

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

CLASSIFICATION AND COMPENSATION

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A9.290 ANNUAL REVIEW OF CIVIL SERVICE POSITION DESCRIPTIONS

1. Purpose. To comply with employee evaluation provisions as outlined below in accordance with Section 26-5 HRS, Department of Personnel Services, Section 76-13 HRS, Duties of the Director and Title 14, Administrative Rules, Department of Personnel Services Section 4-7, Departmental Responsibilities for position classification.
2. Objective. To establish the procedure for an annual review of each civil service position to:
 - a. Verify the currency of the official position description on file.
 - b. Give due recognition to any material changes in assigned duties and responsibilities.
 - c. Insure that the annual performance evaluation is based on the existing job duties and responsibilities.
 - d. Identify areas where additional training would improve job performance. This review will be conducted in conjunction with the employee's annual performance rating on his service anniversary date.
3. Applicability/Responsibility. This instruction will apply to all civil service positions assigned to the University of Hawaii. Supervisors are responsible for reviewing pertinent job descriptions and submitting those with major revisions to the University Personnel Office following Administrative Procedure A9.300.
4. Guidelines. It should be emphasized that civil service rules forbid the use of the classification process to evade the principles of the merit system and to effect personnel changes which should properly be made through other established procedures. Additionally, no employee may be assigned to perform duties of other positions except (a) on a temporary basis to meet an emergency situation, or (b) for the purpose of training and development when such training

is part of an established development program.

- a. In the process of completing the annual Job Performance Report (Forms 107-A and 107-B) prior to the employee's service anniversary date, each supervisor will review with each employee the official position description on file to confirm the accuracy of the reported duties and responsibilities. The evaluation for the period covered by the report will be based on the existing job description. In addition, a careful review should be made to identify areas where training programs can improve employee performance.
 - b. If the official position description accurately reflects the assigned duties and responsibilities, report this on UH Form 16 (PERS), Annual Review of Job Performance and Position Description (See Attachment A) to the University Personnel Office, Civil Service Section.
 - c. If the review indicates that there have been material changes in assigned duties and responsibilities, report this on UH Form 16 (PERS) to the University Personnel Office, Civil Service Section. Also submit a revised position description following the procedure set forth in Administrative Procedure A9.300.
 - d. The University Personnel Office will review all revised position descriptions to ensure that reported changes in the duties and responsibilities are consistent with the spirit and intent of the merit system. Where warranted, it will forward revised position descriptions to the State Department of Personnel Services for classification review.
 - e. The supervisor is to identify areas which require additional training and recommend the employee for such training as opportunities arise.
6. Availability of Forms. Forms 107-A, 107-B and UH Form 16 (PERS) are available at the University Personnel Office, Civil Service Section.

UH FORM 16 (PERS) ANNUAL REVIEW OF JOB PERFORMANCE AND POSITION DESCRIPTION

NAME OF EMPLOYEE (Last, First, Middle)	POSITION TITLE
POSITION NO.	DEPARTMENT

The official description on file for this position dated _____ has been reviewed by the undersigned. This review indicates that

- The description on file accurately reflects the assigned duties and responsibilities.
- There have been material changes in duties and responsibilities and a revised position description is being prepared. (Refer to Administrative Procedure A9.290. Also refer to A9.300 for Procedures on Processing Redescription.)

The attached job performance report is based on the existing position description which has been reviewed as noted above.

	SIGNATURE	DATE
EMPLOYEE		
IMMEDIATE SUPERVISOR		
REVIEWING OFFICER		