

Guidelines for Reviewing/Writing Job Descriptions

Overall Objective of the Job Description

Enable someone who knows little or nothing about the job to read the description and quickly understand the nature, scope, and requirements of the job as well as how the job impacts CTCD operations.

Guidelines for Reviewing/Writing the Job Descriptions

In general:

- Describe jobs in general terms. Do not provide a list of specific tasks performed. Instead, provide broad explanations of the job.
- Describe jobs as they exist now, not as they will/may exist in the future. Sometimes anticipated changes in job content do not occur as expected.
- Describe only permanent responsibilities, not occasional or temporary duties.
- Avoid abbreviations and acronyms. Write the description so that someone unfamiliar with the college or function can understand it.

Identifying Information

Fill in the Job Title, Operating Unit, Activity, Department, Job Classification, to whom the job Reports to, the FLSA status (if known). If this is a new job, Human Resources will fill the FLSA status in. Also, update the date the job description is being reviewed/revised. This will ensure Human Resources maintains the most current versions of job descriptions on file.

Summary

- This section summarizes why the job exists and how it contributes to the success of CTCD. It should briefly describe the key accountabilities and provide a high-level picture of how an incumbent spends his/her time. The job summary statement should be about two or three sentences long.
- It may be easier to revise or write the job summary statement after completing the essential job functions.

Education:

Indicate the minimum formal education, certifications and licenses required to perform the job. Avoid assuming that the incumbent's current qualifications are required for the job since they may actually exceed those required.

Experience:

Indicate minimum work-related experience required to perform the job. Avoid assuming that the incumbent's current qualifications are required for the job since they may actually exceed those required.

Minimum Required Knowledge, Skills and Abilities

Indicate the knowledge, skills, and abilities required to perform the job. Consider knowledge of functions (Accounting, Information Technology, Marketing, etc.), technical skills (word processing, programming languages, etc.) and abilities (communicate orally and in writing, maintain confidentiality, etc.). Avoid assuming that the incumbent's current qualifications are required for the job since they may actually exceed those required.

Essential Job Functions

- List in order of importance the essential responsibilities of the job.
- Responsibilities include a grouping of tasks that constitute one major, distinct set of activities.
 - Essential responsibilities are those that the incumbent must be able to perform. You can tell if the responsibilities are essential if they meet the following criteria:
 - The job exists primarily to perform the responsibilities.
 - If the responsibilities are not done, the results for the college will be serious.
 - The time spent performing the responsibilities is significant (more than 10%). To estimate the percentage of time required to complete each responsibility, multiply the number of hours it usually takes each week for completing each responsibility by 52 (52 weeks). Then divide that total number by 2080 (the number of work hours in one year).
 - Use brief and concise sentences or phrases. Readers should be able to understand each responsibility without further clarification. Begin each sentence with a present tense “action” verb such as:
 - “Develops and monitors annual budgets.”
 - “Negotiates contracts.”
 - “Supervises, manages and leads the Human Resources team in the execution and delivery of services by hiring, training, coaching and mentoring staff.
 - “Participates in and leads department or college-wide projects in support of CTCD goals and objectives.
 - Avoid verbs that do not convey a clear meaning such as “handles,” “drives,” “assists,” “responsible for.” Add an example if it helps to clarify the meaning.

- See “Glossary of Action Verbs for Job Descriptions” for use in describing key responsibilities.
- Focus on the results of the job (what is done) versus how it is done.

Other Information

Indicate special or unique requirements of the job such as evening work schedule, may occasionally work in hazardous work environments, rotating work schedule, overtime requirement, occasional travel if less than 10%. If travel is more than 10% it should be included in the Essential Job Functions section.

Physical Requirements

If there are specific physical requirements of the job such as lifting, standing, sitting for long periods of time, list those.

If you have any questions, contact Human Resources at extension 1128.