

Position Description Terminology

Employee Name: name of the person holding the position for who the update request is being performed.

Division: name of the institution at which the position is employed.

Classification Title: official title assigned through the classified position descriptions from the Department of Employee Relations.

Prepared By: name of the person who wrote the position description; should be the employee.

Position Control Number: control number assigned to each position that can be found on the organizational chart.

Activity: department or area in which the position is employed.

Working Title: unofficial title assigned by the university which the position is commonly referenced.

Appraisal Period: date the position description was last reviewed through the date the proposed position description was written.

Position Purpose: brief description of the primary purpose or objective of the position providing a fundamental understanding of why the job exists.

Reportability

Reports to: position title of the person to which this position reports.

Supervises: position titles of the people reporting to this position.

Dimensions

Budget: description of all the budgets and the level of involvement the position has with each budget.

Clientele: description of the positions or groups of people that this position collaborates with, communicates with, or interacts with on a regular basis.

Principle Responsibilities and Tasks: description of the most essential principal responsibilities of the position. Below each responsibility, a bulleted list of the supporting tasks showing what is done to fulfill each responsibility achieving the end result.

Priority: rating based on the level of necessity associated with the responsibilities. Each responsibility is assigned either A, B, or C.

A: the responsibility is essential, and it must be executed.

B: the responsibility is important, and it should be executed. However, the A responsibilities have priority.

C: the responsibility is wanted, but both the A and B responsibilities have priority.

Discretion: rating based on the level of authority the position has to perform responsibilities and make decisions. Each responsibility is assigned either A, B, C, or D.

A: employee analyzes situations, takes action, and informs supervisor only if there are exceptions to the standard review process in place.

B: employee analyzes situations, takes action, and informs supervisor immediately after action is taken.

C: employee analyzes situations, recommends action, makes decisions with supervisors, takes action, and informs supervisor immediately after action is taken.

D: employee discusses issues with supervisor, analyzes situations, makes decisions with supervisors, takes action, and informs supervisor immediately after action is taken.

Percent of Time: each responsibility should specify an average percentage of time spent performing it.

Relationships: description of individuals that this position has direct contact with both inside and outside the organization, and include the reason for the relationship.

Knowledges, Skills, and Abilities: description of knowledges, skills, and abilities that are necessary to perform this position's responsibilities at a minimally acceptable standard, and how they are utilized to achieve the position's responsibilities.

Knowledge: understanding of concepts and information through work experience, training, or education that can be verified through testing.

Skill: talent that can be demonstrated and verified through testing.

Ability: potential to learn new things to be able to fulfill the position's primary responsibilities.

Problem Solving: description of typical problems and the process of solving the problems that this position encounters.

Freedom to Act: level of independent authority that the position has over the actions taken to perform the essential job responsibilities.