

## Job Descriptions



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## Job Descriptions

Job descriptions are an essential part of hiring and managing your employees. These written summaries ensure your applicants and employees understand their roles and what they need to do to be held accountable.

Job descriptions also:

- Help attract the right job candidates
- Describe the major areas of an employee's job or position
- Serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement
- Provide a reference point for compensation decisions and unfair hiring practices

### Parts of the Job Description:

1. **Job summary** – a two to four sentence statement on why the job exists, or a general statement on overarching responsibility of the position. The summary should not be a reiteration of the duties and responsibilities.

#### Example:

The purpose of the Administrative Assistant is to provide responsive and timely customer service to faculty, students, and the Associate Dean; to ensure that the division office functions smoothly on a daily basis by performing a wide variety of clerical and administrative support tasks for faculty and the Associate Dean.

2. **Duties and Responsibilities** – the primary activities in which an employee will engage in on a regular basis, or spends at least 5% or more of his or her time doing on a regular basis. The duties and responsibilities a) Let the employee know what is expected of him or her, and b) Establishes a basis for determining the required qualifications. A statement of the duties and responsibilities will answer the following questions.
  - a. What action is taking place?
  - b. To whom or what?
  - c. To achieve what outcome?
  - d. Using what tools, equipment, or processes?

#### Example:

a) [Administers] b) [minor medical treatments or medication] c) [to correct or treat residents' minor health problems] d) [using common first aid supplies and using own discretion to determine need following established institutional medical department procedures].

3. **Qualifications** – a listing of the knowledge, skills, abilities, and other characteristics (KSAOs) an incumbent must possess in order to successfully perform the duties and responsibilities of the position. These are referred to as the minimum qualification, or the **Bona Fide Job Qualifications**, because if a person does not meet them, he or she will not be successful on the job. All KSAOs **must** be linked to a specific duty or responsibility.
  - a. **Knowledge** - A body of information that can be applied directly to the performance of tasks.
  - b. **Skills** - The proficient manual, verbal, or mental manipulation of people, ideas, or things.

- c. **Abilities** - The present power to perform a job function, to carry through with the activity while applying or using the associated knowledge.
- d. **Other Characteristics** - A general category for other personal factors such as personality, willingness, interest, and motivation and such tangible factors as licenses, degrees, and years of experience.

After the KSAOs are identified we must determine where the KSAOs are learned or obtained. That is, can knowledge and skills be learned through work experience or is formal education required. If formal education is required, then at what level is knowledge or skill obtained (high school, associates, bachelor, masters, or doctorate).

As an institution of higher learning we tend to prefer at least a bachelor's degree as minimum requirement, with that said, if any degree will fulfill the requirement, then a degree is not required. Again, knowledge and skills obtained from a degree must be linked to the duties and tasks of the position.

Years of related experience should represent a realistic time frame from which an individual could learn and master the knowledge and skills required for the position.

**Note:** Knowledge, skills, and abilities that must be learned after a person is hired should not be listed. For example, Familiarity with university policies and procedures is generally not knowledge a person would have before he or she started the position.

- 4. **Physical Requirements** – significant bodily activities in which a person is likely to engage while performing the duties and responsibilities of the position. Identification of the physical requirements helps establish potential reasonable accommodations in accordance with the American with Disabilities Act (ADA). The primary physical requirements used at Creighton are:
  - a. **Seeing** – requires close visual acuity to perform or more of the following
    - i. Preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines.
    - ii. Operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trade's tasks of a non-repetitive nature.
    - iii. Operate motor vehicles or heavy equipment.
    - iv. Determine the accuracy, neatness, and thoroughness of the work assigned (e.g. custodial, food services, general labor) or to make general observations of facilities or structures.
  - b. **Hearing** – Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discrimination in sound.
  - c. **Standing/Climbing/Mobility** –
    - i. **Standing** - Remaining upright on the feet, particularly for sustained periods of time.
    - ii. **Climbing** - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
    - iii. **Mobility** – Bending down, kneeling, crouching, bending at the waist, twisting or turning the torso, and reaching and stretching.

- d. **Lifting/Pulling/Pushing weight** –
    - i. **Lifting** - Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
    - ii. **Pulling** - Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
    - iii. **Pushing** - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - e. **Fingering/ Grasping/Feeling** –
    - i. **Fingering** – Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
    - ii. **Grasping** – Applying pressure to an object with the fingers and palm.
    - iii. **Feeling** – Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - f. **Travel** – whether or not work at other worksites is required and includes day travel and/or overnight stays.
  - g. **Exposure to blood borne pathogens** – the likelihood a person will be exposed to, or work around blood borne pathogens.
  - h. **Handling of Animals** – whether or not the position requires working with or around animals.
  - i. **Overtime** – if the position maybe required to work nights, weekends, holidays, and shift work.
5. **Scope** – provides detailed information on how the position fits within the department/college. Thing that can be included in the scope are.
- a. **Reporting relationship** – To whom will the position report (job title).
  - b. **Supervisor responsibility** - Does the position have any direct reports (job titles, numbers).
  - c. **Leadership Responsibility** – does the position lead a team, a department, division etc.
  - d. **Fiscal responsibility** – the size of the budget the position will be responsible for managing.
  - e. **Decision Authority** – Level of independent decision making. Things to consider are: what impact will decisions have on the others, do decisions need to be approved by others, are there procedures in place that facilitate decision making (e.g. decision trees).

Once the main content of the job description is finalized the compensation professional will determine the position classification, or whether the position is Hourly or a Salaried. The guidelines set forth by the Fair labor standards act will be used to determine is covered by the guidelines (a non-exempt position) or exempted (exempt position).

## Appendix: Job Description Template

<b>Date</b>					
<b>Position Title</b>			<b>Grade</b>		
<b>FLSA</b>			<b>Job Code</b>		
<b>Position Summary:</b>					
<b>Minimum Qualifications:</b>					
<b>Required Licenses/Certifications:</b>					
<b>Essential Functions:</b>					
<b>%</b>	<b>Duty</b>				
<b>Physical Requirements:</b>		<b>0-24%</b>	<b>25-49%</b>	<b>60-74%</b>	<b>75-100%</b>
<b>Seeing</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing/Climbing/Mobility</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Pulling/Pushing Pounds: 50lbs</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fingering/Grasping/Feeling</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Travel</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Blood borne pathogens</b>		<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>	
<b>Overtime, nights, weekends, holidays, shift work)</b>		<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>	
<b>Scope of Job:</b>					
<b>Additional Comments:</b>					

**Disclosure:** This job summary is intended to describe the functions and nature of work performed by the people assigned to this classification. It is not intended to describe all responsibilities, duties, and skills required. Regular, reliable attendance is an essential function and all employees are required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor. Employees may also be required to work in excess of normal working hours as workloads and seasonal activities necessitate.