

# **POSITION DESCRIPTIONS**

# OBJECTIVES FOR TODAY



Establish why position descriptions are important



Discuss best practices for writing a position description



Access and navigate the position description library



Support options

# WHY ARE POSITION DESCRIPTIONS IMPORTANT?

## **Critical for:**

- Setting clear expectations for employees
- Accurately benchmarking jobs to market data
- Annual and ongoing performance management
- Determining FLSA exemption status
- Employee discipline and remediation plans
- FMLA, ADA, and other types of long-term leave
- Workers Compensation cases
- Determining international employment eligibility
- Effective Search Advocacy

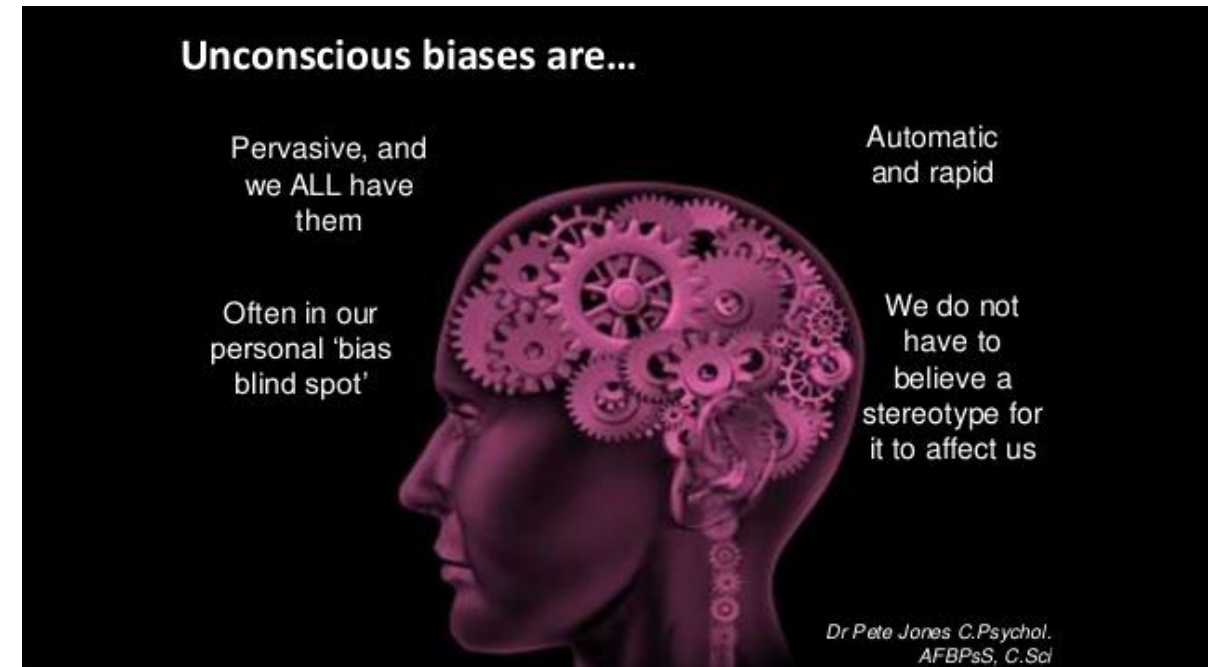
# WHEN SHOULD I REVIEW/UPDATE A POSITION DESCRIPTION?

- If the responsibilities have evolved or changed significantly (30% or more)
- Reclassification, new position, turnover
- If a description is missing
- \*Review annually



# UNCONSCIOUS BIAS AND JOB DESCRIPTIONS

- **Unconscious Bias:** Stereotypes about various groups of people that come as a result of people trying to categorize and make sense of the world around them
- How does Bias show up in job descriptions?
  - Gendered Language
  - Racially insensitive terms
  - Pronouns- her/his vs. they them
  - Generation specific verbiage



# TIPS FOR WRITING INCLUSIVE/UNBIASED JOB DESCRIPTIONS

- Have a gender diverse review panel look for gendered language (E.g Independent, outspoken, self-confident)
  - [Utilize software](#)
- Remove or change racially insensitive language
  - [List of exclusionary language & alternatives](#)
- Pronouns should always be gender neutral- They/their
- Avoid anything that could be specific to an age group (E.g “Young and Energetic”, “Recent College Graduate”)







# **JOB DESCRIPTION BEST PRACTICES**

# POSITION DESCRIPTION SUMMARY

- **What is an effective summary?**
  - A brief overview of the job and a description of how the role will fit into the organization.
  - Concise (No more than 3 sentences).
- **What is not an effective summary?**
  - Comprehensive list of job duties.
  - Justification for why the position is needed.
  - Position advertisement summary.



# SUMMARY - EXAMPLE

## NOT IDEAL

The Compensation Assistant position works collaboratively with other members of the compensation team to process and maintain accurate data through compensation reports, salary surveys, and data analysis. This position also helps maintain job descriptions through the use of the position description library, HRIS systems, and records maintained through excel sheets. This position is needed within the Human Resources office so that workflows and processes can be maintained.

## IDEAL

This position works collaboratively with other members of the compensation team in the processing and maintaining of accurate compensation data, conducting research relating to campus requests, and the aligning of compensation practices with the defined compensation philosophy and mission of Utah Valley University.

# KEY ROLES AND RESPONSIBILITIES

- **What it is:**
  - Major duties and key accountabilities.
  - List the recurring tasks and duties that define the position.
  - Allocation of percentage time spent for responsibilities.
  - The list equals 100% (with 10% left for other duties as assigned)
- **What it is not:**
  - An area to explain required skills and abilities.
  - An area to list one-time projects.

# KEY ROLES AND RESPONSIBILITIES - EXAMPLE

- 30% Performs support research related to compensation change requests, through the utilization of compensation reports, salary surveys, and data analysis.
- 30% Assists in the writing and maintaining of job descriptions, and helps maintain position description library, compensation systems, HRIS systems, as well as records and projects maintained through Excel spreadsheets.
- 15% Works with team members to benchmark and classify new or ongoing positions.
- 15% Evaluates compensation processes and practices to explore potential areas of improvement and efficiency.
- 10% Supports the Compensation Manager in other collaborative efforts across campus, or other duties as assigned.

# Additional Tips/Recommendations

- Use descriptive action verbs in the present tense (ex: writes, operates, performs)
- Avoid using ambiguous terms. If you use terms such as “assists, handles, and performs,” describe “how” the position does those things. Using the word “by” and then detailing the processes, tasks, or operations performed will usually clarify the ambiguity.
- Write in a concise, direct style. This will cut unnecessary verbiage, and more easily enhance understanding.
- Do not include potential future duties envisioned for the position down the road.

# KNOWLEDGE, SKILLS, & ABILITIES

## Knowledge:

- Understanding of subject matter related to the position
- *Examples:*
  - Knowledge of subject matter and curriculum development, including online teaching.
  - Knowledge of budget and accounting principles
  - Knowledge of administrative practices
  - Knowledge of environmental compliance law

## Skills:

- Proficiencies developed through training or experience
- *Examples:*
  - Highly proficient in excel
  - Motor vehicle operation
  - Computer software proficiency
  - Second language proficiency
  - Skills in teaching as demonstrated through effective instructional strategies and classroom techniques.

## Abilities:

- Qualities or traits of an individual which benefit the position
- *Examples:*
  - Ability to organize and plan effectively
  - Ability to communicate effectively in presentation settings
  - Ability to analyze situations, programs and problems
  - Ability to instruct and motivate students, manage classroom procedures, and evaluate student learning.

# ADDITIONAL SECTIONS

## **Discretion and Independent Judgement**

- Help determine scope of the position relative to autonomy and high impact decision making.

## **Financial Accountability**

- Overseeing or assistant with department budgets or accounts.
- You must specify an amount even if that amount is zero.

## **Minimum and Preferred Qualifications**

- Minimum: Education and/or years of experience which are minimally required to fulfill the position.
- Preferred: The level of education/experience which would be ideally suited for the position to succeed.

## **Physical Demands**

- How often this position is required to complete certain physical activities to fulfill the role.
- Establishes criteria for ADA and Workers Compensation.

## **Working Conditions**

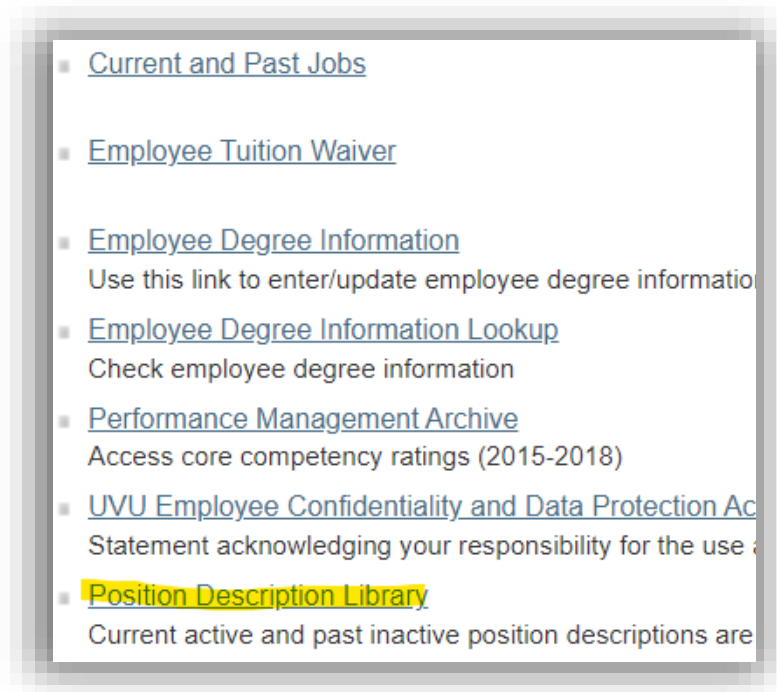
- How often this position is fulfilled in certain working conditions.
- Future Descriptions: Can the position be completed remotely?



# ACCESSING THE POSITION DESCRIPTION LIBRARY

## Employee Services

→ [Position Description Library](#)



A screenshot of a web menu titled "Employee Services". The menu items are listed with blue underlined links. The item "Position Description Library" is highlighted with a yellow background. The text below the link reads "Current active and past inactive position descriptions are".

- [Current and Past Jobs](#)
- [Employee Tuition Waiver](#)
- [Employee Degree Information](#)  
Use this link to enter/update employee degree information
- [Employee Degree Information Lookup](#)  
Check employee degree information
- [Performance Management Archive](#)  
Access core competency ratings (2015-2018)
- [UVU Employee Confidentiality and Data Protection Act](#)  
Statement acknowledging your responsibility for the use of
- **[Position Description Library](#)**  
Current active and past inactive position descriptions are

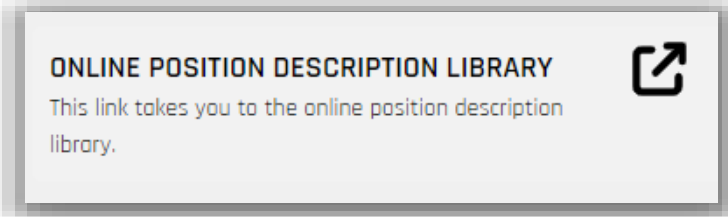
OR

## People & Culture

→ Compensation & Classification

→ Position Descriptions

→ Online Position Description Library



A screenshot of a button or link labeled "ONLINE POSITION DESCRIPTION LIBRARY". Below the text is a smaller line: "This link takes you to the online position description library." To the right of the text is a share icon (a square with a diagonal arrow pointing up and to the right).

# NAVIGATE THE POSITION DESCRIPTION LIBRARY

Approvals  
or process  
tracking

LIBRARY **MANAGE** ADMINISTRATION

## Library

The library is where current active and past inactive position descriptions are stored and searched.

- For better printing turn on to print background graphics in your browser's print dialog.
- Caution - Do not use the back button.
- You need to enter search criteria by clicking on the column heading.
- Refine your search criteria if too many records are retrieved.

Position #	Title	Employee Classification	Status
G97766			

Effective Date Between

Start End

Position description library records that matched your criteria 3

G97766: Assistant - Compensation Effective date: 07/17/2019	Active	ACTIONS
G97766: Assistant - Compensation Effective date: 09/14/2018 End date: 07/16/2019	Inactive	ACTIONS
G97766: Assistant - Compensation Effective date: 08/31/2018 End date: 09/13/2018	Inactive	ACTIONS

Date most  
recently  
updated

View  
Update  
Copy

# POSITION DESCRIPTION SUPPORT

## Compensation Team:

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## my.uvu.edu (this presentation, position description library guide):

- Employee Resources
  - People & Culture
    - Compensation & Classification
      - Position Descriptions
        - Position Description Library Guide