



OFFICE OF
Information Technology



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MEMORANDUM

DATE: June 5, 2006

TO: Tim Larrabee, Richard Machida, Rory O'Neill, Fred Smits

FROM: Steve Smith

SUBJECT: OIT Procedure for Actions in People Admin (UAK Jobs)

Since its implementation in Fall 2005, UAK Jobs has been the central application for processing position descriptions, recruitments, and hiring proposals. The OIT Business Office (ITBO) has worked with Statewide Office of Human Resources (SWOHR) and with OIT managers to streamline these processes. Please note that based on recommendations from both SWOHR and ITBO, I am initiating the following procedures for OIT:

Position Descriptions

Now that the initial upload of position descriptions for all OIT jobs is near completion, the responsibility of creating and updating position descriptions is with each OIT Manager/Director. Anyone supervising others within OIT is expected to have an account in UAK Jobs to review and update position descriptions as needed for employees in their respective department.

Through June 2006, Lori Merdes will remain the final OIT approver level on new or updated position descriptions. Effective July 1, 2006, this responsibility will transfer to Lacy Mitchell on my behalf.

Recruitments

All recruitments for OIT need to be processed through ITBO, specifically Sacques Johnson, OIT's Payroll/Personnel Assistant (PPA). Sacques should be listed as the department contact for OIT recruitments. Sacques will review all aspects of the each Job Vacancy Announcement to ensure appropriate and correct information for job postings.

The final OIT approver level on all job vacancy announcements is Lacy Mitchell, who approves postings on my behalf.

Hiring Proposals

Final OIT approval for Hiring Proposals falls within each of your respective departments (except for exceptional placements, see below). Please consult with your Hiring Managers to establish internal guidelines for discussing/reviewing final candidates. Please note, though, that HR will not be expected to keep track of the approval process for each of the OIT units. Rather, any Hiring Proposal submitted to HR from an OIT Supervisor (or from someone above the supervisor) will be assumed to have been reviewed and approved by the appropriate individuals within OIT.

Sacques Johnson can assist you when you are ready to initiate a Hiring Proposal through UAK Jobs. If your candidate is internal, you will need to know their current salary to calculate transfers/promotions.

Exceptional Placements

All Hiring Proposals requesting exceptional placement require my approval. Requests for exceptional placement should follow the standard memo format (Sacques Johnson can provide an example). Lacy Mitchell may approve exceptional placement requests in my absence. Please refer to University Regulation R04.05.040.D to determine if salary placement is exceptional.

Miscellaneous

Under no circumstances is anyone to share their People Admin accounts with another person. It is critical to the security and integrity of our work in this system that each individual process actions from their own account. To this extent, my account in UAK Jobs is being deactivated so that all actions can be appropriately completed by Lacy Mitchell through her account.

Furthermore, any delegation of responsibilities within UAK Jobs needs to be authorized by me in writing. With this memo, I am delegating full authority to Lacy Mitchell for all actions required by me.

Please review and discuss this information with the Managers/Supervisors in your units. Any questions should be directed to Sacques Johnson, x1994, or Lacy Mitchell, x8383.

/lm

cc: HR/OIT Transition Team