

Position Descriptors Position descriptors in Banner allow attributes to be attached to a position and/or to a job held by an employee. Position descriptors are required for a range of positions/jobs and can be selected on the Position Definition Form (NBAPOSN).

Required Position Descriptors																																													
Apprentice and Trainee Descriptor Codes	Required for Civil Service employees in an assigned Apprentice, Learner or Trainee status. Descriptors should be specified at the <u>job level</u> for these employees.																																												
Authority Descriptor Codes	<p>Required for all positions meeting the criteria specified below. If however, the authority descriptor differs for an employee assigned to the position, then the code must also be assigned at the job level.</p> <p>ABDRS Has budget approval authority APAL Has purchase authority of \$5,000 or more (Required for State Economic Interests reporting.) ARAMP RAMP Administrator ASLT Supervises less than 20 employees ASMT Supervises 20 employees or more (Required for State Economic Interests reporting.)</p>																																												
Graduate Assistant Descriptors Codes (Urbana Campus Only)	<p>Required for Urbana Graduate Assistant positions only, and are used to describe the type of duties of a Graduate Teaching Assistant, Graduate Research Assistant or Graduate Assistant. Graduate Assistant descriptors must be entered at the position level. If, however, the Graduate Assistant descriptor differs for an employee assigned to the position, then the code must also be assigned at the job level. More information about the Urbana Graduate Assistant Descriptors can be found at: http://www.ahr.uiuc.edu/GradDescriptors.htm</p> <table border="1"> <thead> <tr> <th>Position Descriptor Code</th> <th>Position Descriptor Description</th> </tr> </thead> <tbody> <tr><td>GA001</td><td>Clerical Support</td></tr> <tr><td>GA002</td><td>Technical/Support Services</td></tr> <tr><td>GA003</td><td>Advising</td></tr> <tr><td>GA004</td><td>Outreach Duties</td></tr> <tr><td>GP001</td><td>Internship/Pre-Professional</td></tr> <tr><td>GR001</td><td>Conducting Experiments</td></tr> <tr><td>GR002</td><td>Organizing or Analyzing Data</td></tr> <tr><td>GR003</td><td>Presenting Findings in a Publication or Dissertation</td></tr> <tr><td>GR004</td><td>Collaborating with Faculty in Preparing Publications</td></tr> <tr><td>GR005</td><td>Overseeing Work of Other RAs</td></tr> <tr><td>GR006</td><td>Other Research Activities</td></tr> <tr><td>GT001</td><td>Teaching Classes</td></tr> <tr><td>GT002</td><td>Grading Student Assignments</td></tr> <tr><td>GT003</td><td>Leading Lab or Discussion Group in a Course Setting</td></tr> <tr><td>GT004</td><td>Developing Academic Instructional Materials</td></tr> <tr><td>GT005</td><td>Accompanying/Coaching Musical or Vocal Performances</td></tr> <tr><td>GT006</td><td>Providing Artistic Instruction</td></tr> <tr><td>GT007</td><td>Proctoring Exams</td></tr> <tr><td>GT008</td><td>Overseeing/Coordinating the Work of Other TAs</td></tr> <tr><td>GT009</td><td>Holding Office Hours</td></tr> <tr><td>GT010</td><td>Tutoring Students</td></tr> </tbody> </table>	Position Descriptor Code	Position Descriptor Description	GA001	Clerical Support	GA002	Technical/Support Services	GA003	Advising	GA004	Outreach Duties	GP001	Internship/Pre-Professional	GR001	Conducting Experiments	GR002	Organizing or Analyzing Data	GR003	Presenting Findings in a Publication or Dissertation	GR004	Collaborating with Faculty in Preparing Publications	GR005	Overseeing Work of Other RAs	GR006	Other Research Activities	GT001	Teaching Classes	GT002	Grading Student Assignments	GT003	Leading Lab or Discussion Group in a Course Setting	GT004	Developing Academic Instructional Materials	GT005	Accompanying/Coaching Musical or Vocal Performances	GT006	Providing Artistic Instruction	GT007	Proctoring Exams	GT008	Overseeing/Coordinating the Work of Other TAs	GT009	Holding Office Hours	GT010	Tutoring Students
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Civil Service Location Code	Required for all Civil Service positions. Indicates the Civil Service location code. Assigned at the position level by Campus Human Resources.																																												
SUCSS Occupational Codes	Required for Civil Service positions. The codes are established by the State Universities Civil Service System (SUCSS) as a way to group various classifications for reporting needs. Assigned at the Position by Campus Human Resources																																												

SUCSS Work Area Codes	Required for Civil Service positions. The work area codes are groups of classifications with similar job functions. Assigned at the Position by Campus Human Resources.
“Lesser Units” Civil Service Codes	Required for certain Urbana Civil Service positions only. Relates to seniority system. Assigned by Campus Human Resources at the position level.

Position Defining Descriptors	
For positions meeting certain criteria, entry of position and/or job level descriptors is required. These criteria include the following:	
Entered at Job Level	
PHRCP	HR Contact Person: This indicates that the employee is designated as the unit HR contact.
Entered at Position Level for ALL Positions	
PDIPC	<i>Direct Patient Care.</i> Assigned to positions that require medical screening for employees prior to employment. Employee must be cleared of specified medical conditions before first day of work.
PEXAM	<i>Physical Examination Required.</i> There are two types of physical examinations that may be a requirement of the position: health assessments and full physicals. Certain Position Classes also require completion of a drug test and/or an ARCON strength test. Designation will normally stay with the position for as long as it is budgeted in the unit.
PSENS	<i>Security Sensitive.</i> Employees in these jobs may work with pre-college age children; handle medical, legal, or confidential information; or handle large sums of money. They may also be entrusted with firearms, controlled substances, or be involved with direct patient care. All security sensitive position employees are subject to a thorough background investigation.
Entered at Position Level for Civil Service Positions only	
PCAWW	<i>Chicago Alternative Work Week.</i> Work week other than Monday-Friday
PCERT	<i>Selective Certification.</i> Job duties/responsibilities of a position are such that candidates must possess certain job-related qualifications that may not be specifically defined in the class specification, but are needed for the candidate to perform successfully in the position.
PCONF	<i>Confidential Employee.</i> Job duties indicate the position will handle sensitive and/or confidential information (i.e. central personnel records, union related information).
PCONT	<i>Contract Position.</i> Grant awarded and/or temporary funds allocated to sponsor a particular program tied to a campus department, though actual position may be off campus in a designated area/office.
PFX08	<i>8-Month Flex Year.</i> Required for positions that have a designated work period (8 months) and non-work period (4 months).
PFX09	<i>9-Month Flex Year.</i> Required for positions that have a designated work period (9 months) and non-work period (3 months).
PFX10	<i>10-Month Flex Year.</i> Required for positions that have a designated work period (10 months) and non-work period (2 months).
PFX11	<i>11-Month Flex Year.</i> Required for positions that have a designated work period (11 months) and non-work period (1 month).