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Position Descriptions

The Role of Position Descriptions

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Objectives

- To understand:

    – What is a Position Description (PD)

    – The importance of PDs in an organization

    – What is included in PDs

    – -How to write a PD

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What is a Position Description (PD)?

- Documents the functions of the position (e.g., duties, responsibilities) and the requirements/qualifications necessary to perform the functions

- Identifies compensable factors (e.g., complexity, scope, impact of work, education/experience needed, supervision received, working relationships, working conditions, physical requirements, etc.)

- Unique to one position

How are PDs used?

- Define the responsibilities of a position – the work being performed

- Ensure alignment with organizational structure

- Establish career paths and succession planning

- Provide input into vacancy announcements, and to recruit and select qualified candidates

- Provide new employees with the expectations of the position and the Supervisor

PDs are used to: (cont.)

- Evaluate the position or groups of positions to assess market competitiveness, pay levels and internal equity

- Provide the foundation for documenting employee performance

- Provide documentation used in Employee/Labor Relations, such as to investigate claims of violations in hiring or protected classes (individuals)

- Provide documentation in Workers Compensation claims, ADA accommodations and Risk Management claims

Who Creates Position Descriptions

- Supervisors are responsible for creating and updating PDs of positions reporting to them

- Supervisors should collaborate with their employees in documenting the responsibilities, tasks, qualifications, working conditions and physical requirements of their position

- Keep PDs current – review annually

- Update as needed to reflect significant changes

Components of PDs

Position Data - Imports from Banner

- Employee name

- Position #

- Position title

- Work Location

- Class Grade

- Department/Unit

- Supervisor Name

- Supervisor Position Title

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Components of PDs

Key Work Responsibilities

- These are the primary reasons the position exists

- Normally 3-5 Key Work Responsibilities; no more than 8

- Indicate percentage of time spent on each – Key Responsibilities must total 100%

- Group supporting tasks/duties for each Key Responsibility

  - List according to skill AND sequence of duties

  - Do not include percent of time for tasks/duties

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Components of PDs

Working Relationships

- List titles of people or groups with whom the position interacts - Do not use names of people

- Indicate purpose of interaction

- Indicate the frequency of the interaction (e.g., daily, monthly, as needed, etc.)

- Do not list immediate supervisor or employees supervised

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Components of PDs
Working Conditions & Physical Requirements

- Indicate any unusual physical demands, and/or hazardous or unpleasant working conditions with the position

- Indicate any physical requirements, (e.g., significant and unusual walking, lifting, climbing, bending, kneeling, stooping, crawling, reaching, handling, standing, pushing, and pulling, etc.)

- Specify any lifting requirements (pounds lifted)

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Components of PDs
Machines, Hardware/Software Tools, etc.

- Indicate machines, hardware/software tools, chemicals and equipment used - List types or generic names

- Indicate percent of time spent on each – percent need not total 100%

- Identify any items for which you are assigned maintenance responsibility

Components of PDs

Complex Part of Position & Impact of Position

- Describe the most complex or difficult part of the position

- Describe how the position Impacts/benefits the organization

- Describe the types of errors that can occur, their impact, and how they can be prevented

Components of PDs

Position Qualifications

- Minimum education required

- Specialized training, licenses, certificates, (especially if required by law (e.g., RN, JD, etc.)

- Minimum work experience required

- Knowledge, Skills & Abilities (e.g., KSAs)

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Components of PDs

Positions Supervised – Imported from Banner

- List any positions supervised

    o Employee name (leave blank if positon vacant)

    o Position title

    o Position number

List additional positions supervised not reflected in Banner (except student workers and casual temps)

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Writing PDs

Tips for Writing PDs

- **First thing – <u>Focus on the Position</u> – not on the employee**

- Focus on position content – responsibilities, duties and requirements

- Be clear and concise

- Be specific – give examples

- Avoid using vague wording, such as "Supports….", "Assists……",etc.

- Avoid using specific names of people - use their title

Tips for Writing PDs (cont.)

- Avoid using technical jargon, acronyms or abbreviations (spell out abbreviations and acronyms)

- Use present tense and begin each duty/task with an action verb, such as "Analyzes…..,Reviews….., Schedules……, Organizes….. etc."

- Briefly describe work environment using adjectives; avoid long descriptions

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Exercise

- Writing Duty Statements

  - Most important element of PD

  - States what work is being performed

  - Should be concise and informative

  - Duty statement should answer the following questions:

    ✓ Specifically, what is being done?

    ✓ To whom/what is the task directed?

    ✓ Why is the task being done?

    ✓ How is the task completed?

Examples of Not so Good Duty Statements

- I handle whatever comes up relating to issues.

- Perform complex, administrative, management, and technical duties with little or no supervision that require multi-tasking, critical thinking, problem solving, and independent decision making skills to support the Program Coordinator in a busy office environment.

Examples of Good Duty Statements

- Proofreads, corrects, and edits rough draft, final copy, and updated/corrected material to ensure grammatical, spelling, typographical, and punctuation errors are identified and corrected.
- Creates, organizes, and maintains various data information systems so that information is current, accurate, and accessible.
- Patrols, by car or on foot, an assigned area by observing buildings, offices, and street to determine whether conditions appear to be safe and in order.
- Reviews account statements from the Business Office, prepares monthly expenditure report for each departmental account and monitors purchases so that spending is kept within the budgeted amounts.

Knowledge, Skills and Abilities (KSAs)

- Knowledge - understanding or familiarity with the basic concepts of a field of work. What the employee needs to know coming to the position. Usually acquired through education and/or training

- Skill - The practical application of knowledge or the demonstration of physical/mental expertise. Usually acquired through experience and practice

- Ability - Aptitude, talent or natural propensity that cannot be obtained through training and/or experience. Abilities include interpersonal, artistic, athletic, reasoning, linguistic, mathematical, etc.
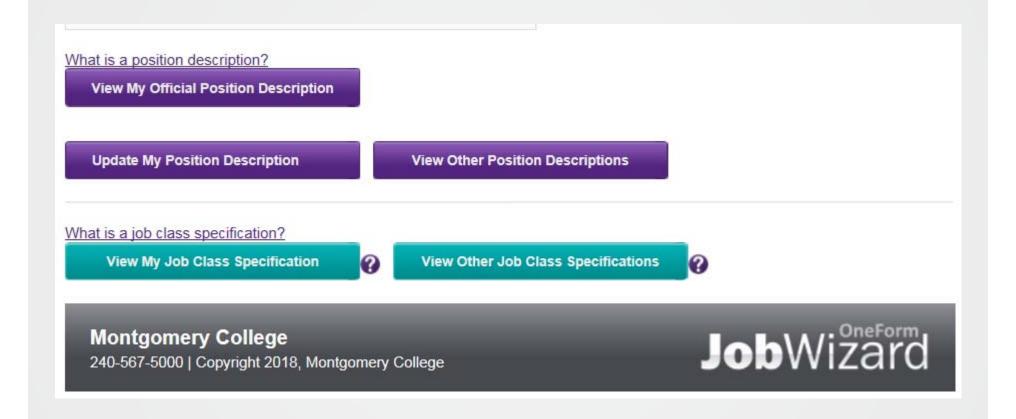
Where are PDs stored?

Position Descriptions

The JobWizard is the College's repository for all official position descriptions at MC. Supervisors will update and approve/make official the position descriptions of their direct reports in JobWizard.

The JobWizard is accessible via the MYMC Portal:

MyMC/Employee Resources/Position Description/JobWizard

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Where are PDs stored?

PD Resources

- Job Wizard Tutorial – MYMC Portal

- Position Description Guidebook – MYMC Portal

- Position Description Template – Available on request

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Supervisor Action Item – Review and Update PDs

- **Review Staff PDs, and update if necessary, by August 1, 2018**

- **Create PDs for Vacant Positions (if PD does not exist)**

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Questions???