

Position Description Guidelines

- 1) The **General Summary** should not be more than four sentences. It is intended to be a brief summary of the position and should be reflective and consistent with the most essential (or top 3) job duties. Specific and detailed information describing the job duties or responsibilities should be listed in the Job Duties section, not the General Summary.

The first sentence of the General Summary should begin as follows: "The [position title] is responsible for:"

Example: The Lead Maintenance Associate in the DOR Maintenance Office is responsible for: processing and tracking maintenance requests; coordinating maintenance schedules; and ordering supplies for maintenance techs.

- 2) **Job Duty Titles** are required. Job duties should be categorized into logical sections to describe a group of duties. Examples of commonly-used job duty titles include: supervisory, customer service, program coordination, administrative support, recruiting, scheduling, management and training, etc.
- 3) **Essential vs. Non-Essential.** Essential duties are the core tasks that must be completed to get the job done. Non-essential duties are the occasional duties that are performed as needed. Non-essential duties will rarely comprise more than 10% of the job.
- 4) The **Percentage of Time** assigned to each section should range from 5% to 35%. The minimum percentage of time allocated to any one section is 5%. The recommended maximum percentage is 35%; however, there can be exceptions for certain positions. The total for all duties should total 100%. Any one duty can have several components to help identify the level and scope of the duty being performed, and therefore identifying the level of the position.

Example: Current Job Duty listing

Essential	Job Duties Performed	% of time
✓	-Answer phones -Greet visitors -Sort and distribute mail -Schedule appointments and maintain calendar for director -Make travel arrangements -Maintain conference room schedule -Setup conference room for meetings -Prepare and distribute agendas -Supervise, train, and evaluate student workers -Assign and monitor workflow of student workers	60%

Example: Revised Job Duty Listings

Essential	Job Title	Job Duties Performed	% of time
✓	Reception	-Answers phones, screens and forwards calls -Greet visitors	20%
✓	Administrative Support	-Sorts and distributes mail -Schedules appointments and maintains calendar for director -Makes travel arrangements	15%
✓	Meeting Coordination	-Maintains conference room schedule -Sets up conference room for meetings -Prepares and distributes agendas	10%
✓	Supervisory Responsibilities	-Supervises, trains, and evaluates the work of student workers -Assigns and monitors workflow of student workers	15%

- 5) **"Other duties as assigned"** must be listed in the job duties as 5%, no more, no less, and is non-essential.

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- 6) Writing guidelines for **Describing Job Duties**:
 - a. Begin each statement with an action verb. Examples of action verbs can be found [here](#).
 - b. The job duties must also be consistent with the position title, for example:
 - o Coordinators must coordinate
 - o Managers must manage
 - o Directors do not assist
 - c. Use clear, concise language.
 - d. Use words that differentiate levels of the same job title series generally denoting experience, creativity, education or training.
 - e. List specific essential functions.
 - f. Include level of independent judgment and work complexity involved in each duty/component, and supervisory responsibilities.

- 7) **To request a PD Update**:
 - a. Copy job duties from PATH and paste into a Word document.
 - b. Turn on "Track Changes" in Word before making any changes.
 - i. Track Changes can be turned on under the "Review" tab.
 - c. Any changes should be submitted through the employee's supervisor.
 - i. Track changes should not be approved electronically, an HR Liaison will need to review the changes that are being requested.
 - d. Submit changes to your HR Liaison for review and processing.