

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION

1. **FUNCTION**

State the main purpose of the job in one clear, concise sentence.

2. **ORGANIZATIONAL RELATIONSHIPS**

Briefly state to whom the position reports and if necessary to clarify relationships, explain to whom the supervisor reports, or which other positions report to the same supervisor. In other words, tell what could be learned about the position from an organizational chart.

3. **DUTIES AND RESPONSIBILITIES**

List the essential then marginal duties and responsibilities of the position in order of decreasing importance (please reference the "Instructions for Identifying Essential Functions"). Each duty should be described separately, in a concise, factual statement; this statement should include the activity being accomplished, how it is accomplished, and the object of the activity if it is not obvious. Begin each sentence with a concrete descriptive verb in the third person singular present tense; e.g. "Types letters, memorandums, and reports from handwritten draft to final form". Be as specific as possible.

As a general rule, if the position has supervisory or work direction responsibilities, make them the first responsibility on the list. Description of supervisory duties should include the usual number and level of those supervised and the extent of the individual's responsibility with respect to hiring, firing, discipline, training, assigning and reviewing work, salary determination, approval of leave, time card, etc.

Show in the margin the approximate percentage of time spent in important or time-consuming duties. The duties and responsibilities should account for 100 percent of the time. Duties that are not specifically stated, such as Performs other duties as assigned, must be placed under marginal.

4. **KNOWLEDGE REQUIRED FOR THE JOB**

Describe the nature and extent of information or facts which the worker must understand to do acceptable work (steps, procedures, practices, rules, theory, principles, and concepts) and the nature and extent of skills/abilities necessary to apply these knowledges.

These are not "minimum qualifications" but are the requirements for a person who is well settled in the position, or in the position long enough to be thoroughly familiar with the full range of its duties to perform satisfactorily.

5. **RESPONSIBILITY**

A. Supervisory Controls - Describe the extent to which the supervisor assigns work, provides instructions, determines priorities, sets deadlines, and defines objectives and boundaries for the position. Describe the nature and extent to which work performed is reviewed.

- B. Guidelines - Describe the extent to which this employee is restricted by or free from the use of guidelines in performing work. Guidelines include rules, regulations, manuals, procedures, prescribed work practices, principles, policies or other written instructions or methods. Describe the degree of applicability and specificity of available guidelines to the work performed and the employee's responsibility for adhering or deviating from guidelines. To what extent are the major duties of the position covered by guidelines?

6. **DIFFICULTY**

- A. Complexity - Define the nature and variety of tasks, steps, processes, methods, or activities in the work performed; and the degree to which the employee must vary the work, discern interrelationships and deviations from standard work practice, or develop new techniques, criteria, or information.
- B. Scope and Effect - Describe the purpose of the assignment and the effect of work products both within and outside the organization, in other words, who and what the job affects. What is the degree of finality of decisions made by the employee?

7. **PERSONAL RELATIONSHIPS**

- A. Personal Contacts - Describe contacts which are face-to-face or via telephone or radio, etc. with all persons except those with higher level positions in the supervisory chain. (Personal contacts with the supervisor are covered under 5-A, "Supervisory Controls".)
- B. Purpose of Contacts - Describe the purpose of these contacts.

8. **ENVIRONMENTAL DEMANDS**

- A. Physical Requirements - Describe the physical characteristics and abilities (e.g., dexterity requirement) and the physical exertion involved in the work (e.g., climbing, lifting). Include a description of the frequency or intensity of physical exertion.
- B. Work Environment - List, if any, the risks, discomforts or unpleasantness that may be imposed upon employees by various physical surroundings or job situations.

COMMENTS

At the end of the job description, the writer may want to add some comments about the job. A reading of the description should provide all the information needed to comprehend and evaluate it readily, but if the writer has some important information which does not fit anywhere else, they could include it here.

JOB DESCRIPTION FORMAT

Using plain paper, describe your job in the format below. Please provide the information necessary to fully describe each of the headings. For detailed instructions, see "Instructions for Completing Job Description" attached. Job descriptions may vary greatly in length. Use the amount of space necessary to fully describe your position. Job Descriptions need to be signed and dated by the incumbent and the supervisor.

INCUMBENT _____ UCS _____
PRESENT CLASSIFICATION _____ DATE _____

DEPARTMENT _____

1. FUNCTION
2. ORGANIZATIONAL RELATIONSHIPS
3. DUTIES AND RESPONSIBILITIES
 - A. Essential
 - B. Marginal
4. KNOWLEDGE REQUIRED FOR THE JOB
5. RESPONSIBILITY
 - A. Supervisory Controls
 - B. Guidelines
6. DIFFICULTY
 - A. Complexity
 - B. Scope and Effect
7. PERSONAL RELATIONSHIPS
 - A. Personal Contacts
 - B. Purpose
8. ENVIRONMENTAL DEMANDS
 - A. Physical Requirements
 - B. Work Environment

INCUMBENT _____ DATE _____

SUPERVISOR _____ DATE _____