

Quick Reference Sheet

Job Description vs. Position Description

- Position descriptions tailor general duties of a position to your departmental needs, whereas job descriptions are official documents that state general duties.
- Position descriptions are used to manage performance, whereas job descriptions are used for classification purposes and job audits.
- Job descriptions are managed by Human Resources (HR) and position descriptions are managed by the department owning that position.

Job Description Summary or General Summary

- Contains 1 paragraph
- Summarizes the main points of the job description; key responsibilities, functions, and duties.

Job Duties and Responsibilities

- **What are core duties?**
 - 6 to 8 duties that must be accomplished on an ongoing basis.
 - What are the activities associated with getting these end results accomplished?
 - What type of independent judgment and discretion is exercised?
 - What types of decisions are made?
- Conveys the complexity, scope, and level of responsibility of the core duties of the job.
- Important elements to consider:
 - **Key Accountabilities:** Main areas of responsibility within a job, or “buckets of work.” A job description usually contains six to eight Key Accountabilities.
 - **Duty Statement:** Sentences that provide additional information about the tasks associated with the Key Accountability.
- **Example**
 - **Key Accountability** - Event Coordination
 - **Duty Statements** - Coordinates all events for the office. (This includes securing the event location, scheduling presenters, coordinating the production of event marketing materials and programs, maintaining the RSVP list, and making all catering arrangements. At the event, supervise the event staff and greet the guests.)

Minimum Qualifications

The minimum qualifications, knowledge skills, and abilities are required to successfully function in the job.

Example

- A Bachelor’s degree in a related field and three (3) years of related experience.

Knowledge, Skills, and Abilities

The analytical skills and abilities preferred for the job to successfully function in the job.

Example

- Relate to and interact with a non-traditional and diverse student and employee population.
- Read, analyze, and interpret standards, policies, procedures, and regulations.

If you need more information, please use the Job Description Writing Guide or contact the Sr. HR Consultant.