



**MONTGOMERY
COLLEGE**

Position Description Guidance For Employees and Supervisors

Prepared by
Human Resources and Strategic Talent Management
Classification and Compensation
May 2018

Table of Contents:


INTRODUCTION.....	3
OVERVIEW.....	3
THE JOB WIZARD:.....	3
ABOUT THE POSITION DESCRIPTION	4
WRITING THE POSITION DESCRIPTION	5
RESPONSIBILITIES.....	6
QUESTIONS/WHO TO CONTACT:.....	7
APPENDIX A: GLOSSARY OF TERMS	8
APPENDIX B: ACTION VERBS	11

INTRODUCTION

This guide is intended to provide Administrative, Associate and Support staff with an understanding of the position description (PD) form. The guide provides insight into the role of employees and supervisors in completing the PD, the purpose and uses of the form, and resources for completing the PD. A glossary of terms and a list of action verbs are included at the end of this document.

OVERVIEW

A PD represents the unique responsibilities and duties assigned to an individual.



Job Family	Job Class	Position
Groups of jobs involving the same nature of work but requiring different skills & responsibility levels	Group of positions performing the same type of work and at the same level with similar duties and responsibilities	Unique duties and responsibilities assigned to one individual
Accounting Manager Accountant Supervisor Accountant II Accountant I Accounting Assistant	Accountant II	Position # S03416

THE JOB WIZARD:

The job wizard is the college’s online tool that houses all position descriptions. Using the Job Wizard, you can:

- View your official position description
- View other position descriptions
- Update and modify your position description
- Supervisors can use it to approve and make official the updated position description for direct reports.

The Job Wizard is Accessible via:

[MyMC Portal](#)>Employee Resources-Classification and Compensation

Classification and Compensation

[Staffing Plan](#)

Salary Schedules: [FY2016](#) (PDF,)  / [FY2017](#) (PDF,) 

[Fiscal Updates](#) (PDF, )

[Position Description](#) (Job Wizard)

ABOUT THE POSITION DESCRIPTION

The definition of a Position Description (PD). A PD:

- documents the functions (i.e. responsibilities and duties) of a position and the requirements and qualifications an individual must possess to perform those functions;
- addresses compensable factors such as job complexity, education & experience needed, scope & impact of the work, supervision received, working relationships, work environment, and physical demands;
- is prepared collaboratively by the supervisor and employee; and
- is unique to each position (one PD describes one job).

The role of a Position Description (PD). A PD:

- defines the key responsibilities of a job and identifies what the person in the job does;
- helps with aligning, realigning, or changing the organizational structure;
- helps to determine staffing requirements and identify gaps or overstaffing;
- provides the basis on which to evaluate an individual position as well as groups of positions in order to assess pay level and internal equity;
- provides the basis for comparing market salary data;
- provides the foundation for a job vacancy advertisement;
- ensures that recruiting, selecting, and placing a candidate are more effective based on the job requirements;
- documents job requirements used to determine if individuals are qualified for a position;
- is the basis for determining career ladders, career paths, and succession planning;

- provides a newly hired worker with an introduction to the job and an understanding of the expectations of the College and the supervisor;
- provides a foundation upon which an employee's annual performance review is based;
- helps to defend hiring decisions based on job related criteria; and
- provides documentation reviewed in hiring violation claims or claims pertaining to protected status of individuals.

WRITING THE POSITION DESCRIPTION

Who Writes the PD?

Section I:

- Completed collaboratively by the immediate supervisor and the employee

Section II:

- Completed collaboratively by the immediate supervisor and the employee

Section III:

- Completed by the immediate supervisor

Collaboration is an important element to writing the PD so that it accurately reflects assigned primary work responsibilities, duties, and minimum qualifications. Agreement between the supervisor and employee builds a basic understanding of what is expected of the employee.

If the supervisor and the employee do not agree on the contents of the PD, ultimately it is supervisor's responsibility to determine the work of the position.

When writing a PD, it is important to:

- focus on the position, not the person (e.g., do not include unique characteristics of the employee such as length of service or education); and
- focus on the responsibilities, duties, and requirements of the position, not work volume.

RESPONSIBILITIES

Supervisor Responsibilities

As a supervisor, you are responsible for reviewing and revising the PD for each position you supervise in collaboration with the employee. You are also expected to submit and maintain a separate PD for each employee. Allot sufficient time to complete the PD, and provide each employee you supervise time to review the PD and collaborate with you on the contents.

- collaborate with the employee in completing Sections I and II;
- complete a substantive review of the entire PD for accuracy and completeness and to ensure that no erroneous information is included in the document;
- complete Section III of the PD;
- complete PDs for vacant positions

Employee Responsibilities

As an employee, work collaboratively with your supervisor to complete Sections I and II of the form. Adhere to any deadlines set by your supervisor. For more information regarding using the Job Wizard, please follow the instructions provided in the [JobWizard Tutorial](#).

HELPFUL TIPS

Tips for Starting or Modifying the PD

- Review the existing PD via the [JobWizard](#) for changes;
- Review like PDs via the [JobWizard](#);
- Maintain a list of things the position is responsible to do
- Discuss the work with others who interact with the position
- Observe the work

Tips for Writing the PD

- focus on facts and current job content;
- be clear and concise;
- give specifics; avoid phrases such as “performs difficult and complex work;”
- use examples to improve reader understanding;
- use a logical sequence in describing duties and responsibilities;
- avoid using technical terms that are not widely understood – avoid jargon, acronyms, and abbreviations (spell out acronyms and abbreviations);
- avoid using vague wording such as “takes care of employment” or “assists with payroll.”
Clarify what is being done.

- begin each task statement with an action verb - use action verb and noun to describe task (e.g. “answer customer questions at customer service counter”);
- avoid using specific names of projects or individuals; describe projects and use job titles;
- use present tense;
- use accurate adjectives to describe the pace of work or work environment, such as “deadline-driven” or “enclosed area”, “noisy setting,” but avoid flowery language or overly long descriptions;
- give specifics – instead of stating “maintains equipment,” give specifics such as “performs routine maintenance on assembly machines, including adjusting settings; cleans and lubricates shafts, gears, and bearings.”

Keep the PD Current

Change happens. There aren't many jobs that haven't changed significantly in the past few years. It is important to work collaboratively and keep the PD up-to-date. Review the PD annually in conjunction with the performance review and make any necessary updates.

QUESTIONS/WHO TO CONTACT:

Please direct questions pertaining to the PD form to the Classification and Compensation Team:

Sharon Parker – sharon.parker@montgomerycollege.edu

Debbie Aceto – deborah.aceto@montgomerycollege.edu

Bill Weich – william.weich@montgomerycollege.edu

For assistance reaching an agreement on the content of the PD, please contact:

Employee Relations – Santo.scrimenti@montgomerycollege.edu or call 240-567-5361

Ombuds – Ombuds@montgomerycollege.edu or call 240-687-6188

APPENDIX A: GLOSSARY OF TERMS

TERM	DEFINITION
Ability	Ability refers to the innate aptitude, talent or natural propensity that cannot be obtained through training and/or experience. Abilities include interpersonal, kinetic/athletic, logic and reasoning, linguistic, visual, introspective, mathematical, etc.
Classification	Systematic arrangement in groups or categories according to established criteria. It is the process of evaluating the position description in order to place the position in the appropriate job class. Classification may result in a change in title and/or a change in grade allocation.
Class Specification (aka Class Spec)	The written definition of a job class, which includes class title, factors distinguishing class level, typical duties, competency/KSA expectations, and minimum job requirements. Class specification documents are the primary reference used in assigning positions to job classes within the classification system.
Compensable Factors	Factors that have been determined by the organization as being important to the institution and for which compensation is provided.
Duties	A group of tasks that form a major and distinct responsibility. The WHAT that is performed. Primary duties are fundamental to, and required or expected in, the regular course of employment. Secondary duties are incidental or of lesser importance or criticality.
Education	Required knowledge for a particular position. Level of educational credential, e.g., high school, Associates/Bachelor's/Master's degree.
Essential Job Function	Fundamental, crucial job duties performed in a position. The basic job duties that an employee must be able to perform, with or without reasonable accommodation. The essence of the work and the reason the position was created. Amount of time spent performing the duty does not automatically drive essential function determination. Firefighters may spend very little time carrying people out of burning buildings, but when the situation presents itself, it is essential to be able to perform the duty.
Experience	Knowledge gained from work performance that is relevant to the position or work performed.
Impact	The results that affect the outcome of a function, project, or position.
Job Analysis	The systematic collection of job data; the process of breaking down a job into logical parts.

Job Class	A collection of positions performing similar types of work that is at the same level of complexity and scope. The positions are sufficiently similar in responsibilities, duties, training, and experience, that the same title, the same qualifications, and the same schedule of compensation and benefits may be equitably applied to each position in the class.
Job Evaluation	The process of determining the relative value of a position/job class based on internal and external considerations.
Job Family	A job or occupational family consists of a group of job classes performing relatively similar work at different levels of complexity and scope. For example: Accounting Manager, Senior Accountant, Accountant II, Accountant I. A larger job family would also include related financial job classes.
Key Work Responsibility	The main areas of accountability of a job – the “buckets of work.” An average of 3-5 key work responsibilities should describe the work. A percent of work time should be entered for each responsibility. Duty statements illustrate each key work responsibility. The sum of percentages of time for key work responsibilities should total 100%.
Knowledge	Knowledge refers to the theoretical understanding or familiarity with the basic concepts of a field of work. Knowledge is usually acquired through education and/or training, but may also be acquired through reading and other similar methods.
KSAs	Knowledge, Skills, and Abilities
Position	An authorized and defined group of responsibilities and duties assigned by the proper authority requiring the full-time or part-time employment of at least one individual.
Position Description (PD)	A document that is prepared collaboratively by the supervisor and the employee, which describes the officially assigned responsibilities, duties, supervisory relationships, and other pertinent information relative to the position. While the position description should have common duties for all employees who fall under the same job title, the PD document is unique to each employee and his/her routine responsibilities.
Qualifications	The knowledge, skills, abilities and competencies that the incumbent of a position must possess in order to be able to perform the essential functions of the job. It is the “TEST” which states the employee can do the job. NOTE: Qualifications relate to the position, not the person; an employee may have qualifications that exceed those of the position.

Skill	The practical application of knowledge or the demonstration of physical/mental expertise. Skill is usually acquired through experience, experimentation, and practice.
Task	Assigned work as part of one’s work duties. A component of the work consisting of a distinct activity that constitutes logical and necessary steps in the performance of work by an employee.

APPENDIX B: ACTION VERBS

accommodate	communicate	draft	interface	recruit
achieve	compile	edit	interpret	reduce
acquire	complete	eliminate	interview	regulate
address	compose	enforce	investigate	report
adjust	compute	establish	issue	research
administer	conduct	evaluate	lift	resolve
advise	confer	execute	maintain	review
allocate	consolidate	expand	manage	schedule
analyze	construct	explore	monitor	search
apply	consult	facilitate	motivate	select
appoint	control	formulate	negotiate	solve
approve	coordinate	furnish	observe	specify
arrange	correspond	generate	operate	strategize
assess	counsel	guide	organize	streamline
assign	create	handle	participate	strengthen
assist	customize	hire	perform	summarize
audit	delegate	identify	plan	support
augment	deliver	illustrate	predict	teach
authorize	demonstrate	implement	prepare	train
budget	design	improve	present	translate
calculate	develop	improvise	process	troubleshoot
circulate	devise	incorporate	program	update
clarify	direct	increase	provide	validate
clear	disseminate	inform	quantify	verify
collaborate	distinguish	initiate	recognize	
collect	distribute	instruct	recommend	
combine	document	interact	record	