



Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

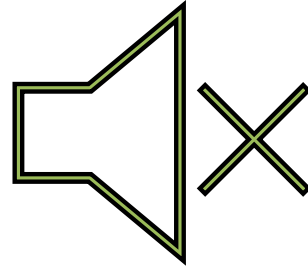
July 25, 2023



Life Cycle of a Junior Specialist

- ✓ Recruitment Process
- ✓ Appointment Process
- ✓ Reappointment Process
- ✓ Promotion to Assistant Specialist
- ✓ FTE Increases and Temporary Augmentation Process
- ✓ Reduction in Time (RIT) and Layoff Process
- ✓ Termination Process and Final Pay
- ✓ Questions & Answers

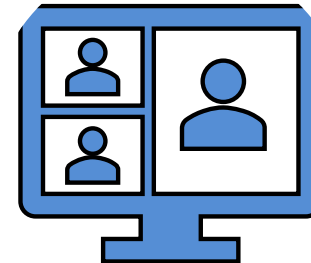
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

Recruitment Process

- All Junior Specialist appointments must have a completed recruitment or approved search waiver prior to proceeding with the hiring process.
- Recruitments and search waivers are processed through the Recruit system.
- A completed recruitment consists of an approved search plan, shortlist(s), and search report.

Search Plan

Details: Do not update Salary Control Number, new salary number is created for a new recruitment and will be updated by our Recruitment Office.

Position:

- Full-time positions should be posted with the 3330 Jr. Specialist job code. Part-time and variable positions should be posted with the 3329 Jr. Specialist NEX job code. If there is any chance that a position will be less than 100%, you should always include both job codes.
- Salary Range for Exempt & Non-Exempt should be included if both Title Codes are mentioned. Note that salaries were range adjusted effective July 01, 2023 (Exempt) and effective July 09, 2023 (Non-exempt).

Recruitment Process

In the salary field, please enter the following:

Exempt: "A reasonable estimate for this position is \$51,300 at Step1 or \$55,600 at Step 2."

Non-Exempt: "A reasonable estimate for this position is \$24.57/hr at Step1 or \$26.15/hr at Step 2."

Always consider:

- Including Exempt (TC003330) and Non-exempt title code (003329 – Junior Specialist NEX)
- Include both Steps. Some PI's find excellent candidates for Step 1, but JPF only has Step 2.
- If department is hiring a Junior Specialist on exempt title code, then consider the percentage that they will be hired at (refer to DOA-overtime and appt to be converted to hourly).
- Here is example of response from VP's Office" Because the recruitment was set up only using the exempt title code, any hires will need to be made into the exempt title code. If this had been caught prior to applicants being reviewed, we might have had some leeway to add in the non-exempt title code. But now it doesn't seem appropriate. It would be helpful to remind departments that they should include all possible title codes that someone from the recruitment could be hired into."

Recruitment Process

Description: When creating the Search Plan, always use the Position Description Guide that is available on Academic Affairs under Forms and Checklist <https://aadoocs.ucdavis.edu/your-resources/forms-and-checklists/jr-specialist/junior-specialist-position-description-guidance.pdf>

Junior Specialist position descriptions must accurately reflect the academic duties that are being assigned to these positions and the following 3 criteria should be included.

- Research
- Professional Competence
- University and Public Service
- Total Percent Effort of above 3 should always add up to 100%

Department should not recruit different specialized jobs under one JPF. Per VP-AA, "Please note that it is not appropriate (and could create significant liability to the University) to include duties in the position descriptions that will not actually be assigned to the incumbent. If you have questions or are struggling with writing the position description, please contact your Dean's Office who can consult with Academic Affairs."

Recruitment Process

Qualifications:

- Systemwide guidelines for appointments within the Specialist series are outlined in APM 330 11.
- A Junior Specialist appointee should have a baccalaureate or similar degree in a discipline relevant or related to the research conducted in the unit hiring the appointee, or if lacking a relevant baccalaureate degree should have experience with the appropriate specialized research methods. In general, it is inappropriate to appoint an individual with a Master's or doctoral degree in the relevant discipline or a baccalaureate degree plus three or more years of experience with the specialized methods as a Junior Specialist.

Advertisement:

- The advertisement should be posted in Handshake. Additional posting is not required.

Recruitment Process

Committee:

- You will need a minimum of three people on the search committee (one chair, two members). The chair of the search committee should be current on their search committee training. The members do not need to be current. Staff members cannot serve on the search committee. Members must be in academic titles.
- Staff names added under additional access is not necessary.

Recruitment Process

Shortlist

***Note: Search Chair or Committee Reviewer will see only COMPLETED applicants (those who have finished all recruitment requirements by the deadline, 11:59pm of the Initial Review Date). This is to ensure that we remain compliant with fair employment practices by reviewing only those applicants who met the recruitment requirements by the deadline and assessing if they Meet or Do Not Meet Minimum Basic Qualifications.

- Serious Consideration: Used for preliminary shortlist for phone or video interviews. Please note that serious consideration applicant names will not appear on the shortlist, so we recommend that you add a comment when submitting the shortlist. Example: Submitting preliminary shortlist for Webex interviews for Candidate A and Candidate B.
- Recommend for Interview: Used for candidates invited for in-person interview. Names will appear on the shortlist.
- A new shortlist is required when moving a candidate from Serious Consideration to Recommend for Interview. New COI is not required unless you are considering new additional applicants by adding new applicants from next Review Date.

Recruitment Process

- You do not need to mark a candidate as Serious Consideration before updating their status to Recommend for Interview ***unless they will have a preliminary phone or video interview.*** It is common for Jr. Specialist recruitments for applicants to have only one interview, so often updating their status to Recommend for Interview right away is appropriate.
- As a reminder, once you change a candidate's status to Recommend for Interview, you cannot change it back to Serious Consideration.
- If you accidentally mark an applicant as Recommend for Interview, please let Suresh Narayan know and provide him with the reason for the request to change the status back to Serious Consideration. He will need to put in a help desk ticket to have the status changed back.
- You can also email the UC Davis Recruit Help Desk at ap-recruit@ucdavis.edu
- ***A Shortlist report must be reviewed and approved by the Dean before inviting candidates for an interview.***

Recruitment Process

Search Report

Once the Search Committee determines (based on Basic and Preferred Qualifications) who the “proposed candidate(s)” will be, please take the following steps:

- Log onto Recruit, review applicant list to ensure all applicants that have been marked as “Serious Consideration” or “Recommend for Interview” and have been accounted for on a previous Shortlist Report (if not, a Shortlist Report will be required before proceeding).
- Update status of candidate to “proposed candidate” include title code and approximate start date information.
- Confirm all applicants (except the proposed candidate) have been marked with a valid disposition reason.
- Generate Search Report via Recruit on Report Tab
- Submit Report for approvals

Appointment Process

Appointment Process Workflow

- Search Report approval
- Submit background check and I-9 Tracker request
- Submit Appointment Dossier in MIV to School/College level (Action Form, Department Letter, Position Description, Candidate CV)
- Submit Onboarding case in AggieService (please reference JPF and MIV submission date in case comments)
- Email new hire documents to your AP non-faculty analyst
- AP non-faculty analyst reviews the appointment dossier, notifies department analyst of any corrections, and releases dossier to AVC Clancy for approval in MIV
- AP non-faculty analyst enters hire into UCPath
- Appointment Letter will be sent to the department analyst after the appointment dossier is approved in MIV
- Department analyst issues letter to the new employee within 7 calendar days of their start date

Appointment Process

Resources and Reminders

- Refer to Appointment Checklist: [UC DAVIS: OFFICE OF THE PROVOST](#)
- The appointment process cannot proceed without an approved search report in Recruit.
- Appointment delegation should always be Redelegated.
- No employee should begin work without an approved appointment.
- Section 1 of the I-9 and the oath/patent must be completed before employee may begin work. Background check should be cleared prior to start date.
- Please consider UCPath monthly payroll deadlines when submitting appointments. Typically, our monthly transaction deadline is around the 17th of the month. To meet this deadline, we ask that onboarding cases be submitted a week prior (around the 10th of the month).
- Appointments entered after the UCPath monthly payroll deadline will result in additional processing for an off-cycle payment which may result in late pay to the employee.

Reappointment Process

Reappointment Process Workflow

- Submit Reappointment Dossier in MIV to School/College level (Action Form, Department Letter, Position Description, current Candidate CV, signed Candidate's Disclosure Cert)
- Submit Job Changes case in AggieService (please reference MIV submission date in case comments)
- AP non-faculty analyst reviews the reappointment dossier, notifies department analyst of any corrections, and releases dossier to AVC Clancy for approval in MIV
- AP non-faculty analyst enters reappointment and step increase into UCPath
- Reappointment Letter will be sent to the department analyst after the reappointment dossier is approved in MIV
- Department Analyst issues letter to the employee within 7 calendar days of their reappointment effective date

Reappointment Process

Resources and Reminders

- Refer to Reappointment Checklist: [junior-specialist-reappointment-checklist.pdf \(ucdavis.edu\)](https://ucdavis.edu/junior-specialist-reappointment-checklist.pdf)
- Reappointments should be submitted to the AP office prior to the existing end date.
- Utilize Cognos reporting to monitor end dates. Two great reports are the UCP-103 Jobs with Approaching End Dates report and the UCP-272 Employee Roster report.
- Reappointments should include advancement to Step 2 for Junior Specialists who have been appointed for one year at Step 1.
- FTE changes at reappointment are allowable and do not require prior approval. As a reminder, workload and schedule should always align with the FTE percentage.
- CV upload is required for reappointments and must be the employee's current CV that reflects their work in the Junior Specialist title.
- Justification for Step 2 is no longer required, but department letter should include a brief summary of work performance during the first year of appointment.

Reappointment Process

Reappointment into 3rd Year by Exception

- All Junior Specialist appointments count towards an employee's time in the title. This includes time worked as a Junior Specialist on the Davis campus and/or in other School of Medicine departments.
 - Reappointment into the 3rd year is by exception only and requires strong justification. Points to consider in the justification:
 - COVID impacted research delays
 - Employee's remaining time in lab (example: Employee plans to attend medical school in the fall and department requests an additional two months for employee to complete projects prior to their departure)
 - Employment bridge into career title (example: SRA recruitment in process to move employee to SRA position; Assistant Specialist promotion in process)
- **Note: These processes should be started as early as possible.

Promotion to Assistant Specialist

Promotion Process Workflow

- Department analyst creates appointment dossier and routes to School/College level in MIV
- AP generalist analyst logs action into APHID and reviews appointment dossier. AP generalist analyst notifies department of any necessary changes.
- AP generalist analyst routes the appointment dossier to the Joint Academic Federation/Senate Personnel committee (JPC) for committee review/recommendation.
- JPC provides their review/recommendation.
- Appointment dossier is routed to AVC Clancy for final approval.
- Appointment Letter will be sent to the department analyst after the appointment dossier is approved in MIV.
- Please consult your AP generalist analyst for timing of the AggieService case submission.

Promotion to Assistant Specialist

Resources and Reminders

- Refer to Promotion checklist for dossier preparation: [Checklist—Project \(e \(ucdavis.edu\)](#)
- Refer to Delegation of Authority chart for approval routing: [specialist.pdf \(ucdavis.edu\)](#)
- Promotion is only allowed when the Junior Specialist was appointed from an open recruitment.
- For Junior Specialists not hired under an open recruitment, a full recruitment for the Assistant Specialist position is required and the employee must go through the standard recruitment and appointment process.
- Your AP generalist analyst will be your contact for the promotion to Assistant Specialist.

FTE Increases/Temporary Augmentation Process

- FTE increases apply to appointments that are less than 100%.
- An FTE increase is also referred to as a temporary augmentation.
- A temporary augmentation can be for the duration of the employee's appointment or for a set period of time within the appointment period.
- The temporary augmentation should be approved before the employee begins working at their new FTE.
- Reminder – an increase in FTE may change the employee's FLSA status, job code/title, and compensation frequency. If moving an employee to exempt/monthly, consider an effective date on the 1st of the month. If moving an employee to non-exempt/biweekly, consider an effective date at the beginning of the biweekly pay period.

FTE Increases/Temporary Augmentation Process

FTE Increase/Temporary Augmentation Process

- PI notifies department analyst of need for temporary augmentation.
- Department analyst notifies AP non-faculty analyst via email.
- AP non-faculty analyst provides the department analyst with Variable or Temporary Augmentation worksheet and template notification letter for completion.
- Department analyst works with PI for completion of the Variable or Temporary Augmentation worksheet and notification letter, obtains department level approval signatures on worksheet, sends completed documents back to AP non-faculty analyst via email.
- AP non-faculty analyst reviews documents, notifies department analyst of any necessary revisions. If revisions are not necessary, AP non-faculty analyst obtains AP office level signature approval on Variable or Temporary Augmentation worksheet.
- AP non-faculty analyst sends the completed Variable or Temporary Augmentation worksheet and notification letter to VP-AA for final approval.

FTE Increases/Temporary Augmentation Process

- AP non-faculty analyst notifies department analyst with approval of Variable or Temporary Augmentation request.
- Department analyst obtains Department Chair signature on notification letter and issues notification letter to employee prior to the effective date.
- Department emails AP non-faculty analyst a copy of the final signed notification letter.
- AP non-faculty analyst emails the final copy of the notification letter to VP-AA for notice to the union.
- Department analyst opens Job Changes with FTE change case type in AggieService.
Reminder - please upload the notice letter to the AggieService case
- AP non-faculty analyst processes updates in UCPath.

Reduction in Time (RIT) and Layoff Process

A Layoff or Reduction in Time may be based on:

- Lack of appropriate funding
- Lack of work
- Change in programmatic need

Layoff order is based on special skills, knowledge, or ability. The layoff unit at UC Davis is the laboratory or research unit.

A 45-day written notice to the employee is required for a layoff or reduction in time. Notice may not be provided to the employee until the layoff or reduction in time request is fully approved by the Vice Provost Office of Academic Affairs. Departments are encouraged to start the layoff/RIT process as early as possible. At minimum, our advice is to start the process within 90-days of the desired effective date to allow time for completion of required documents and obtain approvals.

Reduction in Time (RIT) and Layoff Process

Reduction in Time (RIT) and Layoff Process

- PI notifies department analyst of need for reduction in time or layoff.
- Department analyst notifies AP non-faculty analyst via email.
- AP non-faculty analyst provides the department analyst with RIT/Layoff worksheet and template notification letter for completion.
- Department analyst works with PI for completion of the RIT/Layoff worksheet and notification letter, obtains department level approval signatures on worksheet, sends completed documents back to AP non-faculty analyst via email.
- AP non-faculty analyst reviews documents, notifies department analyst of any necessary revisions. If revisions are not necessary, AP non-faculty analyst obtains AP office level signature approval on RIT/Layoff worksheet.
- AP non-faculty analyst sends the completed RIT/Layoff worksheet and notification letter to VP-AA for final approval.

Reduction in Time (RIT) and Layoff Process

- AP non-faculty analyst notifies department analyst with approval of RIT/Layoff request.
- Department analyst obtains Department Chair signature on notification letter and issues notification letter to employee no less than 45 days from the effective date.
- Department emails AP non-faculty analyst a copy of the final signed notification letter.
- AP non-faculty analyst emails the final copy of the notification letter to VP-AA for notice to the union.
- Department analyst opens the appropriate case type in AggieService:
 - Job Changes with FTE change: for reduction in time
 - Termination: for layoff

Reminder - please upload the notice letter to the AggieService case
- AP non-faculty analyst processes updates in UCPath.

Note: For layoffs due to performance issues, please contact the Non-Faculty Analyst Supervisor for guidance.

Termination Process and Final Pay

Termination Types

Involuntary

- Appointment Expired: appointments terminating at their expected job end date
- Layoff: appointments ending prior to their end date that have been approved by VP-AA for layoff

Voluntary

- Accept Another Job: acceptance of another job outside of UC
- Transfer – Intra Location: employee is transferring to another academic appointment or a staff position within UC Davis
- Interlocation Transfer: employee is transferring to another academic or staff position at another UC

All Junior Specialist termination cases in AggieService require an Ecotime balance and leave history PDF uploaded to the case. Case comments must also include any leave taken in the termination month and prior month. Always include date and hours (example: 16 hours of leave taken: July 18 – 8 hrs, July 19 – 8 hrs)

Termination Process and Final Pay

Required documents and comments based on termination type

- Appointment Expired: additional documents not required
- Layoff: Approved layoff letter issued to employee
- Accept Another Job: Employee resignation notice with department acknowledgement
- Transfer – Intra Location: Employee resignation notice with department acknowledgement and contact information for incoming department for coordination of termination and hire/transfer
 - Note: For Junior Specialists moving into an Assistant Specialist position, please include your AP non-faculty analyst and generalist analyst on correspondence.*
- Interlocation Transfer: Employee resignation notice with department acknowledgement and contact information for incoming department/campus for coordination of termination and hire/transfer

AggieService case aides are available on our AP website under Administrators-Managers > AggieService > AggieService Case Aides (Non-Faculty)

Termination Process and Final Pay

Final Pay

- Vacation balances across Ecotime and UCPath rarely match, which means each final pay request requires a vacation audit from the AP office.
- Vacation accruals in Ecotime are posted on the 1st of the month for accruals earned the month prior. Vacation accruals in UCPath are posted on the 31st of the month for accruals earned that month. Example: Accruals for July 2023 would post on 8/1/23 in Ecotime and on 7/31/23 in UCPath.
- Vacation usage in Ecotime posts in arrears, which means that the leave taken will post the following month.

Termination Process and Final Pay

To ensure a smooth final pay process, please consider the following:

- Make sure that employee vacation is entered timely in Ecotime throughout the duration of the employee's appointment. Please avoid late vacation reporting in Ecotime.
- Check the employee's UCPATH vacation balance using the Cognos UCP-022 Leave Accrual and Balances Summary report. This should be done on a regular basis to identify any discrepancies.
- Remember to upload the Ecotime balance and leave history PDF to your termination case.
- Remember that termination case comments must include any leave taken in the termination month and prior month.

Resources

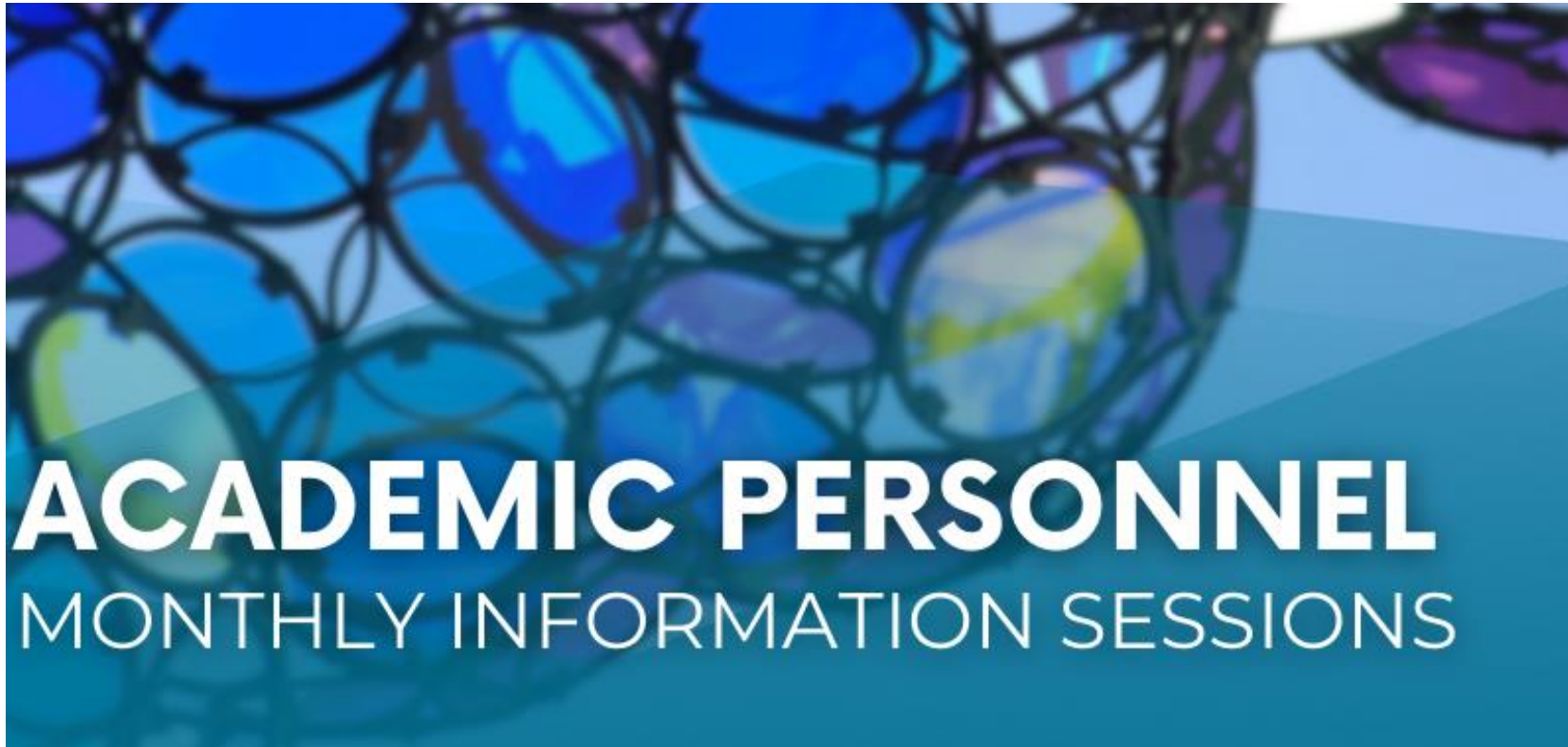


- ✓ APM 330 – Specialist Series: [apm-330.pdf \(ucdavis.edu\)](#)
- ✓ UCD 330 – Specialist Series: [UC Davis Academic Personnel Manual](#)
- ✓ RA Union Contract: [Current Contract | UCnet \(universityofcalifornia.edu\)](#)
- ✓ Non-Faculty AggieService Case Aides: [Non-Faculty MAIN PAGE Aggie Service Case Aide.pdf | Powered by Box](#)

Questions



Upcoming Session-Tuesday, August 22, 2023



Thank you for your attendance today!!!