

Drafting a Job Description – Helpful Hints

Job Detail Grid:

- The title should describe the nature and level of work performed
- The title should be simple, descriptive, and gender free
- The title should implicate the nature of the work (engineering, accounting, etc.)
- The “Reports To” area should outline the **job title** that the incumbent reports to, not the employee name

Job Summary Section:

- The “Job Objective” should be no longer than four sentences and should provide a general overview of the general nature, level and purpose of the job

Essential Job Functions Section:

- There are typically 8-10 “Essential Job Functions”
- Summarizes the most important features of a job
- Focus on the job itself not any specific individual that might fill the job
- Describes the job as it exists now, not how it may exist in the future
- Job duties should be listed in some logical order, such as: sequence of duties performed, order of importance, or amount of time spent on each duty
- Any duty that is performed for less than 10% by the incumbent(s) is NOT considered an “Essential Job Function”
- Related or similar duties should be combined and written as one statement
- Well written duty statements contain action words which accurately describe what is being done
 - For example: Administers, Prepares, Produces, Plans, Implements, Guides, etc.
- Duties should be outcome-based, allowing for alternate means of performing the duty, preferences of employees and supervisors, and accommodations of workers with disabilities
 - For example, write down the job as a set of expected outcomes for the first 30 days, 90 days, 6 months, a year, and so on. This will allow the description to look beyond immediate issues or areas of improvement and truly envision how this position will become an integral part of the Department/Lab.
- Replace proprietary names with generic terms (i.e. names of specific software programs, name or numbers of internal forms)
- If there is more than one incumbent in the role, incorporate principal elements of the job into a single description – ignore the minor differences in the way work is performed by each incumbent

Additional (Non-Essential) Job Functions Section:

- Non-Essential functions are those that do not affect the essence of the job and could be reassigned to other employees

- A non-essential function is any marginal duty that is performed very infrequently (monthly/quarterly, etc.)
- There are typically 0-3 “Additional (Non-Essential) Job Functions”

Working Conditions Section:

- Any relevant ESH/Safety verbiage that is specific to the job should be listed here
- The General and Proactive sections are standard verbiage – it is recommended to add to these as needed but not to remove any standard verbiage
- List any required travel as a percentage in this section
- Travel can be listed in percentage ranges as well (i.e. 5-10%)

Management/Supervisory/Lead Responsibilities Section:

- Outline whether the incumbent will have any management responsibilities
- If responsibilities exist note briefly the team size and make up (i.e. supervises team of 3 to include one technician and two engineers)
- If no responsibilities exist, note that in this section

Internal/External Contacts:

- Includes list of roles/groups that the incumbent regularly interacts with on a daily/weekly basis
- If interactions are sporadic or may occur there is no need to list those roles
- List should be of titles or Divisions/Departments/Groups – not specific names

Qualifications Section:

- Required education and experience should include the minimum level needed to perform the work at the level of the job
 - Refer to the classification matrix for the minimum required
- Avoid arbitrary education and experience requirements that cannot be validated
- Education and experience preferences above minimum required can be listed as “preferred”
- Include preferred certifications
- Include a list of technical skills and abilities
- Include a list of soft skills and abilities, such as communication and problem solving
- Keep the skills and abilities list concise

Mental and Physical Requirements Sections:

- The standard verbiage is populated in these sections – it is recommended to add to these as needed but not to remove any standard verbiage
- Each job requires that an individual be able to perform or achieve certain physical tasks (ex. corresponding electronically with employees/users, lifting a piece of equipment, traveling to a various parts of campus, etc.) and mental tasks (ex. Developing reports, comprehending instructions, making mathematical calculations, analyzing information, etc.)
- Keep in mind there may be many ways to perform or achieve a physical or mental job task, therefore it is important to describe the physical and mental demands for a position in terms of the goal or outcome of specific tasks