

## How to Create and Post a New Position

1. Director/Manager will create job description and competencies.
2. VP will approve job description and competencies.
3. The job description and competencies should be sent to the Recruiter to ensure the JD is complete and a pay grade will be established.
4. Recruiter will send approved JD to Director of Employee Health to establish a job function category and exposure rating.
5. Once complete, the Recruiter will work with the HR Manager to assign correct pay grade and then the Recruiter will ask the Director/Manager to submit a position control request to both create and post the new position.
6. Position control requests to create new positions are located on the SVMC Intranet page under Employee/HR Requests/Position Control – Create New Position.
7. Complete the form and be sure to select your VP, because the requests are submitted to your respective VP for **initial** approval.
8. Once your VP approves your position control request, it is then sent to Senior Management for final approval. Senior Team meets every Tuesday so positions are approved 1X per week.
9. Positions must be posted for 5 days.
10. Please make sure you are filling out the Position control request accurately. This is the only information we have for the posting.
11. Please use the comment section to indicate if this position has specific hours, internal candidates only to be considered, etc...(any additional information that is helpful in the recruitment process)

### Helpful hints for JD creation:

The focus should be on essential functions as well as job responsibilities as opposed to tasks. Do not include optional or marginal tasks. The goal is to truly reflect the requirements and responsibilities of the job.

## Determine Essential Functions for JD

Essential function: A job function is essential if removal of that function would fundamentally change the job.

How to determine an essential function: An **essential job function** must meet one of these three criteria; otherwise, the function must be **marginal**

- The reason the position exists is to perform that function
- There is a limited number of employees available among whom the performance of that job function can be distributed
- The function may be highly specialized, so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

## Determine if driving is required and/or an essential function

Question is asked on Position Control Request. May require driving 1 or more times per week.

- May be required but not an essential function
  - If driving **may be** a requirement-Driving is not an essential function of this position. However, driving on behalf of the hospital may be assigned at the discretion of your director. If assigned to drive once a week or more, the employee must maintain a valid CA driver's license and current DMV report, the results of which are within acceptable standards as per SVDH policy. The employee will also be required to enroll in the DMV PULL Notice Program to allow the hospital to receive notice of any changes in their driving record.

***If driving is required but not an essential function the following verbiage will be on the JD.***

- *If assigned to drive, the employee must maintain a valid CA driver's license and current DMV report, the results of which are within acceptable standards as per SVDH policy as a condition of employment. The employee will also be required as a condition of employment to enroll in the DMV Pull Notice program to allow the Hospital to receive notice of any changes in their driving record. The Employee must maintain at least state required limits of liability insurance/evidence of financial responsibility on my vehicles (such limits may not be adequate and I should consider higher limits for my own protection).*
- **Essential function**
  - If driving is an essential function of the position, it will need to be listed under the Responsibility/Essential function list and \*.

***If position requires driving and is an essential function, this verbiage will be added to the posting:***

*An applicant for this job position is required to provide a copy of their current CA driver's license along with a current DMV driving record printout as requested by the Hospital during the application process. The DMV driving record print out must be dated within 1 week of the scheduled interview with the Hospital and must have the word "END" printed at the bottom of the driver's history report.*

***If driving is an essential function the following verbiage will be on the JD under the license section:***

- *The employee must maintain a valid CA driver's license and current DMV report, the results of which are within acceptable standards as per SVDH policy as a condition of employment. The employee will also be required as a condition of employment to enroll in the DMV Pull Notice program to allow the Hospital to receive notice of any changes in their driving record. The Employee must maintain at least state required limits of liability insurance/evidence of financial responsibility on my vehicles (such limits may not be adequate and I should consider higher limits for my own protection).*

*\*If HR is informed at point of recruitment that this position will be required to drive, HR will coordinate PULL process with Risk.*

*\*If an employee is assigned to drive after the hiring process, the Director will be responsible to coordinate the PULL process with Risk.*