

OHR Form 63 (July 2016)

University of Hawai'i Executive and Managerial Position Description Action Form

Instructions: This form and the attached position description (PD) shall be completed when (1) a new EM position is established; and (2) when there are significant changes to the duties and responsibilities as a result of new assignments or reassignments, reorganizations, or other factors. In addition, the form and PD shall be reviewed, if filled position, upon the annual performance evaluation or, if vacant position, upon recruitment.

Each position is assigned to a class of work within the University's EM classification and compensation plan based on the scope and complexity of work, qualification requirements and other position characteristics.

The supervisor shall complete Sections I and II, and obtain signatures for Section III.

- *For PD amendments that fall outside the assigned class, submit this form and attached PD to the System Office of Human Resources for President's approval.*
- *Minor PD updates that remain within the assigned class are delegated to 4-year Chancellors and the VP for Community Colleges.*
- *All final, approved forms and PDs shall be submitted to the System Office of Human Resources.*

I: Position Identifying Information

Position No.:	
Position Title (if existing position):	
Incumbent Name (if position is filled):	
Position Reports to (Pos. No., Title, Name):	
Campus:	
Department/Office:	

II: Position Description

Attach the PD. See EM PD template format to create or amend the assigned duties and responsibilities.

III: Certification and Approvals

I certify that the information on this form and in the attached PD is current, accurate and complete.

Employee's signature

Date

Supervisor's signature

Date

Approved/Not approved:

Approving authority's signature

Date

IV: Human Resources Action (for System/Campus HR use only)

Effective Date:	
Assigned Position Title, Grade, BU:	
Assigned CUPA-HR survey code:	
Classifier and Date Completed:	

EM Position Description Template

Proposed Title

Position No. (if new, leave blank)

I. Introduction

Provide overall summary of the position's purpose, responsibilities and authority.

II. Duties and Responsibilities

Indicate individual duty group of statements with percentage of time allotted to each group, including the kind and extent of authority for decision-making and directing function areas, initiatives and activities. The essential functions of the job shall be indicated with an asterisk. Essential functions are fundamental, basic duties that an employee must be able to perform, with or without reasonable accommodation. The essential functions are the reason the position exists to perform the function.

III. List of Direct Reports

List the position numbers, official position titles, and names of immediate direct reports, or attach current, official organization chart.

IV. Authority and Decision-Making Exercised

Describe the extent of authority and decision-making exercised. For example, makes final decision on all academic matters for the campus and is responsible for the campus-wide academic affairs.

V. Direction and Review of Work Received

Describe the extent of the direction and review of work received. For example, general direction on required results; review for results achieved in accordance with University's mission and strategic goals.

VI. Contacts and Relationships

Describe the contacts and relationships to be established and fostered within and external to the University. For example, position is required to establish and develop strong relationships with faculty chairs, University administrators, Vice Presidents, legislators and business and community members to advance the University's mission and goals in a positive and collaborative manner.

VII. Minimum Qualification Requirements

*Indicate the qualification required to perform the **essential** functions of the position including education, experience, knowledge, skills and abilities.*

VIII. Desirable Qualification Requirements

*Indicate the desired qualification required for this position including education, experience, knowledge, skills and abilities. Desirable qualifications are **not** necessary to perform the essential functions of the position and are additional credentials, knowledge, skills and abilities that are relevant to the position duties and responsibilities.*