

FACULTY OF JURIDICAL SCIENCES

Lecture-14



Job Description

A job description is a document that clearly states essential job requirements, job duties, job responsibilities, and skills required to perform a specific role. A detailed job description will cover how success is measured in the role so it can be used in performance evaluations.

Job descriptions are also known as job specifications, job profiles, JDs, and position descriptions (job PD).

A job description is a useful, plain-language tool that explains the tasks, duties, function and responsibilities of a position. It details who performs a specific type of work, how that work is to be completed, and the frequency and the purpose of the work as it relates to the organization's mission and goals. Job descriptions are used for a variety of reasons, such as determining salary levels, conducting performance reviews, clarifying missions, establishing titles and pay grades, and creating reasonable accommodation controls, and as a tool for recruiting. Job descriptions are useful in career planning, offering training exercises and establishing legal requirements for compliance purposes.

Job Description Components

A job description contains the following components: job title, job purpose, job duties and responsibilities, required qualifications, preferred qualifications, and working conditions.

Job Title

The Job Title is a brief description (1-4 words) of the job which reflects the content, purpose, and scope of the job and is consistent with other job titles of similar roles within Wright State University (University).

Examples include Archivist, Associate Director Disability Services, Associate Registrar, Director Student Health Services, Facilities Planner, Grants Accountant, Budget Analyst, Instructional Designer, Manager Desktop Services, and Manager Custodial Services.

Job Purpose

The Job Purpose provides a high-level overview of the role, level, and scope of responsibility consisting of three or four sentences providing a basic understanding, the “bird’s eye view” of the role. A concise summary of “why the job exists?”

Job Duties and Responsibilities

This section contains a **description of the duties and responsibilities** assigned to the job; also referred to as the essential functions. They describe the fundamental nature of the job which occupies a large proportion of the employee's time. Some items to consider:

- Include explanatory phrases which tell why, how, where, or how often the tasks and duties are performed.
- Focus on the outcome of tasks.
- Reference areas of decision-making, where one will influence or impact.
- Identify areas of direct or indirect accountabilities.
- Describe the level and type of budgetary or financial responsibilities.
- Describe the nature of contact, the people contacted, and the extent to which the incumbent will interact with others within and outside of the University.
- List job duties that reflect the position requirements and ensure they are not based upon the capabilities of any one individual.

If applicable, also address the **type of supervisory responsibility** that is expected from this role. Detail the extent of the job's authority to hire, discipline, terminate, assign work, train, and evaluate the performance of subordinates. This can be either a separate job duty or noted in other job duties as appropriate. The following lists various levels of supervision:

- Provide direction to other individuals.
- Supervises, hires, trains, provides work direction, and problem-solving assistance for student workers. Also oversees the daily operations of other staff.
- Supervises staff, including hiring, scheduling, and assigning work, reviewing performance, and recommends salary increases, promotions, transfers, demotions, or terminations.
- Manages others through subordinate supervisors.

Required Qualifications

This section lists the required level of job knowledge (such as education, experience, knowledge, skills, and abilities) required to do the job. This section focuses on the "minimum" level of qualifications for an individual to be productive and successful in this role.

EDUCATION

Identify the educational qualifications that an employee must possess to satisfactorily perform the job duties and responsibilities. State the educational qualifications in terms of areas of study

and/or type of degree or concentration that would provide the knowledge required for entry into this position.

EXPERIENCE

Identify the minimum number of full-time experience required in terms of years and the type of work experience that an employee needs to be qualified for the job. Should internships, undergraduate work experience, and graduate assistantships be accepted levels of experience; this will need to be specifically stated.

KNOWLEDGE, SKILLS, AND ABILITIES

In stating the required knowledge, include the level or depth of knowledge required for entry into the position. The following definitions should be helpful:

- **Working knowledge:** sufficient familiarity with the subject to know basic principles and terminology and to understand and solve simple problems.
- **General knowledge:** sufficient knowledge of a field to perform most work in normal situations. The work calls for comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.
- **Thorough knowledge:** advanced knowledge of the subject matter. The work calls for sufficient comprehension of the subject area to solve unusual as well as common work problems, to be able to advise on technical matters and to serve as a resource on the subject for others in the organization.
- **Comprehensive knowledge:** requires complete mastery and understanding of the subject. This term should be used sparingly and only for unusually exacting or responsible positions required to originate hypotheses, concepts, or approaches.

List specific skills and/or abilities required for the incumbent to be successful in this role; including the designation of any required licenses or certifications. Some considerations are analytical, budget exposure, communication internal or external, computer, creative thinking, customer service, decision-making, diversity, logical thinking, multi-tasking, negotiation, problem-solving, project management, supervision, teamwork, etc.

Preferred Qualifications

An expanded listing of the Required Qualifications can be used to further determine a person's ability to be productive and successful in this job. These Preferred Qualifications are "nice to have" but are not essential to carrying out the day-to-day functions of the job. If included, the Preferred Qualifications can focus on any or all of the following: education, experience, knowledge, skills, and abilities.

Working Conditions

Identify the working conditions and physical demands that relate directly to the essential job duties and responsibilities to be compliant with the Americans with Disabilities Act. Describe the type, intensity (how much), frequency (how often), and duration (how long) of physical or mental capabilities required. Consider the following:

- Environment, such as an office or outdoors.
- Exposures encountered, such as hazardous materials, loud noise, or extreme heat/cold.
- Essential physical requirements, such as climbing, standing, stooping, or typing.
- Physical effort/lifting, such as sedentary - up to 10 pounds; light - up to 20 pounds; medium - up to 50 pounds; heavy - over 50 pounds.
- Indicate if required to work weekends, nights, or be on-call as a regular part of the job.
- Travel requirements.
- Emergency staff designations.

Advantages of a Well-Drafted Job Description

1. Improve Your Recruitment Strategies

A well-drafted job description can help boost your recruitment efforts. For example, job descriptions help applicants determine whether they're a "fit" for the position. If the best candidates are applying, then the employer can enjoy a well-qualified candidate pool – the more detailed and specific the job description, the better the applicant – and with this, the more successful the employee will be.

2. Ensure that Expectations Are Met

As we've mentioned above, having a well-written job description can establish expectations for both the employees and the employer. Through job descriptions, employees understand what's expected of them, allowing them to work more effectively. Additionally, it provides a structure to ensure that the duties are being handled by the employee, which establishes objective criteria by which the employer can measure the employee's performance.

3. Improve Employee Accountability

In addition to ensuring that expectations are met, well-drafted job descriptions also improve employee accountability. Employers can better hold employees accountable to the position's needs, expectations, performance, and decisions, while having a solid understanding of requirements. If the job description is not specific, then employees may find themselves performing tasks not fit for the role. Additionally, employers will find it challenging to address performance – and areas of improvement – if it's unclear what the job entails. With a well-

drafted job description, employees aren't left to question their employers' expectations and both parties are provided a structure that ensures that the duties and responsibilities are being met.

4. Better Assess the Value of the Job Position

With well-crafted job descriptions, employers can perform more market research on the value of that role, translating that value to a competitive salary and benefits package. Further, it can help employers determine the internal value of the role, determining where the position falls in line with company pay structures.

5. Mitigate Risk and Limit Any Liability Through Legal Compliance

Finally, employers can mitigate risk and limit any potential liability with well-drafted job descriptions. Although there is no state or federal law governing job descriptions, employers must ensure that the description is legally compliant. The last thing you want is to end up in a lawsuit over the job's exempt or non-exempt classification, gender pay differences, or essential functions of a job (and how those functions apply to disabled applicants).