

Job Description Purposes

Serve as a building block for your organization by showing if all responsibilities are adequately covered.

Show the employee where they fit in

- A job's description should align with the goals, vision and mission of your organization
- The employee should be able to visualize their place in the whole

Provide basis for compensation decisions

Provide basis for FLSA classification (exempt/non-exempt)

Job Description Purposes (cont.)

Tell candidates what your organization is looking for

- Help the organization in the selection process
- Helps address questions from those who are not selected

Help cover your organization's legal bases

- Americans with Disabilities Act
- Equal Pay Act
- Title VII of the Civil Rights Act
- Occupational Safety and Health Act
- Age Discrimination in Employment Act

Some things to keep in mind...

Job descriptions become dated quickly!

- Ever changing demands in the workplace mean an employee's duties can change.
- Reviewing job descriptions as part of the annual performance review process is highly recommended.

Job descriptions can lead to “that’s not my job” thinking.

- Keep descriptions flexible enough to allow thinking “outside the box”.
- Allow for cross training and additional duties (within reason).

Poorly written job descriptions may be used against you.

- Trying to list every task that will occur
- Being too broad leading to inaccurate portrayal of duties

Contents of a Job Description

- Title
 - Communicates the level, responsibility and type of work.
 - Use titles that are common in your industry.
- Classification (FLSA status)
 - Exempt or nonexempt.
- Salary Grade/Level/Family/Range
 - What the position is paid.
- Reports to
 - Title of position this job reports to, not name of current manager.

Contents of a Job Description (cont.)

- **Date**
 - Date the job description was created or last reviewed.
- **Summary/Objective**
 - Summary of overall objective of the position.
- **Essential Functions**
 - List essential functions.
 - Explain how the person is to perform them, including frequency of task(s).
- **Competencies**
 - Knowledge, skills and abilities required to do the job.

Contents of a Job Description (cont.)

- Supervisory Responsibilities (if any)
- Work Environment
 - Describe the working environment (e.g., outside, indoors, noise level, lighting, other work conditions).
- Physical Demands
 - Describe the physical demands of the job (e.g., bending, sitting, kneeling, lifting, driving)
- Position Type and Expected Hours of Work
 - Explain if the job is full time or part time, and give the days and hours expected to be working.

Contents of a Job Description (cont.)

- Travel
 - Percentage of time spent traveling and where (locally, domestically, internationally).
- Required Education and Experience
- Preferred Education and Experience
- Additional Eligibility Requirements
 - List any additional requirements such as certifications or industry experience.
- Work Authorization/Security Clearance
 - List visa requirements, sponsorships or special clearances.

Contents of a Job Description (cont.)

- AAP/EEO Statement
 - *We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.*
- Other Duties
 - *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*
- Signatures
 - Manager.
 - HR representative.
 - Employee.

Making the best use of a job description

Review the job description with employees at their orientation

- Expectations for duties should be made clear
- Describe how job duties support the organization

Review job description during annual performance review

- The performance review should be focused on the job duties
- Discuss changes, provide clarification, set goals
- Review for any needed training

Review during any performance improvement discussion

- What *specifically* is not being done or being done inadequately?
- What is the impact on the organization?

Best Practices

Use the same format for all job descriptions

- Speeds creation of new job descriptions
- Easier to audit

Consider an FLSA classification audit

- Having an employee incorrectly classified can lead to penalties
- Review each exempt classification type carefully to ensure duties fit the definition

When filling a new position, have the description developed before recruiting

Appendix: Action Verbs

Accumulate

Administer

Advise

Allocate

Approve

Collaborate

Collect

Communicate

Compile

Conduct

Consult

Counsel

Create

Delegate

Deliver

Develop

Direct

Distribute

Draft

Edit

Educate

Establish

Estimate

Formulate

Furnish

Gather

Guide

Interact

Invent

Issue

Manage

Market

Motivate

Negotiate

Obtain

Order

Participate

Plan

Present

Provide

Reconcile

Recruit

Research

Review

Solicit

Solve

Submit

Supervise

Supply

Test

Train

Translate