SHRA Position Management

Create New / Modify Position Description – Proposal Phase

**Initiator**
- Starts Proposal Request to Create New or Modify Existing position
  - Enters basic position information - working title, primary purpose and/or position changes, requested salary, etc.

**Approver (Departmental)**
- Reviews/Edits/Endorses
  - Conducts review to confirm request is accurate and authorized for further consideration.
  - (May have multiple approvers, as appropriate and/or necessary)

**Human Resources**
- Reviews/Recommends
  - Verifies proposed position/changes and recommended salary are aligned. Recommends career band/position change action (reallocation, comp level change, etc.).

Create New / Modify Position Description – Details Phase

**Initiator**
- Completes Position Details
  - Enters/modifies/verifies position details: classification, competencies, job duties, ADA checklist, etc.

**Approver (Departmental/Divisional)**
- Reviews/Edits/Endorses
  - Reviews, verifies and makes necessary edits to position details.
  - Enters/edits/approves funding.
  - (May have multiple approvers, as appropriate and/or necessary)

**Budget Approval (PBM and GCA)**
- Reviews Funding
  - Reviews/Approves
  - Reviews position description for complete/accurate information.
  - Approves new positions and/or position modifications requesting salary change.

**Human Resources**
- Reviews/Approves
  - Reviews position description for complete/accurate information.
  - Approves new positions and/or position modifications requesting salary change.

*PBM – Personnel Budget Management (general funds)  
GCA – Grants and Contacts Administration (other funds)

Update Position Description Process

**Initiator**
- Creates Position Action
  - Enters/verifies position changes (e.g.: updating job duties, supervisor change, change/extend funding source(s), FTE change, etc.)

**Approver (Departmental)**
- Reviews/Edits/Endorses
  - Verifies and makes necessary edits to position details
  - (May have multiple approvers, as appropriate and/or necessary)

**Human Resources**
- Reviews/Approves/Routes
  - Reviews edited position description for complete/accurate information.
  - Approves changes (excluding funding source edits).

**Budget Approval (PBM and GCA)**
- Updates Funding Source(s)
  - Makes necessary changes to funding source(s).