SPA Position Management

Create New / Modify Position Description – Proposal Phase

**Initiator**
Starts Proposal Request to Create New or Modify Existing position
Enters basic position information - working title, primary purpose and/or position changes, requested salary, etc.

**Approver (Departmental)**
Reviews/Edits/Endorses
Conducts review to confirm request is accurate and authorized for further consideration.
(May have multiple approvers, as appropriate and/or necessary)

**Human Resources**
Reviews/Recommends
Verifies proposed position/changes and recommended salary are aligned. Recommends career band/position change action (rereallocation, comp level change, etc.).

Create New / Modify Position Description – Details Phase

**Initiator**
Completes Position Details
Enters/edits/verifies position details: classification, competencies, job duties, ADA checklist, etc.

**Approver (Departmental/Divisional)**
Reviews/Edits/Endorses
Reviews, verifies and makes necessary edits to position details. Enters/edits/approves funding. (May have multiple approvers, as appropriate and/or necessary)

**Budget Approval (PBM and GCA)**
Reviews Funding
Reviews/Confirms funding. Assigns position number (new position only).

**Human Resources**
Reviews/Approves
Reviews position description for complete/accurate information. Approves new positions and/or position modifications requesting salary change.

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

Update Position Description Process

**Initiator**
Creates Position Action
Enters/verifies position changes (e.g.: updating job duties, supervisor change, change/extend funding source(s), FTE change, etc.)

**Approver (Departmental)**
Reviews/Edits/Endorses
Verifies and makes necessary edits to position details (May have multiple approvers, as appropriate and/or necessary)

**Human Resources**
Reviews/Approves/Routes
Reviews edited position description for complete/accurate information. Approves changes (excluding funding source edits).

**Budget Approval (PBM and GCA)**
Updates Funding Source(s)
Makes necessary changes to funding source(s).