

THE EVOLUTION OF A POSITION SOURCE DOCUMENT (PSD)

In the beginning...

An employee begins to write an electronic PSD that best describes the **position** they hold using the PSD template developed by Human Resources.



The employee and supervisor attend the workshops presented by Human Resources to develop and define a PSD.



The employee completes the electronic PSD and schedules a meeting with their supervisor.



The employee and their direct supervisor meet to review the content of the document and come to a common agreement of the summary, essential functions, job factors, qualifications, and work environment of the **position**.



The supervisor collects the reviewed electronic PSD's for all of their direct reports and submits them to the appropriate Dean or Department Head.



The Dean or Department Head collects all of the electronic PSD's from their area of responsibility, reviews them and submits them in electronic format to Human Resources **by January 2, 2009**.



Human Resources will read and analyze each Position Source Document and:

- ✓ If there are questions, request additional information from the appropriate Dean/Department Head or Supervisor in order to clarify.
- ✓ Evaluate the position based on the information provided on the PSD.



And at the end....

Once approved by Human Resources with the agreement of all parties involved, the Position Source Document (PSD) will be placed in an official file maintained by Human Resources for the purpose(s) of:

- ✓ Assigning a job grade
- ✓ Determining FLSA status (exempt vs. non-exempt)
- ✓ Designing future job announcements
- ✓ Defining work environment and the physical requirements of a position
- ✓ Assisting in annual performance management goals and accomplishments