

***Sample Completed Documentation of Career Development***

***Career Promotion – Educational Support Services Specialist (PCE2) to Educational Support Services Coord/Mgr (PCE3)***

# Documentation of Career Development – **Classification Change**

**Complete Directions for Form available at**: <http://hr.uiowa.edu/career-development/form-instructions>

## Section 1 – Demographics (Employee and/or Supervisor)

Employee Name: Ura Hawk Current Classification/Job Code: Ed Supp Svcs Specialist / PCE2

Department: My College Supervisor: Ima Boss

Initiated by: Ura Hawk Date Initiated: 11/15/2017

## Section 2 - Scope/Responsibilities (Employee and/or Supervisor)

Please list the six most important activities that are performed. If the duty is new since the last time the employee/position was classified, please indicate so and note the % of effort for the new work. Identify the Key Areas of Responsibilities (KAR) for those six activities and the classification associated with it (which may be the current classification or another one). Identify the total or overall amount of time spent in performing each activity. The percentage of time cannot exceed 100%, however, the percentage of time can be less than 100% because we are only asking for the top six most important activities. The new duties should be performed for an appropriate period of time that is sufficient enough to evaluate the employee’s performance and continuing success in the role. The period of time necessary for evaluation is at the discretion of the college/division. Examples of completed Documentation of Career Development Forms are found at <http://hr.uiowa.edu/career-development/form-instructions>.

| Position Specific Duties | Is this a new duty? | Key Area of Responsibility | Classification | Overall or Total % of Effort |
| --- | --- | --- | --- | --- |
| Responsible for and oversee program operations, including international and US scholar recruitment, scholar admissions to the University of Iowa, obtainment of scholar visas, course registration, scholar mentor assignments, GRA and/or stipend appointments, housing, and cultural orientation for up to 20 international scholars and 10 US internship student per year. This is a completely new duty and it represents 10% of total effort. | [x]  | Enhance and Support Student Educational Experiences, Increase Retention, and Fosters a Sense of Community and Engagement for students | Ed Support Svcs Coord | 10 |
| Oversee progress of collaborative pilot research projects and/or workshops initiated by international scholars through tracking the submission of midterm and final reports and budgets; ensures compliance with HIH publication policies for all reports and publications, and maintain scholar database. Previously my role was to assist (approximately 10% of effort). I am now responsible for overseeing this specific duty and it represents 15% of overall effort. | [x]  | Enhance and Support Student Educational Experiences, Increase Retention, and Fosters a Sense of Community and Engagement for students | Ed Support Svcs Coord | 15 |
| Responsible for the development of overall program objectives and related outcomes that impact and direct activities. Develop educational programs, symposiums and workshops both domestically and internationally, in-person and by web conference. Initiate new partnerships for future international internship sites for international scholar recruitment. This is a completely new duty and represents 20% of total effort.  | [x]  | Establish and Maintain Relationships with Partner to Provide Educational Support Services | Ed Support Svcs Coord | 20 |
| Prepare special and periodic financial reports. New duty: Develop and manage program budget and grant funding allocations and expenditures for programs, represents 5% of total effort. | [x]  | Administrative (HR, Budget), Supervision, Training  | Ed Support Svcs Coord | 10 |
| Interview, train and supervise two CIREH (P&S) and two merit staff members. Previously I was responsible for the two merit staff only. This new duty represents 5% of my total effort. | [x]  | Administrative (HR, Budget), Supervision, Training | Ed Support Svcs Coord | 5 |
| Counsel and provide general information to international collaborating institute directors, faculty and/or potential international and US training program recruits for NIH funded programs. | [ ]  | Establish and Maintain Relationships with Partners to Provide Educational Support Services. Partners Include on-campus Units and External Agencies (Local, State, National and International) | Ed Support Svcs Coord | 30 |

## Section 3 – Employee Recommendation Job Classification/Career Development (Only if Employee Initiated)

Which job classification (may be current or different) do you feel best matches the changes documented on this form?

Title: Ed Support Svcs Coordinator Jobcode: PCE3

This appears to qualify for: [ ]  Career Advancement [x]  Promotion [ ]  Career Shift [ ]  No Change

The following section is for Supervisors Only

## Section 4 – Supervisor Section

### Assessment/Comments

Document if and how the employee has assumed each of the new, changed or expanded duties/competencies and the importance of these duties/competencies to unit operations.

With the addition of support staff, Ura has grown over the past year to assume greater strategic and operational responsibilities for these educational programs. These programs help fulfill the college's goals of increasing diversity and cultural competence. Ura has been able to focus on growing the program and assuring compliance with complex international student rules and NIH regulations. Without Ura's operational management, this would not have been possible and we would have lost our grant funding.

### Overall performance rating at last formal performance review

Date of Last Review: 4/2/2017

Did the employee receive a performance rating of “Successfully Meets Expectations” or higher on their most recent performance evaluation? [x]  Yes [ ]  No

### Job Classification/Career Development Recommendation

Which job classification (may be current or different) do you feel best matches the changes documented on this form?

Title: Ed Support Svcs Coordinator Jobcode: PCE3

This appears to qualify for: [ ]  Career Advancement [x]  Promotion [ ]  Career Shift [ ]  No Change

## Section 5 – Employee and Supervisor Electronic Signature

I agree that this represents a true and accurate documentation of the work being performed.

[x]  Supervisor [x]  Employee

 Date: 11/23/2017

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