

CHANGES

- New reason codes are highlighted.
- **Position Funding Change** has been inactivated and is replaced with **Allocated Budget Change**.
- Hidden reason codes: CB Walkover; SHRA to EHRA; Re-establish

SHRA Perm - Proposed Action Reasons
Abolish/Layoff
Abolish/Layoff Loss of Funding
Abolish/No Longer Needed
Abolish/Organizational Change
Add Additional Document
Allocated Budget Change
Change Reports To
Convert to Electronic PD
Create Overlap Position
Disciplinary Position Change
FTE Change/Employer Dec
FTE Change/Employee Req
New Position
Reclassify EHRA to SHRA
SHRA Branch/Role Change
SHRA Competency Change
SHRA Shift Diff/Spcl Pay Change
Time Limited End Date Change
Time Limited Flag Change
Transfer Position
Update Duties
Update Posting Data

Change: Reclassify EHRA to SHRA (formerly EHRA to SHRA)

- **No pen-and-ink signatures required.** Each time a position description is changed, the department should print a copy and provide it to the employee; employees should also be able to obtain a copy of their position description at any time from their supervisor or a departmental HR Representative.
- **A version of a position description form that closely follows the ePAR fields will be made available on the HR website.** This is not required documentation but may be helpful in drafting descriptions with managers who do not have CC HR access, getting preliminary reviews from central OHR, and being able to cut and paste into the ePAR when ready to submit.

- **New fields** include the Campus Security Authority (CSA) indicators and the position location indicators. The CSA indicator also involves an additional field that will need to be completed for certain positions.
- **Dean/VC approval no longer directly required for supervisors with fewer than four subordinates.** Class & Comp/EHRA N-F reserve the right to review organizational structure and request Dean/VC approval in specific cases.
- **Certain sections of the position description** (Position Summary/Primary Purpose of Position; Required Qualifications, Competencies, and Experience; Preferred Qualifications, Competencies, and Experience; and Special Physical/Mental Requirements) **will feed directly to the posting.** If these sections need to be updated for posting, it will require a position action prior to initiating the posting action in PeopleAdmin.
- **There will be character limits on the sections of the description** as follows:
 - Position Summary / Primary Purpose of Position – 4000
 - Primary Purpose of Organizational Unit - 4000
 - Changes in Responsibilities or Organizational Relationship - 2000
 - Minimum Education and Experience Requirements – 4000 (these will default for SHRA based on the job code and for EHRA NF based on the job code or subcategory and they will not be editable)
 - Required Qualifications, Competencies, and Experience - 4000
 - Preferred Qualifications, Competencies, and Experience – 4000
 - Special Physical/Mental Requirements - 2000
 - SHRA Position Competencies – 4000