
WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

(2.8) New Position Development

Overview

The West Virginia Clinical and Translational Science Institute (WVCTSI) is a robust, multifaceted organization that manages and executes an array of programs and projects daily. It is critical to have a work force suited to meet these programmatic demands. It is necessary to hire and retain skilled, responsible and forward-thinking staff, and it will periodically be necessary to create new staff positions.

Purpose

The following standard operating procedure details the necessary steps in creating new staff positions at WVCTSI. This process establishes appropriate checks and balances particularly relevant to financial and operational authorization.

Scope

This document applies to the creation of new staff positions within the WVCTSI organization.

Clarification

Staff may be hired under the following human resources umbrellas at WVCTSI: the WVU Research Corporation Human Resources Office, WVU Talent and Culture, WVU Medicine. Their policies and procedures guide facilitation of this process.

Definitions

WVCTSI Staff: Employees whose primary appointment is with the Institute.

Policy

The creation of a new WVCTSI staff position must follow a series of steps from generation and approval within WVCTSI, prior to advancing to the appropriate human resources entity.

Procedures

1. Need for new position is identified based on operational need.
2. Hiring manager discusses with administrative director level supervisor the need to hire.
3. Hiring supervisor completes new position justification form and submits to finance director and operations director, copying appropriate administrative director
4. Finance director and operations director review justification and approve or deny moving forward.
5. Finance director seeks approval from director/PI.
6. Director/ PI approves or denies moving forward with posting/hiring process
7. If position is approved by the director/PI, the hiring supervisor drafts the new position with input from appropriate team members.
8. Hiring supervisor sends position description draft to appropriate HR organization, copying WVCTSI finance
9. WVCTSI finance provides appropriate funding string(s).
10. Classification and Compensation reviews position and reports results to HR.
11. WVU HSC Business Office reviews budget for position.
12. HR representative shares results of review with hiring supervisor.
13. HR representative posts position for a minimum of 10 business days. Postings may be extended to allow for a suitable candidate pool.
14. Hiring supervisor shares position posting link with WVCTSI communications staff for posting on the WVCTSI website, e news and social media.
15. Hiring supervisor organizes hiring team.
16. Hiring supervisor drafts interview questions with input from hiring team; sends questions to HR for review.
17. HR forwards qualified candidates as appropriate via WVU Hire and hiring supervisor reviews and screens candidates prior to interview.
18. Hiring supervisor with administrative assistant schedules interviews.
19. Hiring team conducts interviews and selects top candidates (includes an alternate).
20. Hiring supervisor notifies HR of selected candidates.
21. HR extends offer and works with hiring supervisor on any salary negotiations.
22. Hiring supervisor discusses salary negotiations administrative director.
23. Once the candidate is selected, the onboarding process continues. See WVCTSI Onboarding & Offboarding Standard Operating Procedure (2.4).

Roles and Responsibilities

It is the responsibility of the hiring manager to initiate the position creation process and to keep the appropriate administrative director up-to-date on progress. Hiring managers must thoroughly and accurately provide position information in a timely manner. The financial director will ensure that proper funding is available to support any new positions.

The operations director will provide guidance throughout the process to ensure consistency across programmatic areas.

References and Authority

Hiring managers may refer to the following hiring resources for specific guidance.

WVU Research Corporation Employee Handbook:

<https://hr.research.wvu.edu/files/d/06447ed4-1dd4-4d76-bbbc-add4d58cf66e/Handbook.pdf>

WVU Classification and Compensation: <https://talentandculture.wvu.edu/benefits-and-compensation/classification-and-compensation/staff-compensation>

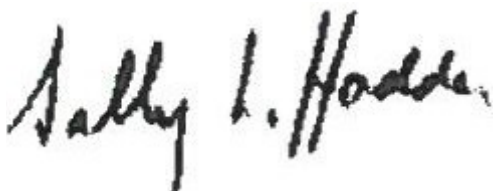
WVU Medicine HROne Source:

https://wvumhelp.cherwellondemand.com/CherwellPortal/HR1Source?_af=404daeff

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	



Approved By

11/01/2020

Date