

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/Them/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

Work from Home Status: (mark one) Not Eligible Hybrid Eligible (1-4 days) Fully Eligible (5 days)

- **What is an effective summary?**
 - A brief overview of the job and a description of how the role will fit into the organization.
 - Concise (3 - 5 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 People and Culture Office so that workflows and processes can be maintained.


IDEAL

This position works collaboratively with compensation team members in processing and maintaining accurate compensation data, conducting research relating to campus requests, and assisting in the training of employees - thereby aligning compensation practices with defined compensation philosophy and the 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, i.e. “ This position will...”

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 assisting 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 for an individual to be successful in the position.
- Preferred: The level of education/experience which an ideal candidate would possess.

Physical Demands

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

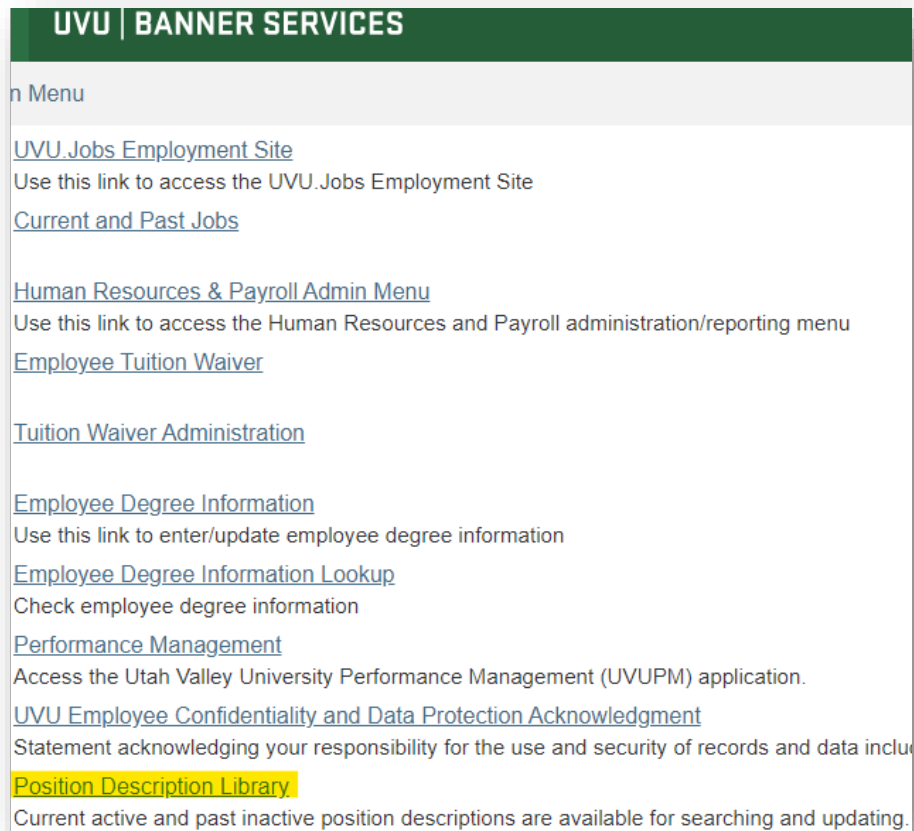
Working Conditions

- How often this position is exposed to certain working conditions.
- Can the position be completed remote? Remember: right above the summary on the template; and near the top of the job description in the Position Description Library.

ACCESSING THE POSITION DESCRIPTION LIBRARY

Banner Services

→ [Position Description Library](#)



The screenshot shows the UVU Banner Services menu. The header is 'UVU | BANNER SERVICES'. Below it is a 'Main Menu' section. The menu items are:

- [UVU Jobs Employment Site](#)
Use this link to access the UVU Jobs Employment Site
- [Current and Past Jobs](#)
- [Human Resources & Payroll Admin Menu](#)
Use this link to access the Human Resources and Payroll administration/reporting menu
- [Employee Tuition Waiver](#)
- [Tuition Waiver Administration](#)
- [Employee Degree Information](#)
Use this link to enter/update employee degree information
- [Employee Degree Information Lookup](#)
Check employee degree information
- [Performance Management](#)
Access the Utah Valley University Performance Management (UVUPM) application.
- [UVU Employee Confidentiality and Data Protection Acknowledgment](#)
Statement acknowledging your responsibility for the use and security of records and data included in this system.
- [Position Description Library](#)**
Current active and past inactive position descriptions are available for searching and updating.

OR

→ Employee Resources

→ People & Culture - Compensation & Classification

→ Position Descriptions

→ Online Position Description Library

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

SEARCH

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

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

- Employee Resources
 - People & Culture - Compensation & Classification
 - Position Descriptions