbers (if provided): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dept Contact Name who provided costing allocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pay Rate: $\_\_\_\_\_\_\_\_/month   OR   $\_\_\_\_\_\_/hour**

**Allowance Rate (if applicable):  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Name or Code:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager (supervisor) Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Position description template on following page.*

**RESOURCES:** To view the staff salary structure, career ladders and a list of job profiles/titles used by Texas A&M University go to <https://employees.tamu.edu/compensation/pay-plan/pay-plan-titles/>.

To view generic job description in Workday, type “**Job: Job Profile Name**" in the **Search** bar and press enter.

**INSTRUCTIONS:** The manager should complete the template and provide this to their Hub HR Generalist so the appropriate request can be entered into Workday. Please fill out each section on the following pages and then remove the instructional text.

**Job Description Summary:**

Please enter the Job Description Summary here and limit to no more than four sentences. In this field, provide a summary of the position, consistent with and reflective of the more detailed duties sections, giving an overview of the level of skill required and scope of responsibility. Detailed job duties should be included in the Job Responsibilities section, not in this field.

Please make sure any duties listed in this summary are also listed in the *Essential Duties/Tasks* section of this template.

**Qualifications**

**Required Education and Experience:**

List minimum education and experience requirements needed to be considered for the job. Qualifications listed here WILL be set as screening questions on job requisitions and will be verified to determine applicant/employee eligibility at hire, promotion, and/or other title change. Required qualifications for job titles are established by the Texas A&M University System (TAMUS) Pay Plan. Please contact the HR department for minimum requirements.

**NOTE:** A department no longer has to list the equivalency statement (“or equivalent combination of education and experience”).

**Required Licenses and Certifications:**

List minimum required licenses and/or certifications required for this position. This may mean having the specific license and/or certification on Day 1 of hire or within a specified period of time from date of hire as a condition of employment. Requirements listed here WILL screen out applicants/employees at hire, promotion, and/or other title change. ALL required licenses/certifications must tie directly back to an essential job duty.

**Required Special Knowledge, Skills, and Abilities:**

List minimum required special knowledge, skills and/or abilities needed to perform the essential duties of the job. Requirements listed here WILL screen out applicants/employees at hire, promotion, and/or other title change.

**Preferred Qualifications:**

List any job-related qualifications which are not required to perform the job but are ideal for the position. This could include increased education, training, licenses, certifications, knowledge, skills, abilities, and/or job-specific experience. Qualifications listed here will not screen out applicants/employees at hire, promotion, and/or other title change but can be used to help score applicants on a hiring matrix.

**Essential Duties/Tasks**

Please list job duties. Group together similar job duties with an estimated percentage of time it takes to complete. Add more job duties as necessary. Classification & Compensation recommends creating anywhere from 3-10 Job Duty Sections. The minimum percentage of time allowable is 5%. The maximum can vary, but recommended practice is to try not to exceed 50% if possible. Under a duty section, describe the related tasks and an estimated percentage of time needed for each job category that must equal 100% (see example below). Duties should be measurable and easy for the employee to understand.

**XX%: Duty Title**

Please list job duties.

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Please list job duties.

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Please list job duties.

**Restrictions and Other**

**Restricted by Patriot Act:**

Please answer “Yes” or “No”

**D.O.T. regulated:**

Please answer “Yes” or “No”

**Does this position or the job duties performed involve use of restricted items, software or technology covered by Export Controls regulations?**

Please answer “Yes” or “No”

**Is this a supervisory position that has the authority to hire employees or whose recommendations for hiring, termination or other change of employment status are given strong consideration?**

Please answer “Yes” or “No”

**Employees Supervised:**

Please include job profile(s)/title(s) and number of each. If position will not supervise anyone at this time, please state "None."

**Machines or equipment used in the performance of essential duties:**

List each machine or equipment used to perform the essential duties of this position. Please provide estimated hours per workweek the machine or equipment is used (per ADA).

**Physical Requirements:**

Specify physical requirements needed to perform the essential duties of the job. ALL physical requirements must tie directly to an essential job duty.

**Other Requirements and Factors:**

List any special job-related details of the position that applicants and employees should be aware prior to and/or during employment. ALL requirements, factors and notifications must tie directly to an essential job duty/the position.

**Internal Approvals (Signatures):**

Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Dean/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_