

Job Description Training

- What is a job description?
- How do I get started?
- Components of a job description
- Job duties
- Education and experience
- Competencies



What is a job description?

- Details the duties and responsibilities of a specific job.
- Helps attract the right job candidates and sets clear employee expectations.
- Provides an opportunity to clearly communicate direction and guidance.
- Explains the role of the employee in the larger organization and provides a baseline of reference.
- Serves as a major basis for outlining performance expectations, job training, job evaluation and career advancement.

How should I get started?

- Determine what the business need is of the position.
- Are there other positions that have a similar role? Use existing job descriptions as a reference point.
- Classification profiles for SHRA, CSS and Broad banded classes can be used as a guide. These are generic profiles and should not be copied and pasted into the job description. Job descriptions should include specific duties related to the position.
- If reclassifying a current position, the employee who is doing the work is a great resource.
- Input from other team members on what is needed.
- All ECU job descriptions are housed in PeopleAdmin.

Components of a ECU Job Description

- Proposed Classification
- Identifying Information (i.e. department, work hours, etc.)
- Primary Purpose of the Organizational Unit
- Primary Purpose of the Position
- Change in Responsibilities or Organizational Relationship
- Education and Experience
- Description of Work
- Competencies
- ADA Checklist
- Organizational Chart

Position Details

- **Proposed Classification:**

- What title and description of work best describes the overall function of the position?
- If it is a current position, has the job changed significantly enough to change the classification?

- **Position Details:**

- Working title, position competency level, position type, salary range
- E-Class, months per year, work schedule, work hours

Editing Position Request

- Position Justification
- Proposed Classification
- Position Details
- Budget
- Proposed Job Duties
- FLSA Determination
- Supplemental Documenta...
- ADA Compliance Checklist

Position Request Summary

Position Details

SHRA/CSS POSITION

[ABC Check spelling](#)

* Required Information

Position Information

Classification Title: 10422 Admin Support Specialist

* Working Title:

* Position Competency Level:
(Broadbanded positions select Not Applicable)

Position Number: 400060
(Assigned by Human Resources)

Action Number:

Position Type: SHRA/CSS

* E-Class:

Min Salary Range: 25381

Max Salary Range: 48446

* Months per year:

* Work Schedule:
(M-F, Rotating Shifts, etc.)

* Work Hours:
(8-5pm, etc.)

* Mandatory Position:
(A position that is critical to university operations is considered a mandatory position. An employee holding this position may be considered an Emergency, Essential, or Mandatory employee.)



Editing Position Request

✔ Position Justification

✔ Proposed Classification

✔ Position Details

Budget

✔ Proposed Job Duties

✔ FLSA Determination

✔ Supplemental Documenta...

✔ ADA Compliance Checklist

Position Request Summary

Position Details

EHRA-NF POSITION

Save

<< Prev

Next >>

ABC [Check spelling](#)

* Required Information

Seated Employee Information

Employee First Name:

Employee Last Name:

Employee ID:

Position Information

Classification Title: Coach

* Working Title:

Position Number: 500007
(Assigned by Human Resources)

Action Number:

Position Type: EHRA Non-Faculty

* E-Class:

Non-Faculty Category: NF05 - Athletics Coaching & Mgmt

* Months per year:

* Mandatory Position:
(A position that is critical to university operations is considered a mandatory position. An employee holding this position may be considered an Emergency, Essential, or Mandatory employee.)

* Is this a Grant Funded Position?



Position Details

- **Education and Experience:**

- SHRA, CSS and Broad banded position minimum qualifications are determined by the classification of the position. They cannot be changed and will always be listed on the posting.
- EHRA-Non-faculty positions must qualify under the IRPS general criteria which is generally post-baccalaureate credentials (e.g., Master's degree or higher). Bachelor's degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree.
- The minimum qualifications are used to establish clear and appropriate eligibility standards for the position and is the lowest level of acceptable education and/or experience needed to be selected for the position.

Position Details

- **Education and Experience (continued):**
 - Preferred education and experience above the minimums can be added to the job posting if the manager wants to search for a particular skill set.
 - Preferred education and experience should include any desired criteria that enhances an individual's capacity to perform the functions of the position.
 - Example: Additional training and experience include three years of programming experience with a working knowledge of at least one high-level programming language such as C++, Cold Fusion; working knowledge of relational database systems such as MS SQL, Oracle, MySQL, or Sybase; web development experience; knowledge of designing relational databases, and HTML programming experience.

Qualifications

SHRA/CSS POSITION

Required
education/experience
/skills (minimum
qualifications):

X

* License or Certification
required by statute or
regulation:

Please indicate none if not applicable.

Preferred Experience,
Skills,
Training/Education:

X

* License or Certification
required by the
Department:

Please indicate none if not applicable.

Save << Prev Next >>

EHRA-NF POSITION

Personnel Date: 09/01/2017

Department Rep: Fornes, Kaitlyn ✕ Worthington, Ashley ✕
Garcia, Wenona ✕

This field ties the user to the position request history and applicant tracking module. Multiple users can be selected in this field if needed.

Qualifications

Required education/experience /skills (minimum qualifications):

new

License or Certification required by statute or regulation:

Please indicate none if not applicable.

Preferred Experience, Skills, Training/Education:

Save << Prev Next >> ^

Proposed Job Duties

- **Primary Purpose of Organizational Unit:**

- A general description of the organizational unit to which the position is assigned, including a description of the programs and services to be provided.
- Does not have to be exhaustive – a brief paragraph will suffice.

- **Primary Purpose of the Position:**

- Why does this position exist and how does it relate to the unit?
- Summary of all of the job duties that highlights the overall role of the position.
- Specific duties do not need to be listed

Example: The primary purpose of this position is to implement and carryout objectives of the campus mail system, which includes processing departmental outgoing U.S. mail, providing back up for the United States Postal Service contract window, substituting for all mail routes, balancing the monthly postage billing, provide backup for outgoing mail processing, and log-in student parcels and accountable mail.

Proposed Job Duties

- **Change in Responsibilities or Organizational Relationship:**

- For a new position, list the reason the position is being created. Is it a new role completely or are there other positions in the unit that have been handling these duties?
- For an existing position, provide a brief explanation of the basis and purpose of any change in responsibilities and/or reporting relationships since the previous description was updated.

This section is critical for HR to understand what has changed!

- Example: Due to the restructuring of the department, this position will now be assigned budgetary functions to include various line item accounts such as travel, equipment, and supplies. These functions were previously assigned to position 123456, Accounting Technician Contributing. Position 123456 will not be filled and will be abolished.

Editing Position Request

- ✔ Position Justification
- ✔ Proposed Classification
- ✔ Position Details
- ✔ Budget
- ✔ Proposed Job Duties
- ✔ FLSA Determination
- ✔ Supplemental Documenta...
- ✔ ADA Compliance Checklist

Position Request Summary

Proposed Job Duties

SHRA/CSS POSITION

Save << Prev Next >>

[ABC Check spelling](#)

* Required Information

Proposed Job Duties

[Click here for the definition of essential job functions.](#)

Primary Purpose of Organization Unit:

Primary purpose of the Organizational Unit: The College of Business is looking to grow their department. The purpose of the department is to improve the knowledge of the staff to make a strong team. Each division has a responsibility that supports the overall mission statement of the department.

A general description of the organizational unit to which the position is assigned, including a description of the programs and services to be provided.

Primary Purpose of Position/Job Duties:

XX

Describe an overview of the job responsibilities for this position and the primary function in the unit.

Change in Responsibilities or Organizational Relationship:

XX

Describe the changes that have occurred related to job duties or organizational placement.



Proposed Job Duties

- The job duties section should describe, in detail, the responsibilities and duties of the position. Include:
 - Individual tasks and methods used to complete the tasks.
 - Structure your sentences in classic verb/object and explanatory phrases (e.g. “Greets office contacts and visitors in a friendly and sincere manner.”)
 - List the percentage of time spent in each functional area over a course of a year.
 - Write the duties in terms of what the position requires, not based upon the capabilities of any individual.
 - Use explanatory phrases telling why, how, where, or how often to add meaning and clarity (e.g. "Collects all employee travel documents on a weekly basis for reimbursement purposes.")
 - Include the knowledge, skills, and abilities (KSAs) necessary.

Editing Position Request

- ✓ Position Justification
- ✓ Proposed Classification
- ✓ Supervisory Position I...
- ✓ Position Details
- ✓ Budget
- Proposed Job Duties**
- ✓ FLSA Determination
- ✓ Supplemental Documenta...
- ✓ ADA Compliance Checklist

Position Request Summary

Proposed Job Duties

EHRA-NF POSITION

Save

<< Prev

Next >>

 [Check spelling](#)

* Required Information

Proposed Job Duties

Click [here](#) for the definition of essential job functions.

Primary Purpose of Organization Unit:

The role of the Assistant Coach is to mentor and advise students on academic and career matters to encourage professional development and enhance pursuit of academic goals. Assistant Coach assist students in the development of meaningful educational plans; promote student intellectual and personal development; discuss and clarify educational, career and

This field is required.

A general description of the organizational unit to which the position is assigned, including a description of the programs and services to be provided.

Primary Purpose of Position/Job Duties:

develop programs and/or resources to support student success. The Academic Advisor brings to the position a sense of fresh ideas, creative approaches and ability to execute. The Assistant Coach effectively advises a caseload of current students from a variety of concentrations within the Department of Engineering and develops services which support student success.

This field is required.

Describe an overview of the job responsibilities for this position and the primary function in the unit.

Change in Responsibilities or Organizational Relationship:

Assistant Coach's are responsible for academic policy, progress and ECU and major procedures. Advisors serve as academic department and campus liaisons. Advisors keep abreast of changes in ECU policy and curriculum through training sessions, continuing education, and higher education coursework as well as belong to appropriate professional organizations. They

This field is required.

Describe the changes that have occurred related to job duties or organizational placement.

Save

<< Prev

Next >>



Job Duties

SHRA/CSS POSITION

At least 2 job duty entries must be added to continue. Please ensure that the total equals 100% when adding all the job duties together.

Percentage Of Total Time:

(do not include % sign)

Description of job responsibility/duty:

Research and writing for the department as needed.

Remove Entry?

Percentage Of Total Time:

(do not include % sign)

Description of job responsibility/duty:

Analyst work and reporting.

Remove Entry?

Add Job Duties Entry



Save

<< Prev

Next >>

Proposed Job Duties Example

Percentage Of Total Time:	20
Description of job responsibility/duty:	<p>Problem Solving :</p> <p>This employee will serve as the liaison between the faculty, staff, and other administrators and the Associate Dean. This employee is knowledgeable about all aspects of the college and of all programs in the Department of Graduate Nursing Science, as well as state and university policies and procedures. The Associate Dean's office must be capable of responding rapidly to frequent changes that occur daily therefore, this employee must be a critical thinker, be adaptable and flexible, have a strong work ethic, and have excellent time management skills.</p>

Functional Competencies

- Used only for Career Banded classifications
- Competencies of the classification can be used as a guide, but we need to know the job duties for the particular position, so do not copy the description of work or competency profile information into the job duties.
 - Example of a mix of job duties and competencies: Must be able to work effectively with people in a constantly changing environment, communicate clearly with others, be comfortable training users, and have considerable knowledge and understanding of computer technology and how it relates to libraries. Must possess a thorough knowledge of operating systems, and the capabilities and limitations of computer and peripheral equipment. In addition, the position requires thorough knowledge of the principles and techniques of computer applications and documentation; the ability to comprehend, analyze, and interpret programming needs.

When to review/update a job description?

- Job change
- New leadership
- Prior to posting vacant position
- Reorganization of unit

Questions?