

How to Enter an Employee's Current Job Description into OACIS (for the first time)

As a supervisor or manager, you will help populate the online Job Description Library by **entering your employees' current job descriptions** into OACIS. You may start to do this after May 22, 2005. You should **prepare** for this by doing the following...

P R E P A R E

1. **Find out what your department's "Job Description Input" deadline is.** HR has advised that Department Heads pick a deadline for all Supervisors to have their employees' current job descriptions into OACIS. A deadline of 3 to 6 months, depending upon the number of employees in a department, is usually reasonable. This decision is up to the individual Department Heads.
2. **Remember that an employee hired since December 11, 2003** (when we went live with the online employment part of OACIS) will already have a job description in the system. There is nothing you need to do for these employees!
3. **Gather your employees' job descriptions.** Hopefully, you have them in electronic form. If not, look for the paper copy. Can't find it in your files? Contact your manager, department business officer or MSO. Still can't find the job description? Contact HR.
4. **Review the job description content.** Specifically, look for the following:
 - Names of employees supervised. Is this section accurate?
 - Physical, mental and environmental requirements area (also known as the "ADA section"). Is this section accurate?
 - Typographical and spelling errors.
5. **See other changes to job description content that you'd like to make?** As long as the changes are designed to better explain the employee's current job duties, this is acceptable. *However, do not make any changes that describe new work performed or any changes that could impact the classification.* Human Resources will be briefly reviewing each new job description entered, but will not be reviewing them for possible reclassification. If significant changes are necessary, you should enter in the existing job description as-is, then submit the changes later by completing a *Reclassification* or *Update* action.

What not to do - Examples of job description changes that are **NOT** acceptable to make when entering the job description into the system for the first time are...

- Brand new job duties or functions
- Removal of job duties or functions
- Changing job duties significantly, such as taking away major tasks or indicating that certain tasks are now done more independently.
- Removing all supervisory responsibility or adding supervisory responsibility when none previously existed.

ENTER JOB DESCRIPTIONS INTO OACIS

To enter your employee's current job descriptions into OACIS, do the following:

- 1) **Log on** to the system at <http://jobs.ucsb.edu/hr>. Your Employee ID is your user name. The first time you log in, your Employee ID will also be your password.
- 2) Find out which employees already have job descriptions in the system by:
 - a. Clicking on **Job Description Library** on the left navigation bar.
 - b. On the Job Description Library **Search** page, choose the department you would like to start with. You do this by clicking on the *Department* drop down field and scrolling down.
 - c. You will now see all employees in that department who **already have a job description entered** into OACIS. (They have been hired since December 11, 2003, when UCSB went live with the online employment system). **Print this page** or make a note of the names. These are the employees you do not have to worry about.
 - d. Want to make sure their job descriptions are still accurate? You can click *Get Reports List* (found under the employee's name), then *Generate Report*, to see the PDF version of the JD. Think an employee should be on this list but isn't? Contact HR at x 3166 for assistance.
- 3) To **begin entering in your first job description**, click **Begin New Action** on the left navigation bar.
- 4) Click **Create New Career Job Description** from the menu options.
- 5) **Complete** all tabs. See the *TUTORIAL for Creating a New Job Description* for full details. Below is a summary:
 - In the *Proposed Job Title* tab, select the employee's current title.
 - In the *Proposed Job Details* tab, enter in applicable information.
 - In the *Proposed Job Duties* tab, you may copy/paste from a word document or type in each job duty.
 - In the *Action Justification* tab, write "Entering in current job description" as your reason for submitting this current job description. If you have made any corrections to the job description (as explained in the **PREPARE** section on page 1 of this document), indicate this here.
 - You do not need to attach anything in the *Attach Documents for Review* tab.
 - In the *Approval* tab, since you have not made any significant changes to the job description content, you do not need to obtain the regular Department Head and Control Point approvals. You may select "Yes" in the first drop down field, then leave the rest of the fields blank. If you have made changes, follow the instructions on page 1 of this document.
- 6) Click **Preview Action** at the bottom of the screen, then select **Submit Job Description to Compensation**. You will be asked to confirm your choice. The job description will now be reviewed by Compensation.

AFTER COMPENSATION HAS REVIEWED THE J.D.

After Compensation has reviewed the newly created job description, you will receive an **email** indicating that the job has been added to the Job Description Library. When you receive this email, do the following:

- 1) Go to the **Job Description Library** and find the employee's job description by **searching** by *First Name* and/or *Last Name*.
- 2) **Print** the employee's job description by clicking on *Get Reports List* by the employee's name, then on *Generate Report*, then print.
- 3) Obtain the appropriate **signatures** on the last page of the job description then **file** it in your

department files. Note: Your department is now the “house of record” for signed job descriptions. ***You do not need to send the signed job description to Human Resources.***