

# Job Descriptions



Presented by Human Resources

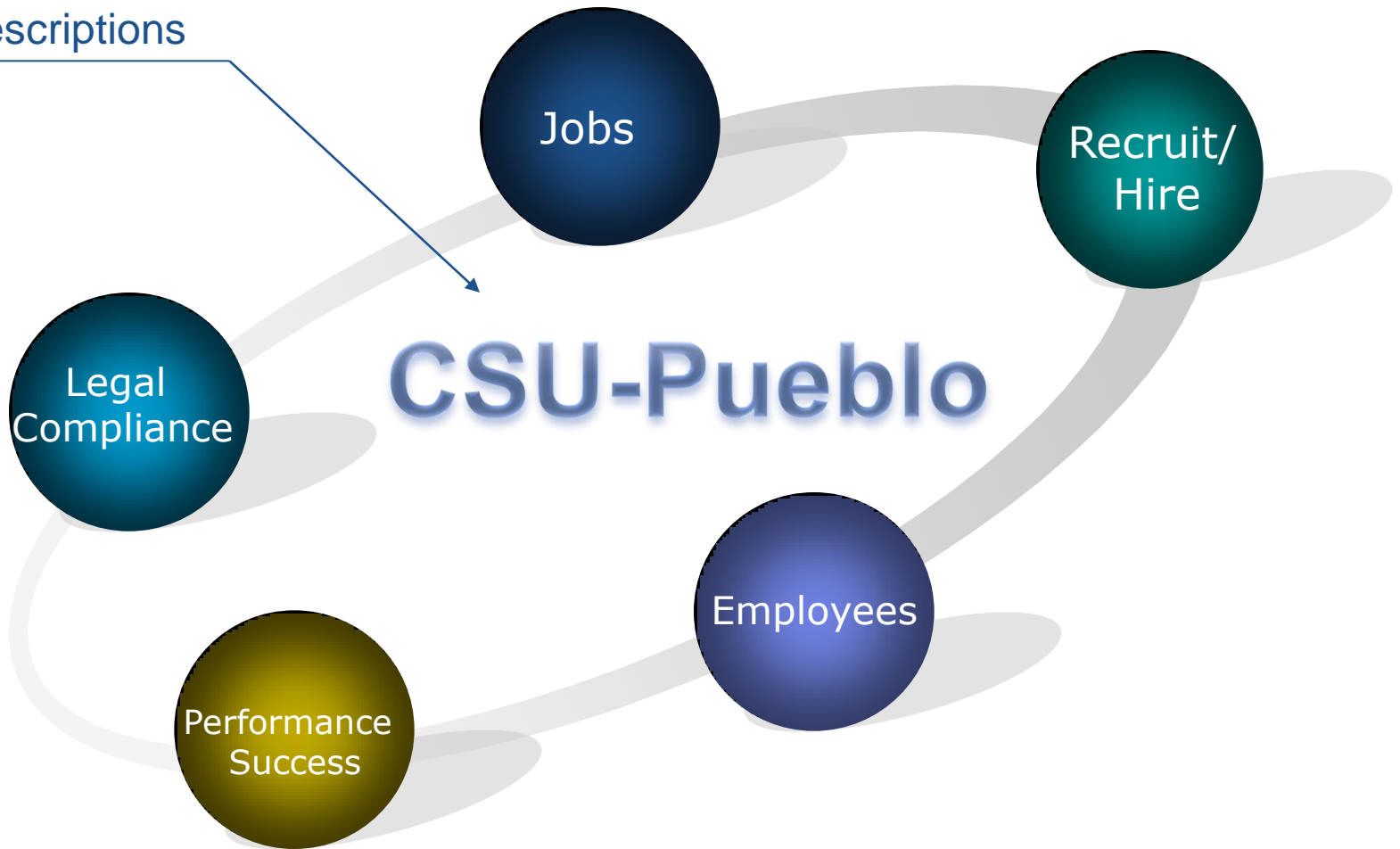


# Session Goals

1. Understand why job descriptions are important
2. Techniques for writing effective job descriptions
3. Identify key elements of a good job descriptions
4. Compliance with employment laws
5. Exercise – Writing a duty statement/qualification

# Why Are They Important?

Job Descriptions





# Why Are They Important?

- Help in recruitment efforts – becomes the announcement
- Assist supervisors in making good hiring decisions and determining training needs
- Help employees understand the responsibilities of their job – accountability
- Clarify who is responsible for what
- Tie to performance management
- Determine employees eligibility for overtime
- Aid compliance with employment laws



# Why Job Descriptions Often Fail to Achieve Their Purpose

- Exaggerate or downplay importance of job
- Fail to pinpoint critical job elements
- Ignore decision-making aspect of job
- Minimum qualifications set too high potentially eliminating good applicants
- Include qualifications not really needed for job success or do not match the essential function of the job

# Techniques for Writing Job Descriptions

## Gathering and Organizing Data

**Job Analysis**



**Other sample job descriptions**  
✓ Websites  
✓ Other Universities



**Brainstorm – what do you need  
the position to perform**

**Organizing  
Data**

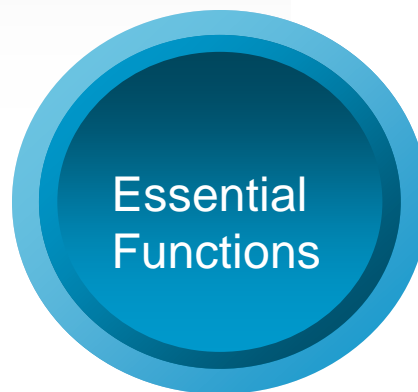
**Determine  
Approach:**

- ✓ Sequence of operation
- ✓ Primary duty
- ✓ Relative importance



# Elements of a Job Description

**Job Description**



**Final Document**



# Elements of a Job Description

## Job Identification

- Define division/department/supervisor
- Job title
  - ✓ Define the specific field of activity
  - ✓ Reflect job content, purpose and scope
  - ✓ Indicate skill level or supervisory level
- Include organizational chart to show reporting structure/supervisor





# Elements of a Job Description

## Job Summary

- Brief statement describing the purpose and overall responsibilities of the position
- Marketing tool
- Define important details of the job
  - ✓ Evening or weekend hours
  - ✓ Position eligible for tenure
  - ✓ Teaching load and summer contracts
  - ✓ Lifting requirements



# Elements of a Job Description

## Essential Functions – Primary Duties

- Define the essential (fundamental) job duties
  - ✓ Regular day to day functions
  - ✓ Duties that occur at irregular interval but are critical to the job
  - ✓ Supervision received or given
  - ✓ Amount of human interaction
- Be specific – utilize action verbs
- Utilize “by” statements to help explain duty statements



# Elements of a Job Description

## Essential Functions – Ancillary Duties

- Occasional or irregular duties that may not be required for the job
- Duties that are not essential
- Duties that do not define the job but may be required on occasion



# Elements of a Job Description

## Qualifications – Minimum and Preferred

- Job related
- Qualifications need to be measurable and/or verifiable
- Necessary to perform the job
- Minimum qualifications define knowledge, skills and abilities needed at the time of hire
- Preferred qualifications define knowledge, skills, abilities and behaviors desired



# Elements of a Job Description

## Final Document

- Signatures/approvals – verifying accuracy of job description
- Review of overtime eligibility by HR
- Announcement is prepared by HR from the job description
- Final job description becomes part of formal position folder in HR – used for audits
- Employee signature – part of personnel file



# Legal Compliance

Federal

ADA – Americans with Disability Act  
FLSA – Fair Labor Standards Act  
FMLA – Family Medical Leave Act  
Title VII– Discrimination Laws  
Equal Employment Opportunity Laws – ensures hiring decisions are made on the basis of essential job qualifications


State

Exemptions and other state laws

CSU - P

Audits

# Job Descriptions



Exercise – Writing a Duty Statement/Qualification