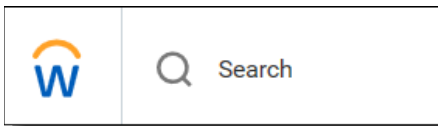


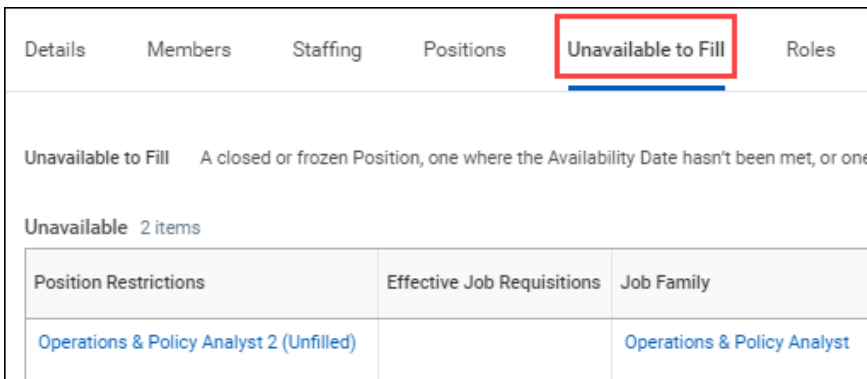
Position Restrictions (position description; unfilled), edit

This job aid will provide Workforce Liaisons, Managers, HR Assistants, HR Partners and Compensation Partners step by step instructions on how to add or modify a position description for an existing unfilled (vacant) position.

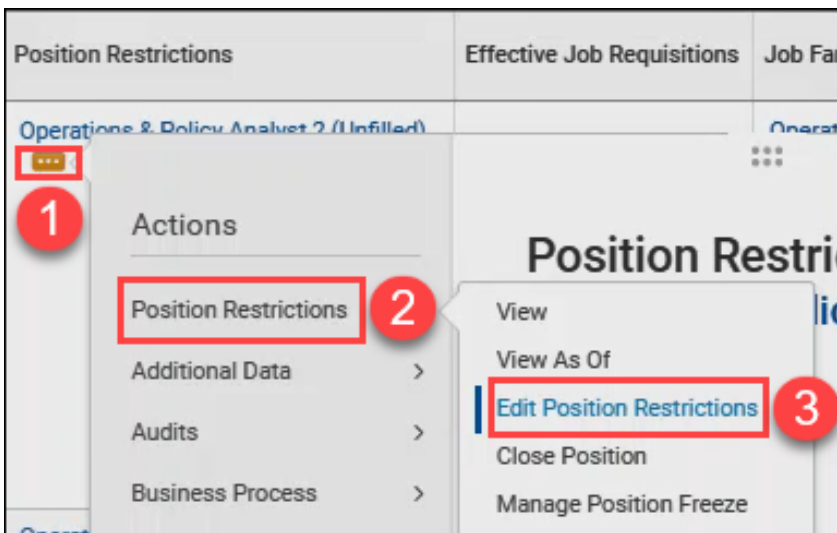
Step 1: Type in the Supervisory Organization name in the search box and press **Enter**. You may also click on the unfilled position name from the organizational chart.




Step 2: Click the **Unavailable to Fill** tab.



Step 3: Click the *Related Actions* prompt next to the position to be updated (1), hover over **Position Restrictions** (2) and select **Edit Position Restrictions** (3).



Step 4: Add the *Position Change Reason* by clicking on the menu prompt (1) and selecting **Edit Job** (2).



If editing for the purpose of adding or updating a position description, use the reason **Edit Job>Add Additional Data**.

If editing key components due to [Completing a Reclass](#), use the reason **Edit Job>Reclass Complete**. An HR or Compensation Partner should complete these edits. Only complete these steps after the position has been approved by CFO/SABRS and budget changes have been loaded to Workday.

Position Change Reason * Search

1

2

Edit Job

Search

← Edit Job

- Edit Job > Add Additional Data
- Edit Job > Employee Type Change Only
- Edit Job > Modify Position
- Edit Job > Pay Basis Code Change
- Edit Job > Pending Budget Approval
- Edit Job > Reclass Complete
- Edit Job > Seasonal Worker Moving In Season
- Edit Job > Seasonal Worker Moving Out Season

Note: If changes to key components of the position restriction areas are needed (e.g. Job Family, Job Profile, Time Type, Worker Type, Worker Sub-Type, Location, etc.) please consult with your Position Analyst or HR Partner before making changes.

Step 5: Use the menu prompt in each field to update the key components of the position restrictions as appropriate.

Job Family × Operations & Policy Analyst ... ☰

Job Profiles for Job Family

- Operations & Policy Analyst 1 - SR23 - Exempt
- Operations & Policy Analyst 1 - SR23 - Non Exempt
- Operations & Policy Analyst 2 - SR27 - Exempt
- Operations & Policy Analyst 2 - SR27 - Non Exempt
- Operations & Policy Analyst 3 - SR30 - Exempt
- More (3)

Job Profile * × Operations & Policy Analyst 3 - SR30 - Exempt ... ☰

Location * × Salem | DAS | Enterprise Projects Building ... ☰


Time Type × Full time ... ☰

Worker Type * × Employee ... ☰

Worker Sub-Type * × Limited Duration (Fixed Term) ... ☰


Critical Job ☰

Difficulty to Fill ☰



Do not use the “X” to remove the current location, instead use the menu prompt or type in the search field to select a new location. Clicking on the X will remove the job classification field.

Location *
× Salem / Executive Building - DAS ☰



Critical Job is the Workday term we know as “Essential Position.” Refer to policy and/or CBA to determine Critical Job (Essential Position) designation.

Step 6: Enter the *Program and Position information* in the **Job Description Summary** box:

- Program and Position information
 - Describe the program in which the position exists. Include the program purpose, who's affected, size and scope. Include relationship with agency mission.
 - Describe the purpose of this position, and how it functions within this program. Complete this statement:

The primary purpose of this position is to . . .

This information will load to Section 2 of the Position Description.

The screenshot displays the 'Job Description' form. The 'Job Description Summary' section is highlighted with a green box and labeled 'Section 2 of the position description'. It contains the following text:

Program and Position information
Describe the program in which the position exists. Include the program purpose, who's affected, size and scope. Include relationship with agency mission.

- This position is part of the Department of Ducks, Business Support Unit This Unit....

Describe the purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

- The primary purpose of this position is to provide administrative support to the business services program....

The 'Job Description' section is highlighted with a blue box and labeled 'Section 3 of the position description'. It contains the following text:

Description of Duties: List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties, or "NC" for no change duties. Indicate whether the duty is an "essential" (E) or "non-essential" (NE) function.

- 60% - R - E - Office Support: Maintains and schedules meetings, conference rooms and check out vehicles. Orders office supplies. Composes metrics and reports on effectiveness. Completes travel vouchers, expense claims and reports for management and office staff.

Working Conditions: Describe any on-going working conditions. Include any physical, sensory and environmental demands. State the frequency of exposure to these conditions.

- Works in an open office environment with a moderate ambient noise level. May experience frequent interruptions. Some physical demands include lifting, reaching, bending and/or stooping for activities such as

At the bottom of the form, there are buttons for 'Submit', 'Save for Later', and 'Cancel', and a 'Done' button at the bottom of the 'Job Description' section.

Step 7: Enter/overwrite the *Description of Duties* information in the **Job Description** box:

- Description of Duties:
 - List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties, or “NC” for no change duties. Indicate whether the duty is an “essential” (E) or “non-essential” (NE) function.
 - Example: **60% - R – E – Office Support:** Maintains and schedules meetings, conference rooms and check out vehicles. Orders office supplies. Composes metrics and reports on effectiveness. Completes travel vouchers, expense claims and reports for management and office staff.

This information will load to *Section 3* of the Position Description.

Step 8: Click **Submit and Done**. The Position Description has been updated. To print a PDF copy of the position description, click on the *Position* hyperlink, click on *Position Restrictions* hyperlink, and click the *Position Description (BIRT)* tab. Click the **Print** button at the bottom of the page; it may take a few seconds for the document to load. Click the print icon in the upper right hand corner of the screen and then click print again.



If you need to update any of the information listed below:

- Who Reviews Employee Work
- Budget Authority (not your agency budget, who can spend money)
- Additional Job Description (including guidelines & position related decision making)
- Work Contact
- RDC or PDC
- Position Requirements (required assets such as boots, uniform, etc.)
- Working Conditions

please refer to the Position Management - [Additional data \(including RDC/PDC\), edit](#) job aid.

General Information for Position Descriptions	
Position Information	
EMPLOYEE INFORMATION	WHERE TO FIND
Job Profile Title	Employee Profile-Job Details-Job Profile
Business Title	Employee Profile-Job Details-Business Title
Employee Name	Employee Profile-Personal-Names
Union	Employee Profile-Personal-Union/Representation
Location	Employee Profile-Job Details-Location
Supervisor	Employee Profile-Manager
Position	Employee Profile-Job Details-Position
Time Type	Employee Profile-Job Details-Time Type
FLSA	Employee Profile-Job Details-Job Profile
Exempt Reason	Employee Profile-Position-Position Restrictions-Additional Data-Position Job Classification Group
Overtime Eligible	Employee Profile-Job Details-Position-Job Classification
Employee Type	Employee Profile-Job Details-Employee Type
Classification ID	Employee Profile-Personal-Union/Representation-Job Profile as of End Date-Job Code
Position ID	Employee Profile-Job Details-Organization-Positions-Position ID
Company ID	Employee Profile-Job Details-Organization-Positions-Company ID
Budget Authorization Number	Employee Profile-Job Details-Position-Position Restrictions-Additional Data-Position Details for Budget Execution-Budget Authorization Number