

Example 2.2a

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION

FUNCTION

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

ORGANIZATIONAL RELATIONSHIP

Briefly state to whom you report, to whom your supervisor reports, and which other positions report to your supervisor. In other words tell what could be learned about your position from an organization chart.

DUTIES AND RESPONSIBILITIES

List, in order of decreasing importance, the duties and responsibilities of your position. Describe each duty separately, in a concise, factual statement, which includes the activity being accomplished, how it is accomplished, and the objective of the activity, if it is not obvious. Begin each statement with a precise descriptive verb in the singular present tense; e.g., “Types letters and memoranda from stenographic notes to final form, with responsibility for correct grammar, punctuation and spelling.” Be specific as possible.

If you have supervisory or work direction responsibilities, include the usual number and level of those you supervise and the extent of your responsibility with respect to hiring, firing, discipline, training, assigning and reviewing work, salary determination, approval of leave, time cards, etc. Be sure it is clear whether you actually make these determinations or effectively recommend the actions.

Indicate in the margin the approximate percentage of time you spend in important or time-consuming duties. Be sure it is clear whether the percentage applies just to the duty next to it or to all preceding or succeeding duties. There is no need to account for 100 percent of the time or to include incidental non-recurring duties. Indicate which duties are performed only occasionally, for example on an annual basis.

FACTOR ANALYSIS

1. **KNOWLEDGE REQUIRED BY THE JOB**

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

2. **RESPONSIBILITY**

A. **Supervisory Controls** -- Describe the manner in which your supervisor assigns work to you and provides instructions. How are priorities and deadlines determined? How are objectives and boundaries defined? Also describe the manner in which your work is reviewed by your supervisor.

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- B. Guidelines -- Describe the guidelines under which you operate. Guidelines include rules, regulations, manuals, procedures, prescribe work practices, principles, policies and other written or unwritten controls -- the “things” you have to refer to, as distinct from the personal guidance you receive from your supervisor. How applicable and specific are these guidelines to the work you perform? What is your responsibility for adhering to or deviating from guidelines? To what extent are your major duties covered by guidelines?

3. **DIFFICULTY**

- A. Complexity -- To what degree are the things you do in your job interrelated? To what degree must you vary the work or deviate from standard work practice to accommodate such interrelationships? What is your responsibility for developing new techniques, criteria?
- B. Scope and Effect -- Who and what does your job affect and how? Consider the impact both within and outside the organization -- but consider only direct impact.

4. **PERSONAL RELATIONSHIPS**

- A. Personal Contacts -- Describe the types and levels of people with whom you have contact (face-to-face or via telephone, radio, etc.). Omit personal contacts with your supervisor as these are covered under 2A, “Supervisory Controls.”
- B. Purpose -- For what purpose are you in contact with these people?

Note: These two sections (4A and B) may be combined, if desired, to avoid repetition.

5. **ENVIRONMENTAL DEMANDS**

- A. Physical Requirements -- Describe the physical characteristics and abilities (such as manual dexterity) and the physical exertion involved in your work (such as climbing, lifting). How frequent or intense is such physical exertion?
- B. Work Environment -- List, if any, risks, discomforts or unpleasantness, inherently related to your duties, that may be imposed by various physical surroundings.

COMMENTS -- At the end of the job description, you 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 you have some important information which does not fit anywhere else, include it here.

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JOB DESCRIPTION FORMAT

To the employee:

Using plain paper, describe your job using 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.

INCUMBENT _____ C.S. NUMBER _____

PRESENT CLASSIFICATION _____ DATE _____

DEPARTMENT _____

FUNCTION

ORGANIZATIONAL RELATIONSHIP

DUTIES AND RESPONSIBILITIES

FACTOR ANALYSIS

- 1. **KNOWLEDGE REQUIRED BY THE JOB**
- 2. **RESPONSIBILITY**
 - A. Supervisory Controls
 - B. Guidelines
- 3. **DIFFICULTY**
 - A. Complexity
 - B. Scope and Effect
- 4. **PERSONAL RELATIONSHIPS**
 - A. Personal Contacts
 - B. Purpose
- 5. **ENVIRONMENTAL DEMANDS**
 - A. Physical Requirements
 - B. Work

PREPARED BY _____

REVIEWED AND APPROVED BY _____

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(Supervisor or Department Head)