

## New Job Description Information

A job description is used to specify job requirements when recruiting and selecting a new employee outlined in University Enterprises, Inc. (UEI) [Human Resources Policy 210](#). It is also used to communicate job performance expectations to employees. All regular UEI jobs have descriptions on file in Human Resources. When a new position is created for which no job description is on file, the supervisor, in conjunction with Human Resources, should develop the job description. The department supervisor and/or director should contact Human Resources via [email](#) call (916) 278-057.

To create a new job description:

1. Draft a new job description using the standard UEI format. A [sample job description](#) is available to use as a template. If you are using a current job description as a starting point, please edit it using the [track changes](#) feature in Microsoft Word.
2. Submit the new job description to Human Resources via [email](#) with the following information:
  - a) Updated department organizational chart (if applicable)
  - b) [Job information questionnaire](#)
  - c) [Physical requirements form](#)
  - d) [Job posting request form \(if the job is vacant and a recruitment is requested\)](#)
  - e) Any other job specific information
3. Human Resources reviews the information submitted and works with the supervisor/manager to finalize the job description.
4. Using market data, department equity, UEI equity, and any other information provided, Human Resources determines the appropriate salary range. Please note, if the department has specific market data or other information related to the position please forward it to Human Resources with the new job description.
5. When the analysis is complete and the job description is finalized, Human Resources will communicate with the manager/supervisor. If the position is scheduled for recruitment Human Resources will forward the job description and other information for recruitment.

Please note: This process typically takes a minimum of three weeks depending on the complexity of the job description and the salary range determination, the number of other job descriptions that are in process, and the availability of the supervisor/manager in finalizing the details. In addition, for most benefited positions it typically takes about eight to ten weeks after the job description is finalized to hire a candidate. If you have a specific date you would like a candidate to