


# Job Descriptions

## The Why, What and How



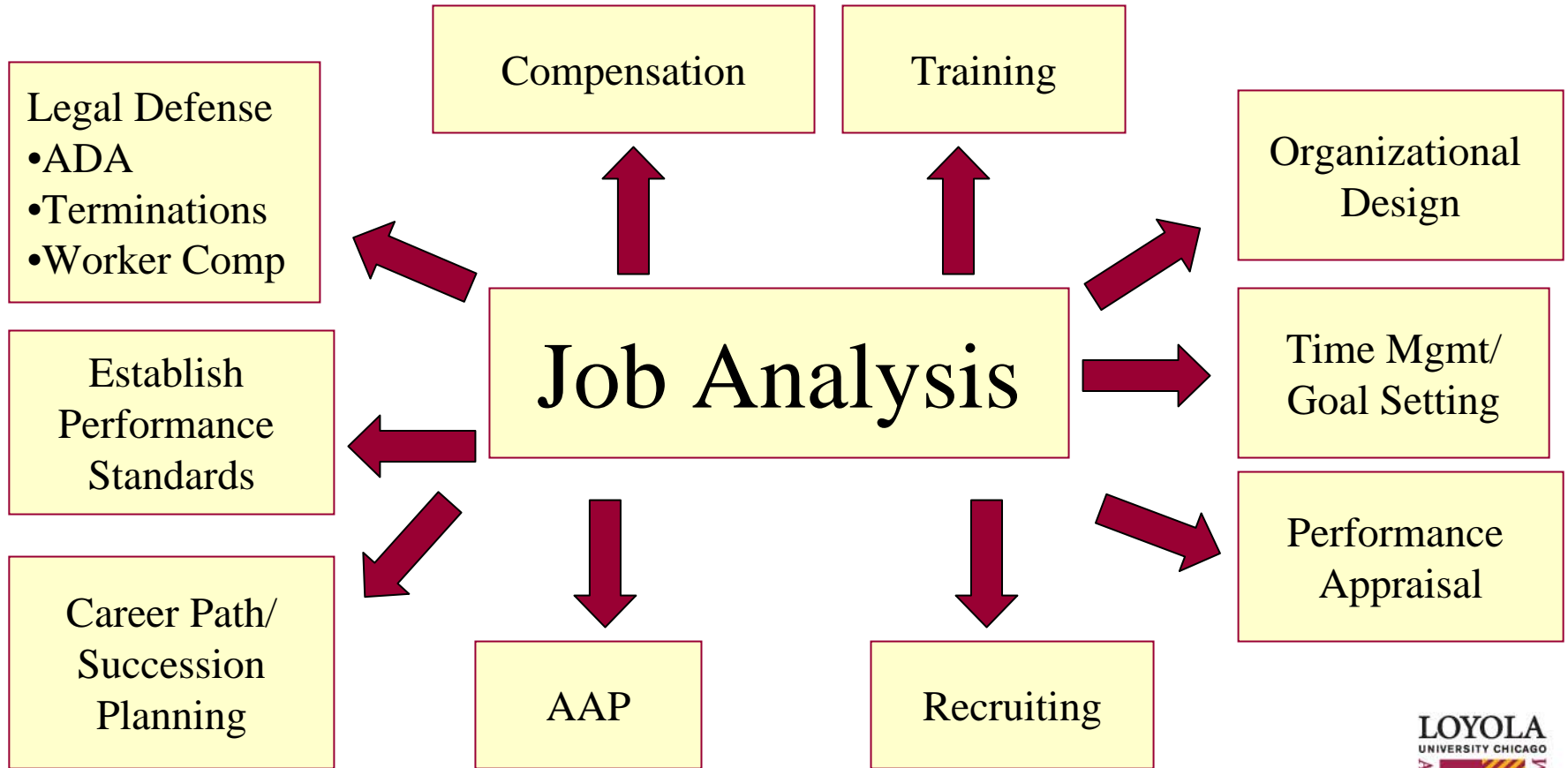


The Success of Loyola depends on the  
Performance of its Employees

All jobs in a organization must interrelate to accomplish  
the organizations, mission, goals and objectives



# Job Analysis: Why is it so Critical



# Job Analysis: Factors to Consider

- **Job Context:** The purpose of the job, work environment, its place in the organization
- **Job Content:** The duties and responsibilities of people who hold the job
- **Job Specifications/Qualifications:** Knowledge Skills and Abilities required of a person to have a reasonable chance of being able to successfully perform the job



# Job Analysis: The process of documenting a job

## Job Description:

- Written Description of a job and its requirements
- Job Title and Location
- Organizational Relationship
- Primary Duties
- Working Conditions
- Level of financial accountability

## Job Specification:

- Written Statement of the necessary qualifications
- Education
- Experience
- Training
- Mental Abilities
- Physical Efforts and Skills
- Judgment
- Decision Making



# Job Descriptions: Why are they important

Summarize the most important features of a job, such as:

- Work that details required task
- Knowledge, Skills and Abilities
- Job Responsibilities
- Reporting Structure
- Physical Requirements must also be included for ADA consideration



# Job Description Benefits

- Defines the job for performance planning, transfer, promotion, staff planning, career development and disability accommodations
- Standard format is used for consistent application
- Gives a employee a written description of their job
- Used for comparing salary survey data



# Job Description elements

- **Position Summary:** Position overview that identifies purpose and objective of the job
- **Essential Functions:** The task, duties and responsibilities of the job (useful for evaluation of ADA)
- **Non Essential Job Functions:** Desirable but not necessary aspects of the job
- **Knowledge, Skills and Abilities:** Required competencies of the job
- **Working Conditions:** Environment in which the job is performed
- **Minimum Qualifications:** Minimum KSA's required to enter the job
- **Success Factors:** Personal characteristics that contribute to a person's ability to perform the job



# Guideline for a Job Description's Do's and Don'ts

Job Descriptions must be based on the specific duties and responsibilities actually performed within the organization

- Do give a realistic and descriptive job titles
- Do identify the FLSA exempt or non Exempt status
- Do keep the summary brief
- Do list primary duties, tasks and responsibilities
- Do identify essential job functions
- Do review the KSA's and make sure they are job related
- Do secure approval and dates
- Do include appropriate disclaimers
- Don't include demeaning titles
- Don't include gender-specific titles
- Don't include percentages



# Break

