

GUIDE TO COMPLETING STREAMLINED POSITION DESCRIPTION

RESEARCH POSITIONS

Human Resources Management developed streamlined Position Descriptions (PD's) for research positions¹ to provide Principal Investigators with a format that is easy to use and alleviates the complex grading process. These position descriptions replace the standard Position Content Document (PCD) for research positions.

Each position description includes the following information:

- **General Summary.** The general summary contains a brief statement indicating the basic purpose or function of the research position, as well as necessary information about the position in terms of its duties, responsibilities, and other requirements.
- **Major Responsibilities.** This section identifies the major responsibilities that are necessary to fulfill the purpose of the research position and the typical amount of time required for each of the major responsibility areas.
- **Qualifications.** Information relative to the research position, such as education requirements, term of appointment, and reporting relationships, is defined.
- **Specific Requirements.** Space is provided for Principal Investigators to identify any specific requirements for the position. This section provides the additional information critical to completing a job summary for posting the position.
- **Determination of Grade.** Each position description has already been evaluated and the appropriate grade has been determined based on the core research responsibilities and the qualifications required by the position. The Hay Grade is listed on the left-hand side at the bottom of the position description.
- **Salary Ranges.** The appropriate salary range for the research position is listed beneath the Hay Grade on the bottom left of the Position Description. The salary range is listed for reference only. Principal Investigators are encouraged to consult with the Compensation staff early in their process of grant writing to discuss salary recommendations. The Compensation staff is available to work closely with Principal Investigators to determine an appropriate level of compensation.

These new Position Descriptions only require Principal Investigators to identify any **special requirements** specific to the nature of their position so that a job summary can be developed for the posting process.

Position Descriptions should be processed following the guidelines currently in place for processing a PCD.