**MyTrack Position Description Template**

**CAS Department Manager/Business Manager positions**

**NOTE:** This document is intended to serve as a working resource for HR Partners to use with hiring managers and supervisors to prepare a draft PD. This document DOES NOT replace data entry or system approvals required in MyTrack. This document cannot be attached to a PD in MyTrack in lieu of completing PD fields.

For more detailed information on how to complete the fields within a position description, please see our User Guides [here](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions).

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| **position information** | |
| Reason\* | Edit to previously approved PD |
| Is this PD update intended for immediate recruitment?:\* | No |
| Anticipated recruitment start date: | NA |
| Proposed Hiring Range: | Click or tap here to enter text. |
| Approved Hiring Range (HR Only): | *For HR use only use only* |

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| **General Position Information** | |
| Team: | *The Team field will auto-populate to the level 3 org, aka “Team” for the person initially creating PD. If you work with multiple level 3 orgs and need a Team changed, please email* [*talent@uoregon.edu*](mailto:talent@uoregon.edu)*.* |
| Position Title:\* | Click or tap here to enter text. |
| Position Classification: | *Populated once the job is created in Banner.* |
| Position Number: | *Populated once the job is created in Banner.* |
| VP/Area:\* | *Senior VP & Provost* |
| School/College/Admin Unit:\* | *(dependent drop down list in MyTrack)* |
| Division/Admin Sub Unit: | *(dependent drop down list in MyTrack)* |
| Department or Program: | *(dependent drop down list in MyTrack)* |
| Timesheet Org:\* | *(Enter Timesheet org or use search function to view library)* |
| Type of Position:\* | Officer of Administration |
| Appointment Type:\* | Regular |
| Duration:\* | Ongoing |
| Rank:\* | No Rank |
| Annual Basis:\* | 12 month |
| Expected FTE:\* | 1.0 |
| Reports to (Position #):\* | Enter Department Head/Program Director’s faculty B#. |
| Primary Job Location\* | *Eugene, OR* |

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| **POSITION BUDGET** | |
| Budgeted Salary at 1.0 FTE\* | Click or tap here to enter text. |
| Position Funding\* | Regular Budget Approved |
|  | Please give the primary labor distribution for this position by listing index, account code, and percentage. For full FOAPAL elements or a split labor distribution, use the “Explanation” field to list additional items (such as another index, or a specific activity code). |
| Index\* | Click or tap here to enter text. |
| Account Code:\* | 10103 |
| Percentage:\* | Click or tap here to enter text. |
| Explanation (if needed): | Click or tap here to enter text. |

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| **POSITION DETAILS** | |
| *My Track Instructions for this section:* | ***To upload an org chart, click on the “Documents” tab at the top of the PD. In the drop down field, select “Document from a file” to open a pop up window. Upload the file as guided, ensuring the document category is set to “Org Chart.”*** |
| Department Summary:\*  **Use your existing language or edit template language as needed for your department** | The Department of \_\_\_\_\_\_\_\_\_\_ is an instructional and research department within the College of Arts and Sciences (CAS) that supports significant research activities in a wide range of fields in the \_\_\_\_\_\_\_\_\_\_ discipline. The department includes approximately \_\_ teaching faculty, emeritus faculty, research staff, graduate employees and professional/administrative staff. The department enrolls approximately \_\_\_\_\_ students per year, with approximately \_\_\_\_\_\_ undergraduate majors and \_\_\_ graduate students. |
| Position Summary:\*  **Use your existing language or edit template language as needed for your department** | The purpose of this position is to manage the administrative, financial, academic, and research operations of the \_ (department name).  In collaboration with the department head, the department manager has authority and responsibility to make decisions related to internal controls, compliance, policy and procedure, business and financial transactions, administrative issues, and human resources.   . In accordance with UO and college policies and procedures, the department manager may develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. The manager participates in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They are responsible for determining resource needs and priorities and making recommendations to the department head.  The department manager develops, implements, and evaluates short and long-range goals and objectives  Under state, federal and CBA regulations, the manager supervises staff and manages human resources for the unit. They determine training needs for staff and make appropriate arrangements for provision of training. |
| Minimum Qualifications:\* | Bachelor’s degree and (*PICK ONE BASED ON COMPLEXITY OF DEPARTMENT*) 3/5/7 years office or program management experience in a complex environment OR equivalent combination of education and experience. |
| Professional Competencies:  **Use your existing language or edit template language as needed for your department** | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT AS APPROPRIATE)    The department manager must possess the ability to plan and organize to ensure the completion of responsibilities and to manage and support others to succeed in their roles.  •This position must be able to apply process and procedure and promote compliance.  •Be able to work with a diverse population and be sensitive to cultural differences  •Able to identify and solve problems quickly.  • Work in an environment with multiple layers of approvals, policies, and procedures. • Adhere to established policies and processes. • Communicate effectively and clearly in speaking and writing with a diverse population. • Learn new skills and tools quickly and fairly independently. • Be able to perform a variety of complex tasks simultaneously and to work independently. • Be able to handle conflict and difficult situations in a professional manner. • Flexibility and quick adaptation to process and policy change.  • Proven ability to work in a complex framework, analyze and prioritize levels of information, and convert ideas and objectives into actions. |
| Preferred Qualifications:  **Use your existing language or edit template language as needed for your department** | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT AS APPROPRIATE)  Experience administering and managing budgets. Experience administering grants. Three or more years of supervisory experience.  Experience with human resources and or labor relations. |

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| **SUPERVISION** | | |
| For full definitions of terms in these drop down lists please see the [PD user guides](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions). | | |
| Supervisory Responsibilities: | Supervises non-supervisors, shared decisions | |
| OAs Supervised: | Choose an item. | |
| Classified Staff Supervised: | Choose an item. | |
| Faculty Supervised: | <0.5 FTE | |
| Temporary Supervised: | Choose an item. | |
| Graduate employees Supervised: | <0.5 FTE | |
| Student Employees Supervised: | Choose an item. | |
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| **DECISION MAKING & FISCAL RESPONSIBILITY** | |
| For full definitions of terms in these drop down lists please see the [PD user guides](https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions). | |
| Scope of Decisions Made:\* | Authority - Unit |
| Impact of Decision Made:\* | Unit/Department |
| Autonomy and Discretion:\* | Independent Work, Overall Direction |
| Fiscal Authority:\* | Unit/Department |
| Fiscal Responsibilities:\* | Administration/Oversight |
| Operating Budget ($): | $ Click or tap here to enter text. |
| Grant funding ($): | $ Click or tap here to enter text. |
| Number of Grants: | Click or tap here to enter text. |
| Foundation Funding ($): | $ Click or tap here to enter text. |
| Number of Foundation Funds: | Click or tap here to enter text. |
| Agency Funding ($): | $ Click or tap here to enter text. |

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| **Job Duties** | | |
| **JOB DUTIES** (Please ensure the total of “% of Time” equals 100%) | | |
| **% of Time** | **Duties / Responsibilities** | **Essential or Incidental** |
|  | INSTRUCTIONS: The sections below are representative of some of the duties most of our department managers are responsible for doing or overseeing. You will need to read and edit/delete/add to the sections below. Work with the department manager to determine approximate percentage of time devoted to each section. | Essential |
| 10-30% | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT AS APPROPRIATE)  Operations Management:  This position is responsible for managing the daily operations of the department, including academic/research program services, event planning, space resources, payroll, accounting, and fiscal management as stated above.  Collaborate with College administration on processes and procedures related to the operation of the unit.  Acts as a liaison between administrative offices, faculty, staff, students, and visitors.  Oversee personnel recruitment efforts and hiring of TTF, OAs, NTTFs, classified staff, and students through the College and central administration.  Oversee department events.  Manage use of physical space, including UO spaces database updates and coordination of improvements and maintenance.  Manage communication efforts and department website(s).  Interpret and apply personnel, budgetary, and administrative rules; act as information resource for faculty and staff. | Essential |
| 5-10% | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT AS APPROPRIATE)  Strategic planning and goal setting:  Provide financial and operational analysis, assist with long-term planning, propose and implement financial, curricular, and operational solutions based on evolving department and UO priorities.  Recommend best practices, improvements, and changes as needed.  Provide financial analysis and assist with long-term planning, proposed additions to the budget, and reallocation of resources within the budget and based on changing priorities.  Regularly prepare forecasts and projection-both long and short term-to aid in departmental planning of resources. | Essential |
| 10-20% | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT AS APPROPRIATE)  Supervision and Management of Staff: OR Supervision of Staff and Resources:  Supervise \_\_\_\_\_\_\_\_\_\_ department staff (LIST NUMBER OF STAFF AND CLASSIFICATION)  Supervision duties include hiring, assigning and monitoring work, training, evaluating performance, and handling disciplinary issues and grievances.  Promote a sense of collective responsibility and achievement through a respectful, collaborative, and transparent supervisory approach.  Provide constructive feedback to employees. Influence the culture of the department, encourage and support staff while building trusting relationships.  Practice open communication and leadership by example.  Hire and supervise staff to support the unit. Prepare and submit the annual staff performance evaluations.  Engage in supporting professional development, and in conjunction with the assistant dean for administration and operations, initiate disciplinary and/or corrective work plans involving the staff.  Hire, evaluate, and supervise student employees. Manage daily office operations, including development and implementation of procedures and workflow.  Promote collective achievement, contribute to the development and achievement of group objectives through a respectful and collaborative process.  Clearly and influentially articulate a vision, encourage and support others while building relationships. Practice open communication, lead by example, and effectively provide honest and constructive feedback. | Essential |
| 10-30% | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT OR SHOW OVERSIGHT OR SUPERVISION OF THOSE ITEMS MANAGED BY STAFF)  Human Resource Management:  Coordinate personnel recruitment efforts for tenure track faculty, officers of administration, non-tenure track faculty, and classified staff. Create job descriptions and recruitment advertising, manage search committees, offers and subsequent payroll setup, onboarding, and problem troubleshooting.  Understand and serve as a resource for compliance with state and federal employment laws and UO HR policies.  Receive requests for and complete international hiring documentation (J-1) for  visiting scholars, postdoctoral researchers, and students. Coordinate, as needed, with central administrative units (HR, Payroll, International Student and Scholar Services) to process employment actions, visas, and work permits for international employees and students.  Assist with faculty and staff searches including processing documents such as  MyTrack position descriptions and job requisitions andAffirmative Action plans,  including sourcing, placement and purchase of advertisements, search documentation, interview schedules, visa paperwork, etc.  Advise on matters related to the collective bargaining agreements, performance  management, recruiting, hiring and disciplinary matters. Coordinate personnel actions, maintain personnel files; prepare promotion and tenure files and support faculty review processes within the unit.  Collaborate with members of the administrative team to create and implement  human resources and other policies specific to the department.  Annually initiate pool recruitment for instructors and researchers, as needed, maintains all  records, application materials, and completion of year-end reporting.  Initiate and track risk management processes for department including  background checks and volunteer forms.  Maintain confidential faculty personnel files, processes sabbatical requests and  leaves, handle personnel reports including promotion and tenure cases.  Develop and implement Department’s schedule for all faculty reviews:  Tenure Track, Tenured, NTTF Career and Pro Tem faculty.  Track contract dates, distribute letters of non-renewal of Pro Tem  (instruction and research) contracts, process annual contract renewals. Send annual renewal notices to career faculty.  Process faculty courtesy appointments. Annually  reviews and renews appointments.  Request, develop and update position descriptions for all NTTF faculty and  researchers. | Essential |
| 10-30% | (SELECT ALL THAT APPLY TO THIS POSITION. FEEL FREE TO EDIT OR SHOW OVERSIGHT OR SUPERVISION OF THOSE ITEMS MANAGED BY STAFF)  Budget and Financial Management:  This position is responsible for the fiscal management of the unit, which includes payroll administration, budgeting, accounting, reporting, and procurement.  Work with the CAS Dean's Office and other university units to ensure compliance with all applicable fiscal policies and procedures.  Regularly create, review, and analyze budget reports and projections for strategic programmatic planning and resource allocation in collaboration with the department head.  Consult with CAS budget staff regarding budget-related issues.  Run monthly budget status reports on all funds and keep department head informed of the status in all areas of the departmental budget.  Review the budget projections for planning purposes and to determine accurate predictions on the department's ability to cover its instructional obligations.  Attend College meetings regarding budget status and information as a representative of the department and its programs.  Oversee the preparation of all payroll and budget requests. Ensure that all expenditures are appropriately authorized and debited against appropriate funds.  Supervise staff in the processing and preparation of purchase orders, invoice payments, fund transfers, journal vouchers, etc.  Determine student wage rates and the number of students hired with Department funds.  Work with the department head/Associate Head/Summer Term Coordination the summer term salary budget to plan and develop a comprehensive program within the budget limitations. | Essential |
| xx% |  | Select |
| xx% | Click or tap here to enter text. | Select |

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| **WORKING CONDITIONS** | | |
| **Typical Work Functions\*** (check all that apply) | Balancing | Carrying |
| Climbing | Crawling |
| Crouching/ Stooping | Driving |
| Feeling/Handling | Keyboarding/Computer Use |
| Personal Protective Equipment | Pulling/Pushing |
| Reaching | Regular interaction with customers |
| Repetitive movement | Sitting |
| Speaking | Specific Work Schedule |
| Squatting | Standing |
| Telephone Use | Twisting/Bending |
| Walking/Running | Writing |

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| **Typical Working Environment and Hazards\*** (check all that apply) | Normal office environment | Animals/Wildlife |
| Chemicals | Confined Spaces |
| Darkness/Poor Lighting | Dust/Fumes |
| Electrical Hazards | Explosives |
| Fire Hazards | Heights |
| Human-Source Material (e.g. blood) | Indoor Temp Extremes (Heat/Cold) |
| Moving machinery/Heavy Equipment | Near-Continuous Use of Video Display |
| Noise | Pathogens |
| Potential Combative Work Environment | Radiation |
| Traffic | Vibration |
| Weather Extremes |  |

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| Lifting Demands\* | Up to 10 pounds |
| Additional Physical Demands or Work Conditions: | Click or tap here to enter text. |
| Frequency of Travel\* | Up to 10% |
| Work Schedule (if not typical or specified) | Click or tap here to enter text. |

**HUMAN RESOURCES**

*(This section is not editable outside of the University Human Resources.*

*HR recommends reviewing this section after the PD has been approved)*

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| Export This Position Description: |  |
| Budget Profile: |  |
| Banner Skill Code: |  |
| Job Group: |  |
| Census Code: |  |
| Standard Occupational Code: |  |
| NCCI (Worker's Comp): | *This position serves as a designated reporter under University of Oregon’s* ***Student Sexual and Gender-Based Harassment and Violence Complaint and Response Policy*** *and is a responsible employee under Title IX. Further information regarding these responsibilities can be found at* [*investigations.uoregon.edu/designated-reporter*](https://investigations.uoregon.edu/designated-reporter)*.* |
| Reporting Designation: |  |
| Campus Security Authority: |  |
| Salary Range: |  |
| Bargaining Unit: |  |
| FLSA Exempt?: |  |
|  | All positions are subject to criminal background check. Additional checks are noted below. |
| Education Verification: |  |
| Medicare Exclusion: |  |
| Credit Checks: |  |
| Professional License & Certification: |  |
| Child Care Licenses: |  |

**USERS & APPROVALS**

For descriptions of the user roles in this section visit [Users & Permissions](http://hr.uoregon.edu/recruitment/mytrack-talent-management-system/mytrack-user-roles-permissions).

HR Administrator\* Click here to enter text.

Hiring Manager:\* Click here to enter text.

Approval Process:\* Choose an item.

Unit Director/Head:\* Click here to enter text.