

2013

Employee VandalWeb Job Description Portal

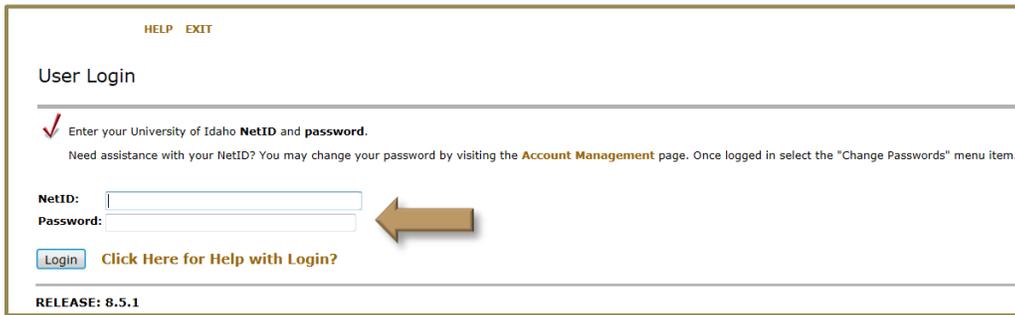
University of Idaho Job Description (UIJD)



Complete the following steps to review and submit your University of Idaho job description (UIJD) in VandalWeb.

STEP 1: Login to Vandal Web – <https://vandalweb.uidaho.edu>

- Enter your **NetID** and **Password**



STEP 2: From the Main Menu select the **Employee Menu** tab

Employee Menu

STEP 3: Scroll down to **Employee Information**

- Click on '**PDQ to Job Description**' link- the dot will flash **red** to assist you in locating the correct link



STEP 4: Is your current job title listed? Your old Banner job title should appear under **Select Job**

- If the job title is correct, click **Continue**
- **Or**, use the down arrow to select another title if you have more than one. **BOTH** must be completed in this case



STEP 5: Your new Classification Title and Pay Grade should appear on the below screen. Visit the HR website for more information.

VANDALWEB LOGOUT

University of Idaho Human Resources Department Classified and Non-Faculty Exempt Job Description

Please contact the Affirmative Action Coordinator(AAC) of your college for questions and assistance in obtaining an electronic copy of your job description. This will assist you in completing your online job description in vandalweb.

Classification (Banner) Title: Administrative Coordinator 1 **Pay Grade:** 4

Working Title:

Position Control Number(PCN): 007960 **Exemption Status:** Non-Exempt

Choose Title to display in Campus Directory: Banner Title Working Title

Major Function:
Summarize job responsibilities into a few sentences, which adequately define the position

2

Organization Chart:

| | | |
|--|---|-----------------------|
| | Direct Supervisor | |
| Employee | Administrative Supervisor | Next Level Supervisor |
| Title: Administrative Coordinator | Title: Administrative Supervisor | <input type="text"/> |
| Name: Thomas Jones | Name: Jane Smith | <input type="text"/> |

3 ----->

- 1** – Only enter a **Working Title** if one has been mutually agreed upon by you and your supervisor. Otherwise, leave this field blank. Also, check either the ‘Banner Title’ or the ‘Working Title’ to display in the Campus Directory.
- 2** – Major functions and job duties should be auto-populated into this field from the information provided in the PDQ. However, you will need to make changes and format these areas as necessary to combine the information in the PDQ and job description. Be sure to discuss any changes you make with your supervisor.
- 3** – The *Title* and *Name* of your direct supervisor should auto-populate from Banner. Review the *Title* and *Name* of your direct supervisor and make changes as necessary. Likewise, enter the *Title* and *Name* of the next level supervisor as well. Then click **Save and Continue**.

NOTE: These fields are required and will not allow you to continue if they are left blank. If you are unsure who your direct supervisor or next level supervisor is, please consult with your supervisor and/or Affirmative Action Coordinator (see AAC Contact List on **page 6**).

STEP 6: A new screen listing your job responsibilities will open.

VANDALWEB LOGOUT

Responsibilities:
 Make as complete a list of job duties as possible beginning with those, which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision.

The University of Idaho does not discriminate against an individual with a disability in regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. Based on this commitment, various job duties on the job description have been analyzed to be essential to this position. Employers can continue to require all applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the position. Reasonable accommodations may be provided to employees with disabilities to enable them to perform the essential elements of this position. Marginal job functions are ones that an employer may transfer to other individuals or not require to be performed by an individual with a disability. It is the responsibility of any applicant or employee with a disability to inform the Human Resource employment program coordinator that an accommodation is needed either to complete application procedures or to perform the duties of the position.

| Responsibility | Percent of Time | Essential/Marginal (E/M) |
|--|-----------------|--------------------------|
| Provide administrative and managerial support by: (A) | | |
| 1 (B) | 30% | E |
| Provide office management by: | 2 60% | 3 E |
| Contributes to team effort by: | 10% | E |

1 – Job Responsibilities should auto-populate from the PDQ. Remember, these ‘by’ statements are derived from your old job description. Leave the ‘by’ statement in the top box **(A)**, then copy and paste all other information from the electronic job description and PDQ into the empty box under the ‘by’ statement **(B)** to accurately reflect your current job duties. Be sure to correct formatting; left justified, appropriate bullet points, spacing, etc., as this will not happen automatically and will display incorrectly at the end of this UIJD portal otherwise. This updated job description should reflect what you are currently doing. You may adjust the ‘by’ statements and anything else to reflect current tasks. Your old job description will be helpful to complete the minimum and preferred qualifications section as well.

2 – The **Percentage of Time** column **MUST** add up to 100% or the system will not let you *Save and Continue*.

****Please consult page 8 for guidance on how to determine essential and marginal functions****

3 – Make sure you use an (E) for ‘essential’ or (M) for ‘marginal’ duties as indicated on your electronic job description. All fields will default to (E) and must be manually changed for ‘marginal’ duties.

STEP 7: **See pages 9 and 10 for guidance on how to include legally defensible minimum qualifications and the flexibility ‘preferred’ qualifications give us**

Use the electronic copy of your job description to complete this section. Any changes need to be discussed with your supervisor.

- Click **Save and Continue** when complete

| Minimum Qualifications | |
|---|---|
| <i>Must be bona fide occupational qualifiers, such as requiring the ability to lift 50 lbs if job involves lifting objects weighing 50 lbs, or requiring only female applicants if the job is a female locker room attendant.</i> | |
| Education and/or Experience: | |
| Specific Qualifications: | 1 |
| Additional Desirable Qualifications | |
| Education and/or Experience: | |
| Specific Qualifications: | |
| Physical Requirements & Working Conditions | |
| <i>Special working conditions or physical requirements must comply with the American's with Disabilities Act (ADA) (This section is optional)</i> | |
| Physical Requirements: | |
| Working Conditions: | 2 |

Must: * Applicants who are selected as **final** possible candidates must pass a criminal background check *

- 1 – Please consult with Human Resources prior to including a driver’s license as a minimum qualification. If a driver’s license is required for the job, then it should be included. However, if a driver’s license is not required for the job, then do not include this as a minimum qualification. Including working conditions is fine and a good idea for positions that work in the elements, or in confined spaces that include potentially hazardous equipment, chemicals or other environmental factors.
- 2 – Adding information into this section is optional. Remember that anything added as minimum qualifications must comply with the Americans with Disabilities Act (ADA). The physical requirements must to be tied to an essential job function and be worded to not preclude the possibility of considering a reasonable accommodation request. See your supervisor for questions.

For example: to include a lifting requirement, the duty must be one that is performed more than occasionally, is central to the particular job and includes this specific language, “Must lift or otherwise move up to X pounds.” A team cleaning specialist or grounds maintenance employee are good examples of positions that could include a lifting, carrying, or moving heavy object requirement.

STEP 8: Your completed UIJD will now display

- Carefully review your UIJD and the acknowledgement statements below
- Use the **Back** button as necessary to correct any errors
- Click **Submit** once you have reviewed the entire UIJD

NOTE: If you need to print a copy of your UIJD, right click anywhere on the screen and select 'Print'. Once you hit Submit only your supervisor can change your UIJD and will also have the final approval over any changes to the final and approved job description.

By signing this document:

1) I understand I am responsible for the stewardship of University human, financial, and information resources by:

- Acting professionally and in a manner consistent with the University's mission and core values of learning, community, responsibility, integrity and quality;
- Comprehending and applying all University and departmental policies, procedures and legal requirements relevant to competently fulfilling the requirements specific to the position;
- Safeguarding sensitive personal information and complying with all current computer security and computer use policies;
- Fulfilling workplace responsibilities in supervision, as appropriate, of other employees, volunteers, and students by demonstrating professional conduct and fair and equitable treatment of all employees through both instruction and example;
- Promptly notifying the appropriate University administrator or official if inappropriate or illegal activities are witnessed or suspected in the workplace.

2) I verify that I am aware of, understand, and will meet University of Idaho safety mandates by ensuring compliance with all safety policies, procedures, and work practices as described in the University of Idaho Loss Prevention Program outlined in the University Administrative Procedures Handbook Chapter 35, Sections 31-36. For employees with supervisory authority, these responsibilities include, but are not limited to, providing adequate training, equipment and supervision of employees and when applicable providing employees with job hazard analyses for tasks associated with their positions.

| | | |
|------------------------|---|---------------|
| Employee: | _____ | Date: _____ |
| | Signature | |
| | Thomas Jones | V00000000 |
| | Name | Employee ID # |
| Approved first level: | _____ | Date: _____ |
| | Supervisor (Smith, Jane) | |
| Approved second level: | _____ | Date: _____ |
| | Dean/Director/Department Head (Johnson, John) | |
| Approved: | _____ | Date: _____ |
| | Human Resources | |

STEP 9: Notify your supervisor

- Your supervisor will receive an email once you hit '**Submit**'
- You may want to notify your supervisor once you have completed your UIJD which will help to speed up the process
- After your supervisor has reviewed your UIJD they may have you sign a hard copy that will then be forwarded to Human Resources

If you have any questions, you can refer to the FAQ on **pages 11-14**. Also, please see your supervisor and/or AAC if you need further assistance.

AAC Contact List

If you have any questions while completing your UIJD, contact your Supervisor and/or your Affirmative Action Coordinator (AAC).

| University of Idaho Affirmative Action Coordinators | | |
|---|--------------------|--------------|
| Unit | AAC | Phone |
| Academic Affairs | Patti Heath | 885-7941 |
| Advancement | Julie Clarkson | 885-5302 |
| | Amy Norman | 885-9036 |
| Agriculture & Life Sciences | Charity Buchert | 885-0168 |
| Art & Architecture | Ellen Mckenzie | 885-5423 |
| Athletics | John Wallace | 885-0219 |
| Auxiliary Services | Kim Malm | 885-5500 |
| Business & Economics | Keri Moore | 885-6071 |
| Education | Patricia Eberhardt | 885-6366 |
| Engineering | Tammie Dahmen | 885-7665 |
| Enrollment Management | Marilyn Pope | 885-5690 |
| Facilities | Tracey Abdallah | 885-7563 |
| Finance & Administration | Debbie Eisinger | 885-6174 |
| Graduate Studies | Kathy Duke | 885-6245 |
| ITS | Margo Holthaus | 885-2127 |
| | Mary George | 885-5222 |
| Law | Linda Kiss | 885-6208 |
| Letters, Arts, & Sciences | Jennie Hall | 885-7885 |
| Natural Resources | Pam Bell | 885-6658 |
| President's Office | Jillian Benson | 885-0835 |
| Provost's Office | Mary Stout | 885-6444 |
| | Patti Heath | 885-7941 |
| Research Office | Larissa Labolle | 885-5034 |
| | Lodi Price | 885-6689 |
| Science | Lorrie Williams | 885-5808 |
| UI Boise | Elisabeth Ridgway | 208-364-4002 |
| UI CDA | Marcee Hartzell | 208-667-5561 |
| UI Idaho Falls | Sara Moore | 208-282-7976 |
| University Library | Cathy Merickel | 885-6534 |
| Vice Provost for Student Affairs | Robin Shoemaker | 885-7836 |
| | Marlene Wilson | 885-8983 |

HR Business Partner Contact List

If you have additional questions (after consulting with your Supervisor and AAC), contact the HR Business Partner associated with your Department for additional assistance.

| Human Resources Business Partners and Units | | |
|---|------------------|----------|
| Unit | Business Partner | Phone # |
| Advancement | Amber Wilson | 885-3889 |
| Business & Economics | | |
| Children's Center | | |
| Education | | |
| Graduate Studies | | |
| Letters, Arts, & Sciences | | |
| Science | | |
| UI Idaho Falls | | |
| Vice Provost for Student Affairs | | |
| Art & Architecture | John Feeney | 885-3612 |
| Athletics | | |
| Enrollment Management | | |
| Facilities | | |
| Finance & Administration | | |
| ITS | | |
| Law | | |
| Natural Resources | | |
| UI CDA | | |
| University Library | | |
| Academic Affairs | | |
| Agriculture & Life Sciences | | |
| Auxiliary Services | | |
| Engineering | | |
| President's Office | | |
| Provost's Office | | |
| Research Office | | |
| UI Boise | | |

Determining Essential & Marginal Job Functions

Essential Job Functions -

Whether a particular function, task or job duty is "essential" is a factual determination that the EEOC says must be made on a case-by-case basis. "Essential functions" are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. The EEOC says that any inquiry into whether a particular function is "essential" initially focuses on whether the employer actually requires current or prior employees in the position to perform those functions.

EEOC regulations address three aspects of essential functions:

1. Whether performance of a function is the reason that a position exists – Meaning if the function or task ceased, serious consequences would occur or the job would likely cease to exist.

2. The number of other employees available to perform the function - Employers can be required to restructure jobs and redistribute nonessential job duties to other employees as a reasonable accommodation. If an employer has a relatively small number of employees for the volume of work to be performed, otherwise nonessential functions might become essential. By "other employees," the EEOC interprets this as broadly as **all** the organization's employees – not just those within an office or a department.

3. The degree of expertise or skill required to perform the function - In a profession or highly skilled position, the employee is hired for his or her expertise or ability to perform a specialized task that would be an essential function.

Naturally, we believe all the duties of a position are essential or we would not have them listed. We have to adjust our definition of "essential" and "marginal" to that of the EEOC and the ADA in this case and limit essential functions to those that meet the narrow definitions above.

By their nature, essential functions should encompass at least 5% of time (100 hours per year). As a guideline, it is perfectly acceptable to have only 25% - 50% of the job duties be considered essential. This does not change the classification level or minimize the importance of the work.

Marginal Job Functions -

"Marginal" is an unfortunate choice of words in that even marginal functions or tasks under the ADA are important to us. For these purposes, marginal just means those functions that are not essential.

A function may be "marginal" when:

- * The character of the job (scope of the responsibility, type of work, major duties) would remain the same if the duty were not performed
- * The function occupies a small percentage of time
- * Failure to perform the function may have minor consequences
- * The nature of the duty is such that another University employee could perform the work with minimal to moderate disruption or inconvenience

Minimum and Preferred or Desirable Qualifications

Minimum Qualifications:

Minimum qualifications are the minimum amounts of education or experience and the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements that must be met for a candidate to be considered for a position. The University cannot hire a candidate who does not meet all of the minimum qualifications. No exceptions.

Listing reasonable levels of minimum qualifications, in part to meet the requirements of the Americans with Disabilities Act and to allow us create a reasonably large and diverse pool of applicants meets many business and compliance-related needs of the University. It should not affect negatively the classification level of a position.

We must be careful about creating minimum qualifications that are not directly related to the essential functions of the job. The risk of minimum qualifications that are too high potentially creates a disparate impact on underrepresented and protected group or groups.

For example – by stating that a Master’s degree is required, the University is essentially stating that even if someone had 15+ years of directly related experience, we would not consider them without a master’s degree.

Requiring a Master’s degree for a financial technician or administrative specialist would probably be not defensible. But, there are times when requiring higher levels of education or specific experience and skills is acceptable.

There are many positions that by their nature legitimately require different educational levels. The Law School’s Career Advisor should have J.D. to demonstrate their familiarity with the value of law degrees and the connection to the legal employment market. They key is tying the minimum qualification to an essential function – to the reason the job exists in the first place.

Although qualifications will vary by position, it is good to have approximately the same number of years and same level of educational requirements for positions within the same pay grade. The type of experience or education can and will vary.

Don’t despair – any qualification not included in minimum qualifications may be included or expanded in the preferred qualifications section and be taken into serious consideration.

Using Equivalencies - An equivalency is a minimum qualification that allows for experience to substitute for some education or education to substitute for some experience. For example: Five years’ experience is required or a combination of experience and education totaling five years. Here is the dilemma. How much does education count? What type of education? Does a Master’s degree substitute for all the experience? Are we saying that it’s OK if the candidate has no experience whatsoever? Is it OK if the candidate has experience and just a high school diploma? It is just not clear.

The problem with equivalencies is that they ultimately don’t define what the minimum qualification is and therefore, a person screening for minimum qualifications is left to guess what the equivalency means. This can create challenges for the University when asked to defend the screening out of a candidate based on something in the equivalency.

The advantage to equivalencies is they create flexibility and broaden the applicant pool. We can still do this by listing clear and reasonable minimum qualifications and then adding desirable experience or education into the preferred qualifications.

The University of Idaho wants to move towards clearer, defensible and well-communicated minimum qualifications while preserving the right of hiring managers to select for interviews and hire who they wish (as long as applicants meet the minimum qualifications). In job postings going forward, your HR Business Partner will work with you to develop minimum qualifications that truly communicate the minimums and meet the requirements under the Americans with Disabilities Act and our equal opportunity principles and practices.

Preferred or Desirable Qualifications:

Preferred or desirable qualifications are a great tool to use in searching for the right candidate.

One myth we would like to dispel is that a candidate must meet all the preferred qualifications to be considered or hired. This is just not true. Hopefully they meet some or most, but there is **no requirement to meet all of them**. Preferred qualifications should never be used to screen candidates out. They should be used to screen candidates in and to help narrow down the selection process. HR strongly recommends not using them the same way we use minimum qualifications – as a hard and fast disqualifier. Doing so would limit our flexibility and risk compliance-related problems.

Listing experience, education, skills, abilities, licenses etc. under preferred qualifications has many benefits:

- It communicates the qualifications that are important to the University for an employee's long-term success
- It allows for flexibility in hiring because many times, the "perfect" candidate has many but not all of the preferred qualifications
- Having fewer minimum qualifications and more qualifications in the preferred qualifications broadens the applicant pool and makes it easier for candidates from underrepresented groups to qualify and be considered
- It provides guidance (not hard requirements) to a hiring manager or search panel on the types of qualifications to watch for and evaluate in the hiring process

Frequently Asked Questions (FAQ)

Q: Why is it necessary for me to complete another job description?

A: Information from the Position Description Questionnaire (PDQ) and your most recent ROJD need to be ***combined***, so that every new classification title/position has the most up-to-date job description (UIJD) possible.

Q: I do not have a copy of the PDQ that I completed – where can I get a copy?

A: It is NOT necessary for you to get a copy of your PDQ as the VandalWeb Job Portal has imported all of the required PDQ information for you! This makes it unnecessary for you to need a copy of your PDQ.

Q: Will I need a copy of my most current job description?

A: “Yes” you will need a copy of your most current job description.

Q: Where do I get a copy of my most current job description?

A: Your direct supervisor and your Affirmative Action Coordinator (AAC) can both assist you in getting a copy of your most recent job description.

Q: How long will it take to complete my new job description in the new VandalWeb job description portal?

A: We encourage you to read the guidelines on essential and marginal functions and on minimum and preferred qualifications in the instruction guide. Both will help you develop a legally-compliant and accurate job description. Including the review of the guideline, this job description may take between 30 and 90 minutes to update. The deadline for completion is October 4, 2013.

Q: When do I and my supervisor have to have my job description completed?

A: New University of Idaho Job Descriptions (UIJD’s) should be finalized by the employee, approved by the supervisor and submitted electronically to HR by October 4, 2013. These job descriptions will be loaded into our new PeopleAdmin system in October. Going forward, they will be maintained in that system and will make posting jobs much easier in the future.

Q: Will I still have the same Banner job title that I used to have?

A: “Probably not” – however you will be able to work with your supervisor and department, to continue using your own unique working title and you will be able to enter this into the new VandalWeb Job Description portal.

Q: Does my second-level supervisor have to review or sign the UIJD?

A: It is not required, but you may do so by printing off your completed job description and handling the final draft manually. The direct supervisor should still submit the version electronically in this case.

Q: Will I get a final copy of my job description?

A: Yes, your supervisor should print off the final version and give you a copy. These will be available electronically in the new People Admin System as well.

Q: What has changed about how we determine or describe minimum and preferred qualifications?

A: It’s less about a change and more about ensuring the University complies with applicable laws, especially the Americans with Disabilities Act, by creating minimum qualification that are tied to the essential functions of the job. They also must be inclusive enough to not inadvertently exclude individuals in any protected class. Don’t despair – any qualification not included in minimum qualifications may be included or expanded in the preferred qualifications section and be taken into serious consideration.

Preferred or desirable qualifications are a great tool to use in searching for the right candidate. One myth we would like to dispel is that a candidate must meet all the preferred qualifications to be considered or hired. This is just not true. Hopefully they meet some or most but there is **no requirement that the meet any**. Preferred qualifications should never be used to screen candidates out. They should be used to screen candidates in and to help narrow down the selection process. HR strongly recommends not using them the same way we use minimum qualifications – as a hard and fast disqualifier. Doing so would limit our flexibility and risk compliance-related problems.

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- Having reasonable minimum qualifications in the preferred qualifications broadens the applicant pool and makes it easier for candidates from underrepresented groups to qualify and be considered

- It provides guidance (not hard requirements) to a hiring manager or search panel on the types of qualifications to watch for and evaluate in the hiring process

You can find more information about this topic on HR's website under classification and compensation study.

Q: How do I save my work and add to it later?

A: Simply 'save and continue' and exit out of the job description portal. You will be able to come back time and time again to work on your job description, as long as you do not do a final submit at the end.

Q: Do I need to complete the Physical Requirements and Working Conditions section?

A: This is an optional area of the job description and is specifically for positions that require very specific physical and/or working conditions. Not all positions require special physical and working conditions.

Q: My employee is on vacation (or the job is vacant). What do I have to do to update the job description?

A: If the employee will be gone past the October 4, 2013 deadline date, the supervisor will need to complete the job description. The supervisor will contact their Business Partner in HR to assist with this process, but the job description MUST be completed.

Q: Can I make changes to my own job description once I submit it?

A: "No", once you do a final 'submit' of your job description, the only person that can make changes is your supervisor. Once supervisors do a final 'submit', only HR can make changes to the job description. It is very important to review carefully prior to submitting the job description.

Q: I am a supervisor, how do I make changes to my employee's job description and let them know?

A: Once the supervisor has reviewed the job descriptions submitted by employees, HR highly recommends that both the supervisor and the employee discuss any changes or modifications. However, the supervisor has the final say regarding the content of the job description.

Q: I am a supervisor; can I make changes to the job description once I submit it?

A: “No”, once you do a final ‘submit’, you will need to contact your HR Business partner to address any possible changes.

Q: What if my supervisor and I do not agree on what goes into the job description?

A: As noted above, the supervisor has the final say with regard to the final content of the job description. However, HR strongly recommends that supervisors and employees discuss all changes to the job description.

Q: How do I save this as a Word or Excel file for future use?

A: Since this is an online job description portal, if you want to have a copy of your job description, you will need to print a hard copy or copy and paste the entire job description into a word document.

Q: Can I print the job description?

A: “Yes” you will be able to print your job description at the end. There is a ‘print’ feature/button for this purpose.

Q: Do I need to get hand-written signatures on the job description?

A: If you would like your supervisor’s supervisor to sign your new job description; just print it out and have each level of supervision sign it accordingly.

Q: Who do I call with questions about the job description or how to complete it?

A: Be sure to ask your supervisor first, and then if your supervisor cannot answer your questions, you can ask your AAC (Affirmative Action Coordinator) for further assistance.
