



COLUMBUS STATE
U N I V E R S I T Y

INSTRUCTIONS FOR COMPLETION OF JOB DESCRIPTION

It is the responsibility of managers, administrators and supervisors to structure the organization, design positions and assign work to deliver program services in the most effective way. A vital part of this process is the preparation and use of job descriptions.

The attached job description form is used by the department and the Human Resources Office to obtain complete information concerning the work assigned to the position. The form and these instructions have been designed with a format to (1) enable and aid managers and supervisors in describing their subordinate positions, (2) provide relevant and adequate information for the position classification process, (3) provide management with a tool which is invaluable in other management functions, including recruitment and selection, orientation, work planning, and training.

General Instructions: First, please read the instructions completely and examine the blank form. Second, describe the duties and responsibilities of the subject position in your own words in accordance with the specific instructions provided on the form and additional paper as required.

Upon completion, the supervisor should review the job description with the employee for his/her acknowledgment of a complete description of assigned duties and responsibilities. The original copy of the job description should be forwarded to the Human Resources Office and retain a copy in the departmental files or as otherwise instructed.

Preliminary Preparation: The following methods has been designed to aid you in gathering reference materials and organizing the information you will need to describe the duties and responsibilities of the position:

- ✓ Review available program data, work methods, existing work plans, procedural standards or guides, written instructions, etc., which are relevant to the position.
- ✓ Review the organization structure and determine how any changes have affected the position.
- ✓ Identify the major responsibilities of the position. Responsibility is accountability for procedures, solutions, programs, services, and decisions.
- ✓ Define the duties and tasks by which the responsibilities are carried out. Duties are the component elements or actions assigned to a position. Duties are made up of tasks. Tasks are the most basic element of work. A task can be defined as an action or action sequence to accomplish an objective.

Writing the Job Description:

Position Summary

1. Provide a brief explanation which describes the primary purpose of the position. State the justification, general nature and scope, and the reporting relationship of the position.

Significant Duties and Responsibilities

1. Carefully explain each duty assigned to the position. Please state all supervisory/managerial duties and responsibilities to include the exercise of independent judgment and discretion. After listing specific duties and responsibilities, estimate the percentage of time required to perform each duty and responsibility. The total percentage of time required performing all of duties and responsibilities listed should equal 100%. You may select one of the following two arrangements;
 - a. Order of importance: categorize, arrange and number the work by major responsibility in rank order of importance and describe the duties and tasks of each; or,
 - b. Sequential order; describe the positions in terms of the sequence of the work. If this method is used, indicate with a number the relative rank order of importance of each responsibility, (i.e., 1, 2, 3, etc., in the number column in the left margin).

Knowledge, Skills and Abilities

1. List all the knowledge, skills and abilities essential to perform the work at the beginning or entry level. Include any physical abilities required.

Minimum Education and Experience

1. State the minimum level of formal training necessary to aid a person in developing the entry knowledge, skills and abilities. Please specify area(s) of study and courses, if possible.
2. Would this formal training fully prepare an individual for entry into this position? If not, what type(s) of other training and/or experience (consider paid work, volunteer work or other applicable life experience) would be necessary in addition to the formal training?
3. What types(s) of training and/or experience (paid work, volunteer work, etc.) might be substituted as being equivalent to the formal training?
4. Is a license or certification required by statute to perform the duties of this position? If so, describe, and identify the statute.

Summary of Change (For Reclassification Request Only)

Describe specifically how the duties of this position have changed in terms of job responsibilities (e.g., supervisory responsibility, level of decision-making, exercising judgment and degree of independence).

NOTE:

- A. If you have two or more positions with the same job title and performing the same duties and responsibilities, only write one job description per classification.**
- B. If you have two or more positions with the same job title and performing different duties and responsibilities, please write a job description for each individual position.**