

## **Writing a Position Description**

When writing a position description, it is important to follow the specific guidelines that are outlined below for each section. If you have questions when writing a position description, please contact your assigned Compensation/Classification Analyst.

### **Current Section:**

This section is to be filled out with information related to the position's current status.

### **Approved Section:**

This section is to be left blank as it is to be completed by an assigned Compensation/Classification Analyst during the approval process.

#### **I. Position Focus Statement**

Briefly describe the primary focus or purpose of the position. Remember to keep the position focus statement related to the Responsibilities of the Position.

#### **II. Responsibilities**

Provide a minimum of 3 and a maximum of 6 detailed descriptions of the responsibilities performed by the position. Attachments will not be accepted, you must write the responsibilities in the spaces provided. Work with your assigned Compensation/Classification Analyst for assistance during this process if needed. Essential function check boxes are defaulted as checked. If a responsibility is considered to be a Marginal Function you must uncheck the box. Marginal Functions are not included in the assignment of percentage of time allocation. Percentage of time allocation must include only essential functions and must total 100%

#### ***Essential Functions***

Essential Functions are considered to be the major or highly specialized responsibilities of the position. In compliance with the Americans with Disabilities Act (ADA), those functions of the job which are identified as essential are required to be performed with or without reasonable accommodations. Requests to facilitate the performance of essential functions will be given careful consideration.

#### ***Marginal Functions***

Marginal Functions are considered to be not highly specialized responsibilities of the position. For purposes of the ADA, the functions identified as marginal are marginal only to individuals covered by ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.

#### ***Supervisory/Budgetary Responsibilities***

For those positions with supervisory or budgetary responsibilities, these activities must be listed as essential functions.

### **III. Supervisory Responsibility**

If the position DOES NOT supervise employees, select the “No” check box and continue to the next section.

If the position DOES supervise staff or OPS employees, select the “Yes” check box. If the position supervises OPS employees, list the number in the space provided. If the position supervises staff employees, list the titles and position numbers in the spaces provided. Attach an additional sheet if necessary.

Then select the scope of the supervisory responsibility by checking one or more of the boxes provided.

### **IV. Driver’s License Information**

If the Responsibilities of the Position DO NOT require that the employee has a valid driver’s license in any form, select the “No” check box and continue to the next section.

If the Responsibilities of the Position DO require that the employee has a valid driver’s license in any form, select the “Yes” check box. Select the check box of the appropriate driver’s license required. If the license is a CDL, select any applicable endorsements required.

### **V. Minimum Qualifications**

List only the education, licensure or certifications that are REQUIRED for the position. Note that any preferred education, licensure or certifications is not to be documented on a position description. Rather, include preferred education, licensure or certifications in a job advertisement.

#### ***Requirements***

Select the check box of any applicable requirements of the position.

### **VI. Competencies**

In order of importance, list specific experience, knowledge or skills REQUIRED for the position. Each job classification in the University system has a generic job classification specification with identified competencies. In developing the competencies for the position build upon those identified on the generic job classification specification.

Each competency must be assigned a level of proficiency of Basic, Proficient or Advanced by selecting an appropriate check box. Attach an additional sheet if necessary.

### **VII. Pay Additives**

Select the check box of any applicable pay additives for the position.

**VIII. Required Comments**

Briefly state any reasons for the creation of a new position, updates to a position, or reclassification of a position. This is a required section.

**IX. Required Signatures**

Signatures are required on all actions to create a new position, update an existing position, or reclassify an existing position. Appropriate signatures vary by University division.