Position Descriptions

Position Descriptions are an important part to any AmeriCorps program, and will define the parameters to a member service. In addition, position descriptions help program directors know which members are addressing the performance measures of a program. The position descriptions tool is an important tool included in the OnCorps Reports software, and seeks to bring ease to the creation, approval, and assignment of a position description.

Setting User Permissions

	Staff	PD	RC/Super	Member
Approve	X	X		
Assign	X	X	X	
Create	X	X	X	
View	X	X	X	X

Setting the user permissions are an important part of setting up the position description tool. By default OCR gives access but no permission to view the position descriptions tool for staff, PD's, Regional Coordinators, Supervisors, and members. These permissions will need to be activated from the User Permission page at the staff level (for all levels) or the PD level (for RCs, Supervisors, and Members). The User Permission page is located here:

Home > Tools > Administrative Tools > User Permissions

For each user type you will need to complete the user permissions for the position descriptions tool. Position Descriptions are located under the 'Manage Records' heading (except members where it is located under 'Directories') and looks like this on the permissions page:

The permissions can be given according to the table at the top of this page. If both PD and Staff are given the ability to approve position descriptions, then notifications will go to the lowest user level (PDs).

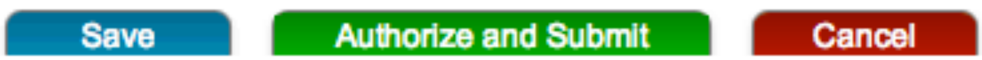
Create New Position Descriptions

Creation of a position description can be done by all user levels (if given permissions) except members. To create a new position description you will find a “create new member position description” at the top left of the page. If you do not see this button at the top left it means you have not been given the ability to create position descriptions.

> Note: Staff will need to need to choose a program before they create, assign, or approve position descriptions.

1. **Position Description Name –** Create a unique name to identify this particular position description.
2. **Service Site –** If the position description is being created by a supervisor at this site the system will automatically know the site this position description is for. If you are creating this position description at a different level (PD, Staff, or RC) then you will be given the choice to choose a site associated with the position description.
3. **Average Weekly Hours –** Used to enter the amount of hours a week that members in this position should expect to complete.
4. **Effective Start Date –** This is a date field which can show the expected start date of this position.
5. **Expected Population Served –** in this section you can check any of those populations that this member would be working with primarily, if known.
6. **Primary Service Area –** Primary Service Areas can be selected from the list of areas from CNCS.
7. **Vulnerable Populations Access –** In order to adequately conduct background checks for your members, you can say whether this position will have recurring access to vulnerable populations.
8. **Official Position Description –** This field is where you will be able to complete the narrative of the description of this position. You will be able to input characters up to 8000 characters.

9. **Community Need –** In this field you will be able to input a narrative about how the member's activities will be addressing community needs. You will be able to input characters up to 1000 characters.
10. **Value to Community –** This field will allow you to input the value that is added to the placement site and/or community by this position. You will be able to input characters up to 1000 characters.
11. **Associated Performance Measures –** The final piece in the creation of a new position description is to designate a performance measure that it should be categorized under. These performance measures are directly pulled from the Performance Measures that have been created for the program.



Once the fields have been completed to your satisfaction you will have the option to save or cancel, and also the option to submit for approval if your user level does not have the ability to approve position descriptions. If you do approve position descriptions this position will be automatically available for assignment of members to it. If you do not have the ability to approve position descriptions you will need to wait for approval before you would be able to assign members.

Approving a Position Description

Once a position description has been submitted for approval it will become immediately available to Staff and/or Program Directors to approve. Until the position description has been approved it will not be available for assignment of members. In order to view and approve these position descriptions you will need to locate the 'View' button on your position description screen.

> A homepage notification will be displayed if you are the lowest user level who has approval permission, and have you selected it on the notifications page.
>
> Member Position Descriptions: ◉ On ○ Off

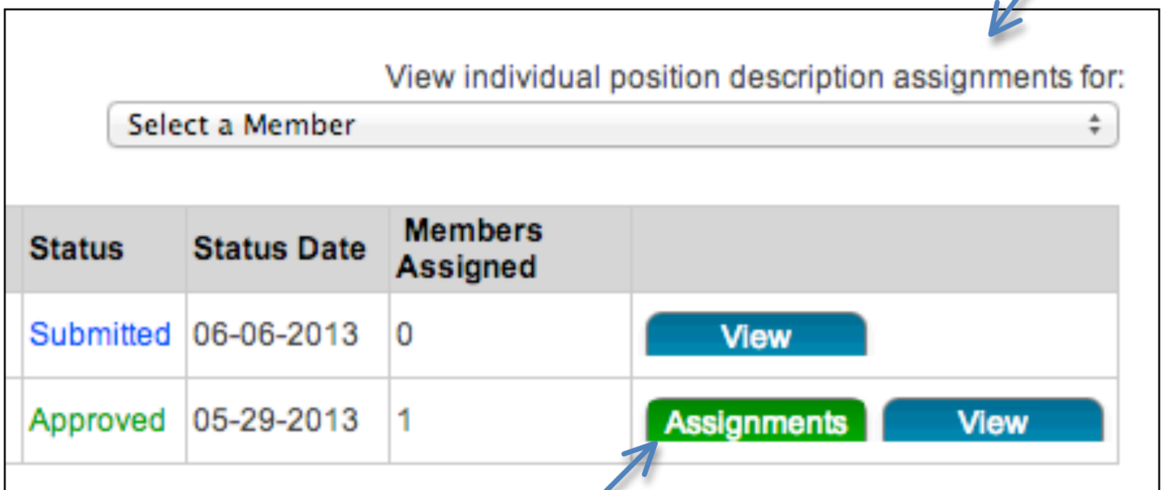
Type	Status	Status Date	Members Assigned	
Site Supervisor	Submitted	06-06-2013	0	Review

Position description can be either approved for assignment or it can be rejected and sent back to the submitting user.

Assigning a Position Description

Once a position description has been saved and approved (if applicable) it can now have users assigned to it. As you recruit and place members in positions you can assign them to position description, of which they will be able to view as a member. There are two methods to assign members: by position description or by member.

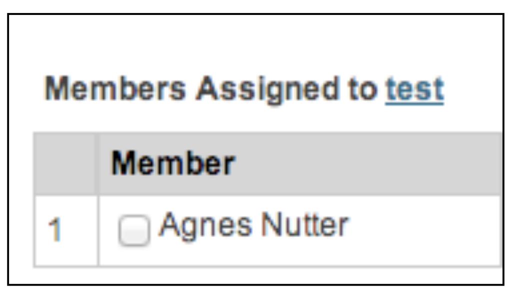
Assignment by member



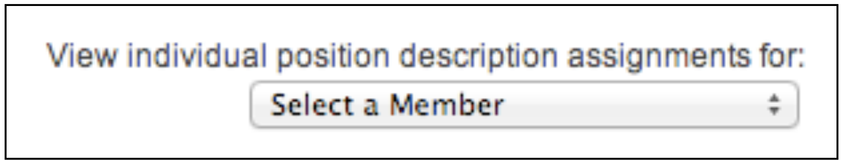
Assignment by position description

Assigning by Position Description – If you are assigning members to a particular position description, you will want to click on the ‘Assignment’ button on the same line as the position description. If you do not see the assignments button it means that you do not have the ability to assign members, or the position description has not been approved.

In the assignment page you will be given a list of all the members which report to you. You will need to click on the checkbox next to each member who should be assigned this position description. If you want to see the description, use the linked text above the table. When all members have been checkboxed, you can save this assignment page.



Assigning by Member – The other option for assigning position descriptions is to assign them based on the member. In order to assign by member you will select the appropriate member in the drop-down in the upper right hand corner, on the main page for the position descriptions. Upon selecting a member you will be given a list of all the position descriptions they could be assigned, with links to these descriptions. Select the position descriptions which are appropriate and then save these assignments for this member.



Position Description Export

As with all of the OnCorps Reports, the export link will be found in the upper right hand corner of the Position Description window. The export will pull the report into a new window where you can view the report or choose the type of file you want to export the file as. To choose a file type look for the below icon on the top menu bar:

The export contains two pages, or sheets in excel. The first page lists the Position Descriptions based on the members. The second page lists them based on Performance Measure, and also lists the position descriptions with all the descriptions.