Job Descriptions

Keith Murry
Class Studies Supervisor
Personnel & Labor Relations
Alaska Department of Administration
keith.murry@alaska.gov
What is a Job Description?
The foundation for most workforce management activities
The first step to getting the **right person** with the **right skills** into the **right job** is to get the position right.
Position Design

The conscious examination of current and future organizational goals and objectives as well as the purpose of the position, and how it contributes to accomplishment of objectives.
Position Design Principles

1. Avoid overlapping duties or responsibilities
Position Design Principles

2. Assign as much of the same kind and level of work as possible to individual positions
3. Concentrate higher-level duties in as few positions as practical
Position Design Principles

4. Structure positions to provide for career progression when possible
Position Design Principles

5. Design positions that are satisfying and challenging
6. Design positions with labor market conditions in mind
Position Design Principles

7. Write Job Descriptions that accurately reflect the assigned duties and responsibilities
The impact of the employee on the job.
Position design process

Organizational objective / plan

Organizational structure

Step 1: Gather information

Step 2: Analyze the information

Step 3: Make position design decisions

Step 4: Draft the position description

Step 5: Review and finalize description

Human Resource Management functions

Job evaluation

Classification decisions
Americans with Disabilities Act

Classifies job functions into two categories:

- Essential job functions are all basic, recurring job duties and responsibilities.
- Marginal job functions are duties that are only supplementary or supportive to the job.
ADAAA 2008

Disability be construed broadly
Broadened Major Life Activities
Mitigating measures not considered
Impairment can be episodic or in remission
Job Evaluation Methods

**Quantitative**
- Point Factor
- Job Component

**Qualitative**
- Ranking
- Classification
Classification Principles

• “Position” does not mean “Employee”
Classification Principles

• A position’s preponderant duties and responsibilities are the basis for its classification.
Classification Principles

• Temporary, incidental, emergency, and training assignments are not considered
Describing Duties

• Accuracy, Brevity, Clarity
• Ambiguous terms and phrases
• The “how” of the job
Duty statements need to have enough detail to enable those unfamiliar with the job to deduce what is being done, what knowledge and skills are being used, and what authority is being exercised.