

JOB DESCRIPTION GUIDELINES

Title of Position : *Key in the exact title of the position*

Department/Appointing Authority: *Enter as indicated*

Date: *Enter date prepared*

Originator : *Key in name*

Personnel Board Use Only

Classification _____

Effective Date of Classification _____

Classification Authority: ☐ Personnel Board; ☐ Collective Bargaining

1. Summary Description

Insert a summary description of the position. This normally requires at most 2 to 3 sentences.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This section should normally require the equivalent of less than 1 full page. It is intended to list general functions or types of work and should avoid being overly specific. As a first step, list each task, function or duty using a separate line or lines.

After listing the functions, go back and review them, being sure to include references or comments on the following considerations:

- *The extent to which the individual is expected to participate in short and long term planning activities, and the need to develop new methods, policies etc. as may be required. Include only if appropriate, if nothing is indicated it will be assumed that the position includes no planning function.*

- *The relative level of manual dexterity vs. mental and/or visual acuity. Any special requirements for physical effort should be noted.*
- *Other aspects of the job important to the successful fulfillment of the position. In listing essential functions, include the likelihood and consequences of undetected errors, the magnitude of any confidential information handled and the consequences of improper disclosure, and the level and importance of contacts with people in and out of the immediate department.*
- *If a consideration relates to more than one function, repeat it with each. If a consideration does not fit with any of the listed essential functions, list it separately.*

3. Supervision

The number of people typically supervised, and the level and character of the supervision to be exercised. In the case of character for example, you could indicate instances where the person reviews and approves all work done by the subordinate. Note whether or not the responsibility includes hiring, firing or employee evaluation. Note cases in which there are no people supervised.

4. Reporting Structure

The person to whom the position reports (identified by job title). The degree to which the immediate supervisor outlines the methods to be followed, checks the progress of work, evaluates results and handles exceptional cases. It should also reflect the level at which independent action is to be taken and level of judgment required in taking such action versus following standard departmental practice.

5. Physical Environment

Include considerations such as normal work surroundings and environmental factors which could make the job disagreeable or difficult to accomplish. Also include the degree of exposure to physical hazards, their likelihood and consequences.

6. Education/Basic Knowledge

This section should include the basic, minimum knowledge required in order for an applicant to be considered for the position. This knowledge may be expressed by either level of formal education and/or specialized training through self-study or time spent on the job. List required diplomas, degrees, certificates etc.

7. Experience

The minimum prior experience requirement. This is the entry level requirement reasonably understood to be the length of time required by the person, under normal supervision, to learn to effectively perform the duties described under paragraph 1. above. If it is allowable for the applicant to spend this time “on the job” the description must say so, otherwise it is assumed to be prior experience.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.