Tools to Manage Position Description Information

These tools are available to HR Representatives via the **HR/Payroll Reporting Dashboard**.

Position Description Audit

The Position Description Audit report displays all positions in the unit with an indicator of whether or not the position description needs review. The Campus Security Authority ('CSA') column can be filtered to show those positions which must be updated by **December 31, 2022**. An HR user can also search for individual positions based on a position number. The whole report can be downloaded into Excel.

Position Description Audit - Expanded Detail

The Position Description Audit - Expanded Detail report pulls a batched report of position descriptions into an RTF/Word document.

Training Materials

You can find online position description training materials on the CC Info – Full Position Management site.

Position Description Tracking

Located under Links

The Position Description Tracking dashboard contains several charts and grids that allow you to track the progress of your Units' position description completions against campus-wide numbers on a month-by-month basis. The charts on the left in orange and black show campus progress, and the charts in green and black on the right are based on departmental security and relate to the Units you have access to. The monthly bar lines (orange and green) show completed to date and the black line depicts the completion goal.

The CSA specific charts have a steeper incline because positions that have a CSA responsibility must be completed by **December 31st, 2022**. Other, non-CSA responsible positions have a completion date of **June 30th, 2023**.