

Purpose of the Job Description:

The job description documents essential job functions and the skills, knowledge, abilities and other characteristics needed for satisfactory performance of the job. It should be updated regularly to ensure that it reflects the employee's current assigned responsibilities. The job description is used for recruitment, selection, training, performance evaluation, and for determining the most appropriate classification. It is maintained as the official record of the duties assigned to the position.

- ***When It Should Be Completed:***

A job description should be completed for all new positions.

A job description should be revised whenever substantial changes occur in the duties and responsibilities assigned to an existing position.

A job description should be reviewed for accuracy prior to each recruitment, with particular attention paid to the required knowledge and skills.

A job description should be reviewed for accuracy prior to the annual performance review cycle.

- ***How It Should Be Completed:***

When developing a job description, be as clear, concise, and complete as possible. The instructions for sections that may not be self-explanatory are listed below.

- ***Summary:***

Write a brief statement that summarizes the responsibilities of the position, starting with the essential functions. (Before writing this statement, it may not be helpful to complete the Functions and Tasks section of the job description to determine the essential functions of the position.) This summary is often used to describe the position for job posting or advertisement during recruitment.

- ***Physical & Mental Requirements/Environmental Working Conditions:***

Identify the physical and mental abilities required to perform the essential functions and tasks assigned to the position. Specify the frequency with which each attribute is required by placing the appropriate letter code in each box (C.F.O. of N--see definitions on job description form).

Each task of a job will require one or physical or mental abilities. To identify these requirements, it is important to focus on the required outcomes rather than only on the traditional methods of performing the specific tasks. For example, filing in a bottom drawer may have been performed traditionally by bending or squatting depending upon the personal preference of the person performing the task. A non-traditional approach to perform this task could involve the use of a short, stable stool to enable the individual to perform the task while seated. Thus, there are a number of ways to perform a task in order to achieve a desired outcome.

The following information is provided to clarify the meaning of a few of the terms typically used in this section of the job description.

Analyzing	Examining and evaluating data presented alternative actions in relation to the evaluation
Bending [neck]	Bending the head downward, upward, and/or side-to-side at the neck
Bending [waist]	Bending the body downward, forward, and/or side to side at the waist.
Calculations	The performance of arithmetic operations and reporting on and/or carrying out a personal action in relation to them. Examples include: adding numbers; dividing dollar amounts; measuring items; performing statistical computations using formulas; etc.
Carrying/Lifting	Carrying involves supporting the weight of an object while walking. Lifting requires the raising or lowering of an object from one level to another.
Climbing	Ascending or descending using feet and legs and/or hands and arms
Crawling	Moving while on hands and knees or hands and feet
Finger Movements	Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Examples include: moving fingers to manipulate items such as a keyboard, a calculator, or a sewing machine.
Handling Objects	Seizing, holding, grasping, turning, or working with the hands in other ways. Fingers are involved only to the extent that they are an extension of the hand. Examples include: machine operation, shifting vehicle gears, carrying objects, and use of tools.
Kneeling	Bending the legs at the needs to come to rest on the knee or knees.
Pushing/Pulling	Pushing involves moving an object by pressing against an object to move it away or ahead. Pulling involves exerting force upon an object to cause it to move it towards you.
Reaching	Extending the hands and arms.

Reading & Comprehending	Reading comprehension involves interpreting and understanding written information such as technical reports and manuals, manuscripts, mailing addresses, city maps, written directions and warnings, etc.
Reasoning	Using logic to analyze data to make generalizations, evaluations, recommendations, and/or decisions based on judgement criteria.
Sitting	Remaining in a normal seated position
Squatting	Bending the body downward and forward by bending the legs at the hips and the knees.
Standing	Remaining on one's feet in an upright position without moving about.
Twisting [neck]	Rotating the head in a sideways motion at the neck.
Twisting [waist]	Rotating the body in a sideways motion at the waist.
Walking	Moving about on foot
Writing	Preparing information or documents such as grant proposals, technical reports, press releases, memos, letters, program brochures, recording telephone messages, etc.

Special Conditions of Employment:

Special conditions of employment are special requirements that are NOT included under knowledge, skills or physical or mental requirements. Special conditions might be something unique about the position, the work location, the hours, etc. For example: on call assignments, substantial and consistent overtime, non-standard work hours, shift rotations, physical exams, bonding and/or background check requirements, professional licenses, driver's license, overnight travel, etc. The need for a driver's license should be considered carefully. If the function to be performed requires that the employee drive a University vehicle on a constant basis then it may be appropriate to require a driver's license. If the actual function requires that an employee will on occasion transport materials or themselves to alternate locations, the statement might read: "Must occasionally provide own transportation and transport materials to other sites within Orange County."

Type of supervision Received: Indicate the type of supervision the incumbent will receive after the training/orientation period.

Close Supervision	Indicates that the incumbent is assigned duties according to specified procedures. Work is checked frequently and, in addition, their may be formal training
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Supervision	Indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.
General Supervision	Indicates that the incumbent develops procedures for performance of a variety of duties or performs complex duties with established policy guidelines.
Direction	Indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results or work are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.
General Direction	Indicates that the incumbent receives guidance in terms of broad goals or overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work and typically formulates policy for this area but does not necessarily have final authority for policy approval.

Names of Employees Directly Supervised by this Position:

Show only those positions and incumbents who are truly supervised. If the authority of the position is limited to directing the work of peer or companion workers, this should not be listed as supervision, but rather indicated in the Functions and Tasks section of the job description. The position must supervise at least 2 staff or administrative FTE and the duties of the positions supervised must be substantially different from the duties performed by the supervisor. The supervisor must have the authority on behalf of management to hire, assign and direct job responsibilities, evaluate and reward performance, discipline up to and including dismissal, and adjust employee complaints or effectively recommend such action.

Functions and Tasks:

The term "function" refers to a general category or type of work that is performed on the job. It includes similarly related tasks that make up one area of the job responsibility that is distinctly different from another area. There are typically 4 - 8 major functions or distinct types of work in a given position. A major function is not a statement of a specific duty that is performed. It is generally a short phrase that refers to a set or group of duties that are interrelated. In developing a job description, major functions serve as guides that assist in identifying and organizing the many different duties that are performed. The purpose of identifying major functions is to organize the job into logical groupings that are more understandable than a series of ungrouped task statements. After outlining the major functions, one has an overview of the entire job. Number the major functions using roman numerals (I., II., III., IV., etc.) and determine what percentage of time each function should be assigned, with the total for the entire job at 100%. List the functions in general order of importance. Frequently the order of importance coincides

with the descending order of percents of time, but this is not always the case.

Example--Working title of position is Receptionist. Major functions might be:

I.Receptionist - 55%

- II. Administrative Support - 20%
- III. Secretarial Support - 15%
- IV. Event Coordination - 10%

A "task" is one piece of the function that describes what the employee does on the job. A task statement should provide a clear, complete picture of what is being done and the desired outcome. Characteristics of a task statement typically include the following:

- *What* the employee does (action verb)
- *How* the task is performed (procedures, materials, tools or equipment used)
- *Why* the task is performed (purpose, product or service)

Each major function generally contains 4-12 duties or task statements. It is important to remember that although there may be dozens of tasks for each category of the job, it is not always necessary to include them all in the job description. Concentrate on identifying the primary tasks that are carried out on a regular basis for each major function. A more detailed listing of all tasks performed can generally be found in the desk procedures for each position.

Example:--Major function is Event Coordination. Assigned tasks might be:

- A. Schedule guest speakers (*What/Action verb*)for weekly lecture series (*Why*) by calling individuals identified by Department Chair (*How*), ascertaining availability and composing confirming correspondence.
- B. Order refreshments for weekly lecture series by selecting from alternatives provided by campus vendor.
- C. Schedule classrooms for weekly lecture series by submitting requests to the Camous Conference and Calendar department

Determine the frequency with which each task is performed and indicate by placing the abbreviation in the designated column on the job description form. [D=daily, W=weekly, M=monthly, Q=quarterly, S=semester, Y=annually, etc.]

Review all the tasks and determine the essential functions of the job by typing the word "yes" or "no" in the appropriate column on the job description form across from each task listed.

"Essential functions" are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Each job task should be carefully examined to determine which is essential to performance. An important purpose for identifying the essential functions of a position is to be able to determine whether an individual with a disability is qualified to do the job. Regulations consider a "qualified individual with a disability" to be someone who has a disability, yet with or without reasonable accommodation, can perform the essential functions of a job. Certain assigned tasks may be considered marginal or nonessential functions. If a nonessential function were removed from the job, it would not fundamentally change the job. An

individual who, because of a disability, cannot perform nonessential job functions cannot be disqualified from a job. Factors to consider in determining essential functions include:

1. *The reason the position exists is to perform that function* Example: If a position is established to proofread documents, proofreading is an essential function because it is the reason the position exists.
2. *There are a limited number of other employees available to perform the function.* Example: If a department has a limited number of employees on a shipping and receiving dock, it may be essential that all employees be capable of moving 50 pounds from point A to point B because it is not feasible to redistribute the work.
3. *The function is highly specialized requiring specific expertise or ability.* Example: A research department is funded for a new research project that requires hiring a Research Associate with a highly specialized background in the field.

Job tasks that do not meet the criteria for "essential function" should be designated with a "No" in the appropriate column of the job description form. Nonessential functions can typically be assigned to another position or be delayed. A task described as "Other duties as assigned" is generally never considered an essential function and is therefore designated with a "No" in applicable column.

Skills, Knowledge and Abilities (SKAs):

After identifying the functions and tasks of the position, the necessary skills, knowledge, and abilities are developed. The SKAs are limited to those required for a fully-trained employee to satisfactorily perform each task listed on the job description. The SKA statements should indicate the level of knowledge or skill that is required. Avoid general references to personality, interest, intelligence, judgment, and specific years of education and experience. Describe only one SKA in each statement. There are typically 10 to 15 SKA statements per job.

Review each SKA statement and indicate the number of each specific task that requires the knowledge or skill in the column marked Function/Task Number. Frequently, an SKA statement will relate to more than one assigned task and there are some SKAs that will be required for all of the tasks. Example:

IV. A	Writing skills to prepare clear and concise, grammatically correct business correspondence
IV. B,C	Ability to plan, coordinate, and execute logistics for special events, including coordinating catering and facilities.
All	Ability to use standard office equipment including copier, fax, and calculator

Indicate the importance of each skill, knowledge and ability using the following designations:

Required (R)	A qualification that is critical to satisfactory job performance and that the individual must possess at the time of application.
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Desired (D)	A qualification that the employer would like the applicant to have, but is not required at the time of hire. This is primarily used for screening purposes when a large number of applicants possess all of the required skills and knowledge.
Will Train (WT)	Qualifications that may be gained on the job.

Signature and Date:

The *Employer's signature* is required to certify that they have read the job description and that they will comply with safety policies. New employees should sign the job description on their hire date. Current employees should sign the job description each time it is updated or revised. The *Supervisor and Department Head signatures* are required at the time the job description is prepared to certify that the job description is complete and accurate.