

Job Descriptions

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What is a Job Description?



The foundation for most
workforce management activities



The first step to getting
the **right person** with
the **right skills** into
the **right job**
is to get the position right.



Position Design

The conscious examination of current and future organizational goals and objectives as well as the purpose of the position, and how it contributes to accomplishment of objectives.



Position Design Principles

1. Avoid overlapping duties or responsibilities



Position Design Principles

2. Assign as much of the same kind and level of work as possible to individual positions



Position Design Principles

3. Concentrate higher-level duties in as few positions as practical



Position Design Principles

4. Structure positions to provide for career progression when possible



Position Design Principles

5. Design positions that are satisfying and challenging



Position Design Principles

6. Design positions with labor market conditions in mind



Position Design Principles

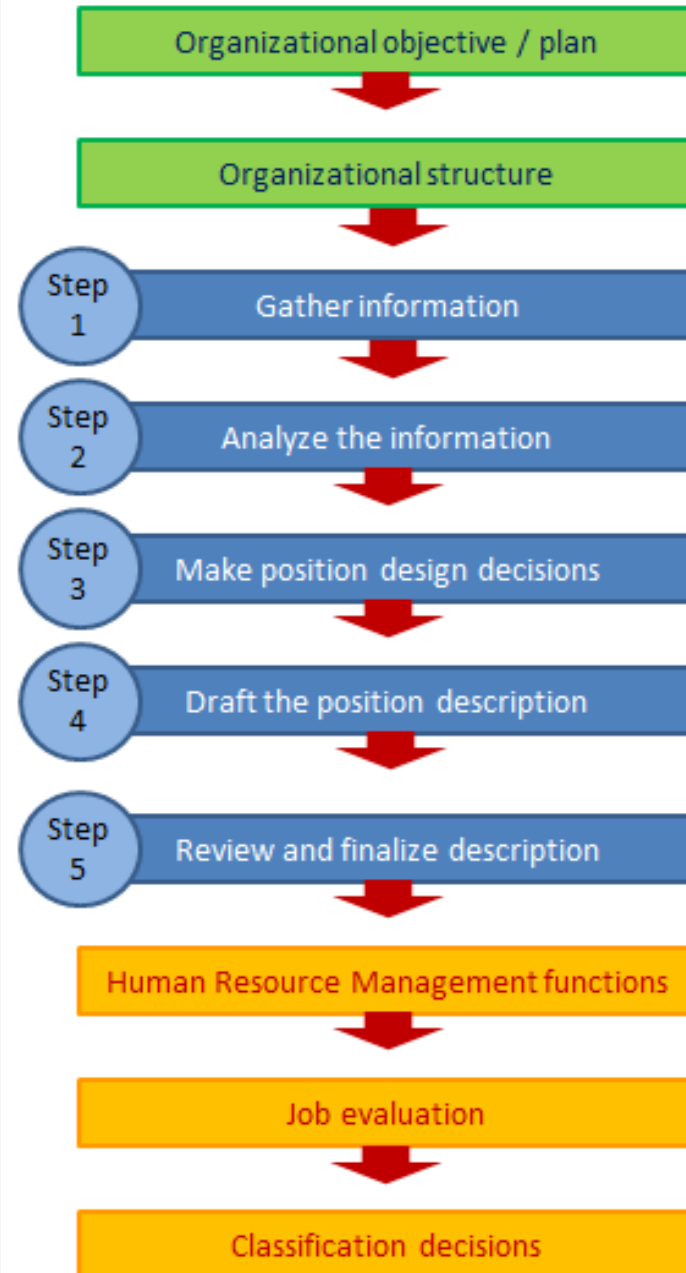
7. Write Job Descriptions that accurately reflect the assigned duties and responsibilities



The impact of the employee
on the job.



Position design process





Americans with Disabilities Act

Classifies job functions into two categories:

- Essential job functions are all basic, recurring job duties and responsibilities.
- Marginal job functions are duties that are only supplementary or supportive to the job.



ADAAA 2008

Disability be construed broadly

Broadened Major Life Activities

Mitigating measures not considered

Impairment can be episodic or in remission



Job Evaluation Methods

Quantitative

- Point Factor
- Job Component

Qualitative

- Ranking
- Classification



Classification Principles

- “Position” does not mean “Employee”



Classification Principles

- A position's preponderant duties and responsibilities are the basis for its classification



Classification Principles

- Temporary, incidental, emergency, and training assignments are not considered



Describing Duties

- Accuracy, Brevity, Clarity
- Ambiguous terms and phrases
- The “how” of the job



Duty statements need to have enough detail to enable those unfamiliar with the job to deduce what is being done, what knowledge and skills are being used, and what authority is being exercised.

