

Position Description Writing Guide

This guide provides the basics of writing a position description (PD) and covers the following sections of the PD:

- Position Description Information
- Job Duties
- Physical and Environmental Demands & Conditional Terms

Position Description Information

The PD Information section contains general information about the job – the job type (Wage, Staff, AP, T&R, or Research Faculty), working title, department name, location, appointment information (AY/CY, Regular/Restricted, Hours per week, Work Schedule, etc.)

Title – The working title for a job should be based on the main functions or role of the job. Stray away from very specific or vague job titles, instead create a working title that appropriately describes the role of the job and responsibility level.

PD Summary

- Contains 1 – 3 paragraphs.
- Summarizes the main points of the job which may include key responsibilities, functions, and duties of the job.
- Keep sentence structure simple as possible, omit unnecessary words that do not contribute pertinent information.
- Brief highlight about your department and/or senior management area.

Required qualifications – An applicant must have all of these qualifications in order to be interviewed.

- Limit required qualifications to what the person must absolutely have in order to start the job. If the person can learn this duty in a short period of time do not include it as a requirement. **(Move these to Preferred section).**
- Do not include Banner, Page Up, or university knowledge as a requirement. These are items that can quickly be learned and limit the applicant pool to people who are current or previous employees **(Move these to Preferred section)**. Instead you can include verbiage such as “Experience with applicant tracking systems, human resource management systems, financial systems, etc.)
- The university does not allow using “requires ‘X’ years of experience in ____” statements.
- Include appropriate degree statements
 - **Staff** – Pay Band 3 and below have no degree requirements but may be listed as preferred requirement.
Pay Band 4+ can have a degree requirement with “and/or relevant experience” statement.
 - **AP** – All AP positions should have a Masters degree requirement or other preapproved degree wording (Contact your HR Generalist if you have questions on degree wording).

Preferred qualifications – Describes your ideal candidate (i.e. any certain certifications, experience).

- Limit to three or four preferences.
- Must be hard skills that are screenable from the application materials.

Job Duties

Job Duties – Well written and organized job duties accurately convey the complexity, scope, and level of responsibility of a job.

- **Span of Control** – The BOV adopted an industry standard of between 3.5 and 4.5 direct reports per supervisor. Ensure the appropriate use in assigning supervisory responsibilities while creating job duties. Does the work of the unit necessitate the use of a supervisory position? Assigning a supervisory title or supervisory duties as a means to retain or recruit a particular employee are prohibited.
- **Wage/Staff/AP** – List the essential (core) job duties of the position and the percentage of time devoted to each over the course of a year. All job duties listed must total to 100%.
 - Title each section to summarize the function/role.
 - Limit to what is required to perform the job.
 - Begin each with an action verb (see page 3 for a list).
 - **DO NOT** include duties that are no longer performed or those that may be required in the future.
 - Write job duties in terms of what the position itself requires, **NOT** based upon the capabilities of any individual.
- **T&R Faculty** – We advise job duties to be completed on all positions. This information assists HR with classifications. This information will also assist in the event of any ADA accommodation request or workers' compensation claims. All job duties listed must total to 100%.
- **Research Faculty** – Job duties are required on all research faculty positions. This information assists OVPRI-HR with classifications. This information will also assist in the event of any ADA accommodation request or workers' compensation claims. All job duties listed must total to 100%.

Physical and Environmental Demands & Conditional Terms

Physical demands, environmental hazards, and conditional terms – Identify any additional requirements necessary to perform the job. These may include certain licenses (driving or CDL) or some other requirement based on a policy or law. **Conviction checks are required for all non-student hires (full-time/part-time: wage, staff, AP, T&R faculty, research faculty, emergency hires, sporadic hires, P14s, and volunteers).**

- Check those that apply to the essential functions of the job.
- Conviction/Driving check results **MUST** be back before the person can start working.
- Completing this section will assist in the event of any ADA accommodation request.

Action Verbs

Administer	Manage or direct the execution of affairs
Adopt	Take up and practice as one's own
Advise	Recommends a course of action; offer an informed opinion based on specialized knowledge
Analyze	Separate into elements and critically examine
Anticipate	Foresee and deal with in advance
Appraise	Give an expert judgement of worth or merit
Approve	Accept as satisfactory; exercises final authority with regard to commitment of resources
Arrange	Make preparation for an event; put into proper order
Assemble	Collect/gather together in predetermined order from various sources
Assign	Specify or designate tasks or duties to be performed by others
Assure	Make certain of; give confidence
Authorize	Approve; empower through vested authority
Calculate	Make a mathematical computation
Collaborate	Work jointly with others
Collect	To gather
Compile	Put together information, collect from other documents
Conduct	Carry on; direct execution of
Confer	Consult with others to compare views
Consolidate	Bring together
Consult	Seek the advice of others
Control	Measure, interpret, and evaluate actions for conformance with plans or desired result
Correspond	Communicate with
Delegate	Commission another to perform tasks or duties
Design	Conceive, create, and execute according to plan
Determine	Resolve; fix conclusively or authoritatively
Develop	Disclose, discover, perfect, or unfold a plan/idea
Devise	Come up with something new by combining or applying known knowledge or ideas
Direct	Guide work operations through policies/procedures
Draft	Prepare papers/documents in preliminary form
Endorse	Support or recommend
Establish	Bring into existence
Estimate	Forecast future requirements
Evaluate	Determine of fix the value of
Execute	Put into effect or carry out
Expedite	Accelerate the process or progress of

Formulate	Develop or devise
Furnish	Provide with what is needed; to supply
Implement	Carry out; execute plan/program
Improve	Make something better
Initiate	Start or introduce
Inspect	Critically examine for suitability
Interpret	Explain something to others
Investigate	To study through closely and systematically
Issue	Put forth or to distribute officially
Maintain	Keep in existing state
Manage	To be in charge of, administer, regulate
Monitor	Watch, observe, to check for a specific purpose
Negotiate	Confer with others in order to reach an agreement
Operate	Perform an activity or series of activities
Oversee	To manage or coordinate
Participate	To take a part in
Perform	To fulfill or carry out
Process	Handle in accordance with procedure/policies
Provide	Supply what is needed; furnish
Recommend	Advise or counsel a course of action; offer a suggestion
Represent	Act in the place of or for
Report	Give an account of; furnish information/data
Research	Inquire into a specific matter from several resources
Review	Examine or reexamine
Revise	Rework in order to improve/correct
Schedule	Plan a timetable
Sign	Formally approve
Specify	State precisely in detail
Submit	Yield or present for the discretion or judgement of others
Supervise	Communicates with, trains, evaluates employees; plan and directs their work; has authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommend such actions
Transcribe	Transfer data from one form of record to another form without changing the nature of the data
Troubleshoot	To solve/investigate problems
Verify	Confirm of established authenticity