



ARL[®] Position Description Bank

ALA Midwinter 2013 – Seattle, Washington

[Slides available at http://ufdc.ufl.edu/AA00013508/](http://ufdc.ufl.edu/AA00013508/)

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Agenda

Background

Orientation to the System

Demonstration

Institutional Administration

Launch

Background

ARL has contributed to and served as a catalyst for the development of a system to establish a national bank of **job descriptions** and help institutions manage these documents.

The system has been developed by a University of Florida team, with broad input from other institutions.

Acknowledgement

THANK YOU! to the following Institutions for their IMPORTANT contributions to the design:

- **College of Charleston**
- **Northwestern University**
- **Ohio State University**
- **Purdue University**
- **Queens University**
- **Rice University**
- **Syracuse University**
- **University at Buffalo, SUNY**
- **University of Alabama**
- **University of Alberta**
- **University of Colorado**
- **University of Florida**
- **University of Guelph**
- **University of Houston**
- **University of Massachusetts Amherst**
- **University of South Florida**
- **University of Utah**
- **Washington State University**

The Idea

The PD Bank, as a collective work of academic and research libraries, can inform us about our industry and benefit libraries.

System Fundamentals

An ongoing resource – not simply a one time effort to collect documents.

System Fundamentals

Submission of positions requires providing limited Standard Data to complement keyword search capabilities.

System Fundamentals

The ARL PD Bank as a database can enhance the management of position descriptions and improve their usefulness to the institutions, through effective archiving and accession

System Fundamentals

In addition to archiving and accession...

Institutions may opt to use the system to store data and documents associated with the positions they submit.

Institutions may also opt to use the system to store limited data about employees and the positions they hold.

System Fundamentals

The institution level ROI is the improved document findability, access, and archiving which enhances PD usefulness and maintenance.

The resulting use of the system by institutions to manage their PDs can result in better maintenance of the data and documents in the long run.

System Fundamentals

Use will result in a better industry level collection of job descriptions...

which better informs us about our industry and benefits libraries.



Cost to You?

The ARL PD Bank system is available to ARL's at no cost.

Design Elements

Web application with:

secure, restricted, credential-based access

remote back up

encryption

Design Elements

A simple, intuitive, easy to use interface for a variety of potential users...

that takes as little time as possible!

Design Elements

Highly effective keyword searchability

Data submitted and maintained by institutions

A combination of:

viewable to all registered users
(essentially anonymous)

institution's eyes only
(optional and limited)

Design Elements

Customizable for your institution based on your specific needs (without a degree in IT)

The System

- A. Collection of PDs with limited anonymous descriptors
For example, % FTE

The System

A. Collection of PDs with limited anonymous descriptors

B. Optional Institutional-only data and documents for positions

For example, department

The System

- A. Collection of PDs with limited anonymous descriptors
- B. Optional Institutional-only data and documents for positions
- C. Optional Employee data and documents
For example, employee name

Levels of Institutional Participation

A. PD Bank depositor

Levels of Institutional Participation

- A. PD Bank depositor

- B. PD Bank depositor opting to use additional Position features to enhance the management of PDs

Levels of Institutional Participation

- A. PD Bank depositor
- B. PD Bank depositor opting to use additional Position features to enhance the management of PDs
- C. The Position features, plus opting to use Employee Data management features

Privacy

Individual privacy is paramount.

The ARL PD Bank is hosted by the George A. Smathers Libraries at the University of Florida.

All data and system security comply with the UF IT Data Security Standard.

<http://www.it.ufl.edu/policies/security/uf-it-sec-data.html>

Permissible Use and Acceptable Data

Though the ARL PD Bank is secure, access is restricted, data and documents are encrypted, and only very limited data is available to those outside of the individual institution, submitted data and documents must not include restricted information, such as Social Security Number or the comparable, driver's license number, alien registration number, passport number, or bank account, credit or debit card information.

Permissible Use and Acceptable Data

PDs must not include other personal identifiers, such as employee names, home contact information, and complete birth dates.

Permissible Use and Acceptable Data

So what data is acceptable?

Information likely available online already or in existing shadow system(s)

Permissible Use and Acceptable Data

Likely examples:

Employee ID	Name (legal and preferred)
Phone	Office Address
Email Address	User Name
Library Start Date	Library Exit Date
Tenure Status	Tenure/Promotion Home
Tenure Track Start Date	Tenure Review Year
Year Granted Tenure	
Year of most recent sabbatical	

Any questions about what we have covered?

The System

www.arl.org/pdbank

The System

- Login and User Access Requests
- Search
- View Position Record (External v. Internal)
- Forward
- Export
- Add Position
- Edit Position record
- Add Employee
- Edit Employee record

Any questions about what we have covered?

Individual User Permission Levels

- View Data
- Add/Edit Data and Documents
- Delete Positions and Employees
- Institutional Administrator

Institutional Admin

Menu driven

- Simple
- Intuitive
- No IT degree required

Basic Institutional Admin

- Validate institutional user requests
- Assign individual user permission levels (privileges)

Additional Institutional Admin

Depending on level of institutional use, would also manage the settings for:

- Institutional-level data and documents for positions
- Employee data and documents

Any questions about what we have covered?

Launch

System GO LIVE is February 1, 2013

- Institutional Administrator roles available
- Online help documents, including a full user guide
- Series of web based trainings begin

Roll Out

February to April, ongoing support for

- Admin setup
- Data imports
- Ability to test drive the system in a test environment

And then...

- User questions and feedback supported by UF
- Assessment

What NOW?

Questions to think about:

- Who is your institutional lead (likely Administrator but does not need IT expertise)?
- Who will be your institutional users and what user levels should they have?

What NOW?

Questions to think about:

- Do the expanded elements of the system make sense for your institution?

If so, for what data or documents?

What NOW?

Think about potential uses of this system to learn more about our industry and/or to support the work of our institutions in other ways.

Any questions about what we have covered?

Thank you!