

HINTS FOR PREPARING YOUR JOB DESCRIPTION

- (1) Read through the last job description of your position. (Ask your supervisor for a copy if you don't have one.)
- (2) Cross out anything that you no longer do, and make revisions of things that you still do, but which have changed in some manner.
- (3) Make a list of the new things you do now but are not on the last job description.
- (4) Make a rough draft combining the results of steps two and three.
- (5) Organize your rough draft into sections of similar or related activities, such as budget responsibilities, supervising other people, and so forth, rather than having related duties spread throughout your description. It will be helpful if you use category headings, describing these sections. Avoid impressive-sounding but vague headings such as "Administrative", "Managerial", etc.
- (6) Read through your draft, and edit out "buzz words" such as "difficult", "complex", "technical", etc. Instead, make sure that you have described each activity clearly so that adjectives are unnecessary. Job analysts evaluate tasks, not adjectives. Never use "including but not limited to..."--it means your description is incomplete, and it will be returned to you.
- (7) If you supervise other people, make sure that you clearly identify them -- don't just say "clerical staff", "office secretaries", etc. And, make sure that their job descriptions clearly reflect that they report to you.
- (8) Make a reasonable estimation of the proportion of time you spend in each major activity--use the percentage chart on the reverse side of this page. Don't do it hastily; check your totals.
- (9) Read through your draft and see if you feel satisfied that anyone substituting for your position would at least know what they should do, if not how to do it. Double check against your notes from steps two and three to make sure you didn't omit anything.
- (10) Review University Procedures Manual, section 7-5, for instructions on format, signatures, etc. to prepare your final draft.

WRITING A JOB DESCRIPTION

A job description is an outline prepared in the employing unit that identifies and describes the essential duties and responsibilities currently being performed by one employee. The description is to be written by the employee performing the work; in the instance of a vacant or new position, the description will be prepared by the immediate supervisor.

Descriptions of temporary assignments should not be included within the body of permanent assignments. There should be one job description per employee, plus descriptions for vacancies. In the event of permanent changes in job content of an occupied position, the new configuration of duties/responsibilities/activities must have been performed as described for at least 30 days by the current employee before submitting a revised job description.

The most recent job description should be reviewed with the employee on an annual basis by the supervisor. The results of that review should be reported to the Human Resource Services Office, even if no changes have occurred, by using a Position Review Certification form. (Notifications of reviews that are due are sent out on a quarterly basis by the Human Resource Services.) Additionally, a new description should be prepared and forwarded to the Human Resources Office whenever permanent changes in assigned duties and responsibilities of the position have been implemented and in place for at least 30 days.

An effective job description provides the reader with:

- A. **JOB SUMMARY/ESSENTIAL FUNCTIONS OF A POSITION.** An overview of the essential goals, activities, and/or services the employee carries out, written without using comparative adjectives regarding difficulty, complexity, etc., and focusing on purpose, rather than means of achievement.
- B. **THE ORGANIZATIONAL RELATIONSHIP.** Who assigns, reviews and approves work carried out by the employee, and whose work is assigned, reviewed and approved by the employee? (organizational charts are not required, but may be included as an aid in conveying the organizational context of the position.)

If there are supervisory responsibilities, those who are supervised must be identified by name and/or title. Describe the extent of supervisory responsibility with respect to: assignment of work to others, methods used in reviewing the work, and the effects of their work. Student employees should be so identified.

(The job descriptions of all claimed Civil Service subordinates must also reflect the same reporting relationship and may need to be updated concurrently.)

- C. **WORK ACTIVITIES.** Identify the main duties and responsibilities of the position. Describe each activity separately, in a concise, factual statement which includes the activity being accomplished and the objective of the activity. Avoid subjective statements such as "highly complex", "extremely difficult", etc. - let the work description speak for itself. **Do not** include prospective work assignments that are contingent upon additional staffing, new equipment, etc. or activities that are performed on a temporary basis due to the absence of another employee or in response to a temporary problem or project. Do not use quotations from Civil Service classification specifications, or copy from other Civil Service position descriptions.

Indicate in the left margin the approximate percentage of time spent performing each of the activities listed in the position description. (There is no need to account for precisely 100% of the total time, or to include incidental, non-recurring duties.) A work sheet used in converting percentages of days, weeks, etc., is available from the Operating Staff Services Office on request.

- D. **WORK RESPONSIBILITIES.** How much freedom in determining priorities, work methods, etc., is given the employee in carrying out the job? Are there detailed instructions, guidelines, State or Federal Regulations, etc., that the employee can refer to or must comply with? **Are** other employees available to answer questions and provide guidance? What "quality controls" exist to monitor the employee's completed work? How does the supervisor know whether or not the work is of a satisfactory level?
- E. **INTER-RELATIONSHIPS.** Which people and/or events provide the "job inputs" that require or initiate work activities of the employee in this job? Who are the people who are dependent on the "job outputs" from this position? How are their activities affected by the quality and timeliness of work from the employee in this position? What would be the effect of late or inaccurate work and what corrective actions would be necessary?

The following signatures must appear at the conclusion of the job description:

- 0) The EMPLOYEE who performs the work as reported in the description and whose signature attests to their understanding of and agreement with its accuracy.
- 0) The individual SUPERVISOR who assigns, reviews and approves the work as reported in the description and whose signature attests that it is current and accurate.
- 0) The HEAD OF THE DEPARTMENT who endorses the delegation of work as described.
- 0) The DEAN, if the position is located in a teaching college, who endorses the delegation of work as described.
- 0) The VICE PRESIDENT/PROVOST/PRESIDENT, who endorses the delegation of work as described. *

11)

*These signatures acknowledge an awareness of the employee's assigned responsibilities and duties. They do not constitute agreement with any opinion regarding the correct classification of the position description nor does endorsement constitute a change in classification. The party whose endorsement are required are entitled to a period of not more than fifteen working days in which to review the description before forwarding the description.

Each level of management has the prerogative of directing that the employee cease performing certain activities reported in the job description; however, it is not permissible to merely direct the removal of the activity from the description while allowing or expecting that it continue to be done by the employee.

Job descriptions may not incorporate job titles which are different from the official Civil Service title approved for the position at the time the description is prepared. (It is not necessary to include a job title at all.)

Job descriptions should not include work schedules or conditions of employment.

Job descriptions may not include statements of "minimum qualifications". Such requirements regarding education, work experience and/or specific job skills are established at the state level by the Merit Board and cannot be revised at the campus level.

Position descriptions which include either a job title other than the correct, official Civil Service title or statements concerning minimum qualifications will be returned to the originating unit without evaluation, as will descriptions which are copies of descriptions of other positions.

The original copy of the position description with all appropriate endorsements should be sent to the Human Resources Office.

The Human Resource Services Office retains copies of all Civil Service job descriptions, which are assumed to be correct until superseded by a new description. These descriptions may be used in the development of new employment examinations, and may also be made available to state and federal agencies responsible for adjudicating claims involving disability, Americans with Disabilities, Equal Pay/EEO complaints, etc.