

Guideline for Position Descriptions

A position description is an official record of the work assigned to an employee. It is used to outline the roles, responsibilities, required education and experience, and skills needed to fulfill the responsibilities of the position. Positions descriptions are used as part of the evaluation process, recruiting for positions, career development and job design. Each budgeted staff employee should have a position description that is reviewed with them annually, signed, and maintained in their personnel file.

Writing a Positions Description

DO's	DON'Ts
Write specific duties/responsibilities	Avoid acronyms
Keep sentences concise and clear	Write to "fit" a specific individual
Written so anyone can understand	Negative statements
Use action verbs	Future duties/responsibilities (except for new positions)
Group "like" duties together	References to people's names
Include "other duties as assigned"	Occasional or temporary duties
Review annual (at minimum)	Generalized statements

Content Areas of Position Description

General Summary

This should be a one paragraph summary of the primary function and purpose of the position. The summary is intended to give the reader a basic understanding of the position. Keep in mind this section is what applicants will see when the position is posted.

Duties

This section should describe the responsibilities and duties which are required. Typically 3-10 sections of duties are appropriate with a minimum percentage of 5%. Duties should be grouped in logical sections with assigned percentages. Tasks should focus on the actually duties performed and determined if primary or secondary. Each duty should begin with an action verb which best describes the functionality of the positions. For example; Assist with, Manage, Develop, Compile, Participates in, Coordinates, or Prepares.

Minimum Qualifications

The minimum qualifications include the necessary education and experience set as the standard based on the generic position description. This information is set as the standard and can only be altered by Human Resources.

Preferred Qualifications

If specific educational requirements or experience are needed or preferred for the positions, this section will allow you to add additional information. For example: Masters in a specific field or specific skill set for the job.

Percent of Effort

The percent of effort of each duty will need to add up to 100% (even if a position is part-time). Typically the percent ranges from 5% to 50%. To determine a percentage use the calculation of 1 hour = 2.5% effort.

Fair Labor Standards Act Exemption (FLSA)

Two questions are listed to determine the exemption of the position and eligibility of over-time pay.

The first question relates to the number of employees supervised by this position. Student workers, GRAD students and part-time employees are considered ½. For example 2 student workers and 2 GRAD students would be considered at total of 2 full time employees.

The second question relates to independent judgment and discretion exercised regularly by the employee. Typically if the position is a non-classified title the percent of time would be 50% or greater. If the title is classified usually the percent of time is less than 50%.