Writing Effective Job Descriptions

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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?