

To: Deans, Department Heads, Directors, and Managers,

Note: Please share this information with the appropriate individuals in your Department/Region/Camp. If you have received prior correspondence regarding Position Descriptions please use this as your updated information and due date.

The University of Tennessee is updating the system-wide compensation system. We are excited for this change. Along with change comes adaptation and preparation for the new process/procedure. Eventually, we will need everyone with a regular or temporary appointment to complete a new position description (PD) followed by an organizational chart. This process is for any employee, temporary or regular, and responsible to an E12 account number.

Organization Charts:

The organizational chart should be compiled of your entire department starting with the department head. If you are located at the regional/county level it should start with the regional director. For Camps, your chart should start with the Camp Manager. For each entry on the organizational chart, you should include the position number and title. Employee names on your charts are optional. We would advise you to leave the names off so the organizational chart will not need to be updated with employee turnover. You may upload one organizational chart for each department/county/region/center in the appropriate **Position Description** folder on the SharePoint site. Please name this file "Organizational Chart".

SharePoint Site

We have a SharePoint site set up to store Extension information for the PDs and organizational charts. On this site you will find some generic position descriptions of the Extension job family to help with this process. (Be sure to use the generic and add how the employee completes the tasks listed with their percent of time.) If you do not have access to this site please email debwelch@utk.edu for access to your department/regional/center folder.

Training Video

If you would like to watch a training video on the position description click on this link: <http://mediasite.utk.edu/UTK/Play/7ce7b2a735e940069c73a64216c8acbb1d>

Position Descriptions

The UT Compensation office is immediately requesting position descriptions and organizational charts on the job titles listed below. These PDs and organizational charts are due to be uploaded by November 3, 2017 (if you received prior correspondence about the due date please note we were able to extend this date). Once your department/county/region/center PDs have been reviewed for accuracy, upload them into the Position Description folder. Please send an email to debwelch@utk.edu to inform her they are complete. All Position Descriptions should be saved in the same format as the blank one on the compensation website. To keep everything consistent, they should be saved with a title using the IRIS Position number and complete title (with no employee names).

Example: 50152013 Administrative Support Assistant II

Here is the link to the blank Position description form if you do not have it.

<https://hr.tennessee.edu/pay/position-descriptions/>

List of titles needed first:

Accounting/Finance Job Family

Accounting Assistants, Accounting Specialists, Accounting Coordinators, Accounting Supervisors, Accountants, Business Managers, Financial Specialists, Auditors, Budget Directors, Controllers, Chief Business Officers.

Research Job Family

Laboratory, Technical, and Research Support (Lab Assistants, Lab Technicians, Research Specialists, Research Analysts, Research Lab Managers), Researchers (Research Assistants, Research Associates, Research Scientists/Engineers), Research Management (Research Coordinators/Managers, Directors).

Administrative Support

Administrative Support Aides and Assistants, Administrative Specialists, Administrative Coordinators, Executive Assistants, Medical Admin Support, Administrative Supervisors, Management Specialists, Coordinators, Training Administrators, Specialists.

Please note: H/R compensation is asking for the titles listed above at this time and you will not need to do the classification request form. Please be working on other titles to submit at a later date.

Thank you very much for helping us in collecting new position descriptions and organizational charts for the new compensation system.

Deb Welch

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