

# Writing Effective Job Descriptions

ALASBO Power Lunch

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# Why Have Job Descriptions?

- Provides organizational clarity on roles and responsibility
- Serves as an important tool for compliance with certain laws and regulations
- Provides a basis for compensation and benefits decisions
- Offers important details when recruiting new employees or developing vacancy announcements

# Job Description Elements

## **Must Have**

- Job Title
- Summary Description
- Pay Information
- FLSA Status
- Essential Functions
- Minimum Qualifications
- Physical Requirements
- EEO/AAP Statement

## **Consider**

- Reports to
- Supervisory Role
- Expected Schedule
- General Disclaimer
- Equipment
- Environmental Factors

# Getting Started

- Use a consistent template
- Consider developing a job bank
- Select key positions within the organization to write/update
- Consider a job analysis questionnaire/survey
- Search the web for great examples

# Tips for Writing Essential Functions

- Be specific
- Use accurate language and adjectives
- Focus on the position – not individual incumbents
- Allow for flexibility
- Keep current

# Pitfalls to Avoid

- Subjective or judgmental language
- Discriminatory or biased statements
- Jargon or overly technical terminology
- Describe tasks as essential that are not
- Out dated job descriptions

# ADA Compliance

- Essential Job Functions
  1. The position exists for performance of the function
  2. A limited number of employees can perform the function
  3. The function is specialized and requires certain expertise to perform it.
- Compliant terminology
- Reasonable Accommodations
  - Undue Hardship

# When are job descriptions used?

- Recruiting
- Hiring
- On-boarding/orientation
- Retirement
- Workers Compensation
- Accommodations Requests
- Succession planning
- Regulatory compliance



# Additional Guidance and Useful Materials

- Writing ADA Compliant Job Descriptions - <https://www.tmhra.org/ADAToolkit/5-WriteADA-JobDescrip.pdf>
- EEOC Making an Employment Decision - <https://www.eeoc.gov/employers/smallbusiness/checklists/index.cfm>
- Society for Human Resource Management (SHRM) – some content restricted to members

# Questions?