

Position Descriptions are located within **Position Restrictions** in Workday.

The security roles that can modify Position Descriptions are Workforce Liaisons, Managers, HR Assistants, HR Partners and Compensation Partners.

Updating the position description will not change the actual job profile (classification) as part of the classification system. The overall format will be similar to the current State of Oregon position description form, which includes the program/agency information and purpose of the position. It will include the major duties those that are new, revised, not changed and non-essentials.

To enter or update Position Descriptions, please refer to Job Aids:

- [Position Restrictions \(position description; filled\), edit](#) and [Position Restrictions \(position description; unfilled\), edit](#)
 - Use these job aids to update Program and Position Information and Description of Duties
- [Additional Data \(including RDC/PDC\), edit](#)
 - Use this job aid to updated Guidelines, Work Contacts, Position Related Decision Making, Review of Work, Oversight Functions, Working Conditions and Additional Position-Related Information



Compensation Partners do not have the ability to edit Additional Data.

Attachments will not serve in lieu of embedding a complete job description.