



Position Description Process



1. Supervisor identifies need for a new position description (PD) or substantive update to existing PD. Position description is drafted for review by the supervisor who may also involve the employee. (Please see the Position Description Development Guide for more details on developing a PD.) If the change is part of an overall reorganization, the supervisor will consult with the Assistant Director for Compensation in Human Resources. They will discuss the vision for the organization of the department and an organization chart will be developed.
2. When the final draft of the position description is complete and approved by the Vice President of the division, it is forwarded to the Assistant Director