EPA Position Management

Create New / Modify Position Description

Initiator
- Creates Position Action
  - Enters/verifies title, requirements, essential functions, primary purpose, requested salary, funding information

Approver
- Reviews/Approves
  - Reviews, verifies and makes necessary edits to position details. Approves funding. (Can have multiple approvers, as necessary.)

Budget Approval (PBM and GCA)
- Reviews Funding
  - Reviews/approves funding and assigns a position number (new). (Can route to additional PBM* and/or GCA staff, as necessary.)

Human Resources
- Reviews/Approves
  - Verifies position and recommended salary. Reviews position description for completeness and accuracy. Approves new positions and/or position modifications.

*PBM – Personnel Budget Management (general funds)
GCA – Grants and Contacts Administration (other funds)