

To: All Administrators, Department Chairs, Supervisors, and Staff

From: Krista Leitch Walker, Vice President of Human Resources and Strategic Talent Management

Subject: **Migration of Position Descriptions to Workday and Moratorium on Classification and Equity Reviews**

Date: June 21, 2023

As Human Resources and Strategic Talent Management (HRSTM) works to streamline and enhance our processes and use of technology applications and tools, we also consider opportunities to optimize Workday functionality. One such opportunity the HRSTM team has identified is updating and centralizing position descriptions in Workday.

HRSTM is excited to share that the content currently contained in the online Job Wizard's job classification specifications and position descriptions will be migrated into one document in Workday. Our goal is to create one position description in Workday and eliminate the Job Wizard. We plan to review and update position descriptions in Workday during July and August and to sunset the Job Wizard at the end of August.

While we are working to migrate this information, employees and supervisors will not be able to access or update position descriptions in the Job Wizard. If you believe that you may need a hard copy of a position description over the summer, please go into the Job Wizard and download a copy. **Changes to position descriptions in the Job Wizard must be completed by June 30, 2023. Effective July 1, 2023, access to the Job Wizard will be restricted.** During the migration, if a change to a position description is required for recruiting purposes, please send an email to the HRSTM Classification and Compensation team mailbox at: Class.CompTeam@montgomerycollege.edu.

Additionally, in order for the team to complete this work within the set timeframe, **there will be a moratorium on job classification reviews and pay equity reviews.** The classification and compensation team will complete the classification and pay equity reviews that have already been received in HRSTM.

We appreciate your cooperation and thank you for supporting this important initiative.