

METHODOLOGY PROPOSAL FOR CONVERSION

This is not intended to be an exercise in updating all position descriptions; this is to convert our existing data into a new format. Each school/division has one year to enter all existing SHRA and EHRA N-F positions into the electronic format. Each school/division can create their own methodology. Your Class & Comp or EHRA N-F Consultant can assist you with questions and providing copies of position descriptions you may be missing. One approach is to have everyone with complex user access enter one action per day. If your school/division had four people with access, this would result in twenty entries a week. So, in ten weeks, you could have two hundred positions entered.

Below is a suggested priority order for entry (remember that any action you take on a position will require completing the entire new ePAR, including entering the position description):

- 1) Positions which need to be posted
- 2) Campus Security Authority (CSA) Positions – there is required language for position descriptions for these roles, so the sooner they are entered, the sooner we will be in compliance.
(associated with the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)
- 3) Other Positions that have been recently updated (these are likely to have cleaner descriptions and be easier to enter)
 - a. Positions posted recently
 - b. Positions that had some position action tied to it such as newly established positions, reclassifications, competency changes, positions updates, SHRA to EHRA (vice versa; ex. IT conversions), etc.
 - c. Organization/Unit had implemented their own job description/organization development review
 - d. Positions modified during the performance cycle
- 4) Other positions for which local HR has descriptions on file
- 5) Groups of positions which have similar descriptions
- 6) Positions for which there is no local description on file, but which OHR can provide
- 7) Positions for which no description exists and will need to be created from scratch
- 8) Positions which need major revision as determined by local HR (We suggest holding these until the end to see what the status of the pause on HR actions is by that time)