Job Description Guidelines

When creating a job description, ask the question, “What exactly does the person in this *specific* position do?” The content in job descriptions should accurately reflect job duties and be written in easy to understand language. The job description content should be appropriate to the classification specification, but it should not be a “copy and paste” of the classification specification.

While the classification specification provides guidance on the *type* of things that can be included in the job description, the job description contains the position purpose, specific description of duties, decision making responsibilities, and essential functions for a *specific* position (see below).

Job descriptions should be updated when the supervisor changes or when duties change. Job descriptions should also be reviewed annually to ensure they are still accurate and to make additions/changes. This annual review can be done when the employee’s annual EPR is due.

**Position Purpose**

Briefly describe why a position exists and how it contributes to an organization’s objectives. The purpose should be no more than one or two sentences in length and should be comprehensive in stating the purpose of the position.

Example: Provides clerical and office support within the Division to ensure operations are conducted efficiently and effectively.

**Description of Duties**

List the major duties and responsibilities assigned to a position.

*Example: Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

**Decision Making**

Describe the decision making authority of the position. However, this section should not be confused with the Description of Duties section.

Example: Responsible for performing work independently and with initiative. Exercises independent judgment. Takes corrective action and advises supervisor upon completion.

**Requirements Profile**

Identify any necessary special requirement(s) or other criteria listed in the classification specification for the position.

*Examples:* *Licensed Professional Engineer, Valid PA Driver’s License*

**Essential Functions**

List the tasks essential to the position that can be performed by the incumbent with or without a reasonable accommodation.

*Example: Use office machines/computers*