

University of Hawai'i Position Description Generator

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Position Description Generator - Options

- [● Create a Position Description](#)
For employees or supervisors to document duties and responsibilities of a position.
- [● Redescribe an Existing Position](#)
For supervisors to document changes in a position's duties and responsibilities.
- [● View/Review/Approve Status of Pending Classification Actions](#)
For supervisors and all other approval levels to track and/or approve classification requests.
- [● View Approved Actions](#)
For all levels to view approved classification requests.