

WRITING JOB DESCRIPTIONS

Job descriptions are written based on objective information about a position that includes the nature, scope, and level of duties required to perform the job. It's important to focus on the duties and responsibilities of the position being described. The quality of work performance, or the status of an employee, i.e., salary or tenure, should not be included in a job description.

Job descriptions must be kept up to date so that the duties and responsibilities of the job are current. As a general rule, job descriptions should never be more than three years old. A simple annual review, in most cases, is all that is necessary to ensure that job descriptions are reflective of the current job.

Job descriptions are used for recruiting, protecting the agency from discrimination claims, and administering compensation and performance management programs. In addition, in the context of leave administration, in this case, CFRA and PDL, they are used to communicate with health care providers and to develop work modifications as needed for accommodations for employees with limiting or disabling condition.

WRITING A JOB DESCRIPTION

Write for the Job, not the Person

Do not write the description based on the person currently in the role. Be as objective as possible when writing and only include information that is essential to successful job performance. Instead of focusing on the person who does the job, try to focus on the next person who will be hired to fill their role.

Essential List

Only include the qualifications that are essential for the job. Write the most important points at the beginning of your sections and separate them by soft and hard skills. Examples of soft skills include interpersonal and communication skills, while examples of hard skills include quantifiable knowledge and abilities.

Use the following guidelines for determining if a duty is an essential job function:

- The job exists to perform that duty.
- A large percentage of the incumbent's time is spent performing that duty.
- There are a limited number of incumbents available to perform the duty, if any.
- The duty is so highly specialized that the person is hired for his or her expertise or ability to perform the duty.
- The agency views the duty as essential.

- Serious negative consequences result if the incumbent were to fail to perform the duty.
- Past incumbents or incumbents in similar positions perform(ed) the duty.

Realistic and Clear Requirements

Do not write the job description based on the desired requirements for the best candidate. Instead, focus on the requirements that are essential to the successful performance of the job. Be sure to be as concise as possible when writing job descriptions. Job descriptions that use clear and simple language will offer the best job preview possible to the reader.

Required Categories

- Title
- Exempt/Non-Exempt Status
- Summary of duties; also known as Description or Definition
- Supervision Received and/or Exercised
- Examples of Essential Duties/Essential Functions
- Additional Duties Disclaimer
- Minimum Qualifications/ Minimum Requirements

Additional Categories

- Job Code
- Bargaining Unit
- Substitution
- Bona Fide Occupational Qualifications
- Working Conditions/ Work Environment
- Reasonable Accommodation Disclaimer
- Authorization/ Approvals

Job Description Template

[AGENCY NAME]

Job Title/Code: Job Title, Job Code*
Status: Exempt or Non-exempt
Bargaining Unit:* Bargaining Unit Name

SUMMARY

A concise overview of the job describing the purpose of the job, responsibility level. This section should be 3 – 7 lines of text in paragraph form.

SUPERVISION RECEIVED/EXERCISED

This section describes the reporting structure. Include job titles that the employee reports to and any job titles that directly report to the employee. This section should be 1 – 3 lines of text in paragraph form.

EXAMPLES OF ESSENTIAL DUTIES

- This section should be a task list with 10 – 30 items, based on the job level.
- Each line should start with an action verb.
- List only one duty per line.
- Include duties that are critical to the performance of the essential job functions.
- Include items that take up at least 5% of the employee's time.
- List the tasks that occupy the most time first, followed by tasks that will take less time.
- Be clear and concise.

Describing essential functions of the job will protect your agency by providing a benchmark for evaluating accommodations under the American with Disabilities Act

ADDITIONAL DUTIES DISCLAIMER

“May be required to perform other related duties as assigned.” Include this type of disclaimer at the end of the Examples of Essential Duties and/or at the bottom of the entire job description.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities (KSA's)

- **Knowledge of:***
A bulleted list of the required knowledge to successfully perform the job.
- **Skill in:***
A bulleted list of the required skills to successfully perform the job.

- **Ability to:***

A bulleted list of the required abilities to successfully perform the job

Education*

Typically, a paragraph of 1-3 lines, per paragraph, that states the required level of education or formal training, if any, that an employee must possess to successfully perform the job.

Experience*

Typically, several short paragraphs (1-3 lines each) that state the required level of previous experience, if any, that an employee must possess to successfully perform the job. This section should describe typical experience required to qualify for the entry level of this job.

Physical Requirements*

Typically, a paragraph of 1-3 lines, per paragraph, that states any physical requirements necessary to successfully perform the essential functions of the job. More detailed descriptions of physical requirements may be document in an Essential Functions Job Analysis worksheet.

Licenses and Certifications*

A list of licenses and certifications required to perform the essential functions of the job.

Substitution*

Often written if a set of requirements can be met through alternative ways.

WORKING CONDITIONS*

When writing about working conditions, use the following guidelines:

- The number of hours worked and start time.
- Requirements for overtime, if any.
- The pace of the work involved, quality demands, and/or deadline pressures.
- Environmental considerations, such as room temperature, noise level, and distractors.
- Physical requirements, health or safety hazards (i.e., lifting or standing for long periods of time, working with hazardous materials).
- Any travel requirements and the frequency of travel.

REASONABLE ACCOMMODATION DISCLAIMER

Persons with disabilities may be able to perform the essential duties of this job with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

ORGANIZATIONAL INFORMATION: *

Date:

Authorized By (print):

Signature (optional):

* Denotes a category that is not required. Category may be included in the job description, at the discretion of the agency and/advisor.

Essential Functions Worksheet

FAQ's and Instructions for Completion of the Form

Q. What is the purpose of the Essential Functions Worksheet (EFW)?

A. The County utilizes EFWs in a number of ways:

- Job Bulletins for hiring,
- Post-Offer Pre-Employment physicals,
- Fitness For Duty examinations,
- Disability Retirement determinations,
- Temporary Transitional Duty cases,
- ADA Reasonable Accommodation cases,
- Worker's Compensation cases, and
- Long Term Disability eligibility.

Q. If one assignment in a job class performs an essential function such as billing and another assignment does not, is billing listed in the essential function?

A. Yes. The EFW reflects the whole job class. Assignments specific to one individual should be listed using a range of hours that the task requires in a week. For example, if billing is done by one individual for 10 hours a week, the range would be listed as 0-10. Zero would represent everyone who does not do billing, and 10 would represent the task hours for the individual assigned to handle billing.

Q. Do you ever need to fill out more than one EFW for a job class?

A. Yes, if the requirements of a position vary significantly from those of other positions in the class. For example, a Public Health Assistant who inspects swimming pools should have a different EFW from a Public Health Assistant who performs HIV test counseling.

Q. What are the "Medical Provider Use Only" areas used for?

A. These areas will be completed by a medical provider when evaluating an employee for a post-offer pre-employment physical and/or for an injury or medical condition.

Instructions for Completion of the EFW Form

The form may be revised as needed.

1. Essential Functions:

List all essential functions in the first column, including details on the critical physical, mental and emotional factors. These details assist medical providers in evaluating an employee's ability to perform each essential function and/or to set work restrictions, where appropriate. Rows may be deleted or added to complete the Section as needed.

In the second column, list the range of hours the task is performed in a week. *The total does not have to equal 40 hours a week.* Infrequent functions are still considered essential if serious consequences result from non-performance even if the function is performed intermittently (e.g., tasks required during a flood, an election, or year-end tasks).

If required, indicate the knowledge base or level of expertise, and the necessity of staying current in the field (e.g., Child Welfare Code, or Nursing Certification).

Job classes with multiple levels such as I/II and/or III as a lead person, may be listed on one EFW form.

2. Typical Job Duties/Tasks and Physical/Environmental Factors:

Complete by using the **frequency definitions** listed after Section 1.

3. Lifting and Carrying:

Check the appropriate box for frequency of occurrence using the **frequency definitions** listed after Section 1. Make a note in the space provided above the table if items lifted are:

- awkward or unusual (e.g., poles of up to 17 ft. in length and that weigh up to 35 lbs. or loose bags of material weighing up to 50 lbs), and/or
- carried under "non-standard" conditions (i.e., at waist height over level, dry ground).

4. Sensory:

Check if required in the County Job Description.

5. Mental Activities:

Check all that apply.

6. Other:

Check if required in County Job Description. (Note: Cal OSHA Regulation 8, Section 5193 requires the County to make the Hepatitis B vaccination available to anyone exposed. However, an employee has the right to refuse the vaccination.)

7. Supervisor's/Manager's Comments:

Supervisors and/or managers can use this section to clarify/explain any item(s) in the preceding sections that need in-depth discussion (e.g., emotional stressors or unique physical environments).

8. Medical Provider's Comments & Signature:

The medical provider use this section to provide the name of the employee being evaluated, to clarify/explain the information provided in the preceding sections, as necessary, and to sign the form.

9. County Form Review Signatures:

You may submit electronic EFWs by typing your name where your signature as indicated and forwarding to the next reviewer by email. The final version will be housed with Human Resources.

Essential Functions Worksheet

JOB CLASS:	DEPT:	DIVISION:
JOB CLASS #:	DEPT #:	DIVISION #:

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM: Please use the “Medical Provider Use Only” columns at the right and/or the “Medical Provider’s Comments & Signature” Section (Section 8) to provide work restrictions by:

- indicating whether there is some portion of each function that the employee can perform,
- designating whether each restriction is temporary (T) or permanent (P), and
- stipulating the expected duration of any temporary work restriction(s).

To finalize the form, provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated in the “Medical Provider’s Comments & Signature” Section (Section 8).

Section 1. ESSENTIAL FUNCTIONS (Specific Skills Required For the Job Class):

Note: The usual number of hours per week does not have to equal 40.

Essential Functions cannot be reassigned to another employee or modified without causing significant work disruption.	Usual Number of Hours a week	Medical Provider Use Only <i>Please indicate whether Temporary (T) or Permanent (P)</i>		
		Employee Can Perform	T	P
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

FREQUENCY DEFINITIONS FOR SECTIONS TWO AND THREE THAT FOLLOW

The table below contains definitions for frequency rates typically required for the physical and environmental activities and lifting requirements listed in Sections 2 and 3. **Note: Time ranges listed below are approximate and may overlap with those of other activities so they may total more than 40 hours in a week.**

FREQUENCY RANKING	PERCENT OF TIME	RANGE OF HOURS WORKED GIVEN LENGTH OF SHIFT:			
		8 HOURS	9 HOURS	10 HOURS	12 HOURS
Not Required Or Never (NR)					
Occasionally (O)	0 - 33%	0 to 2.5	0 to 3	0 to 3.5	0 to 4
Frequently (F)	34 - 66%	2.5 to 5.5	3 to 6	3.5 to 7	4 to 8
Continuously (C)	67 - 100%	5.5 to 8	6 to 9	7 to 10	8 to 12

Section 2. TYPICAL JOB DUTIES / TASKS:

PHYSICAL					ENVIRONMENTAL				
FUNCTIONAL ACTIVITIES TOTAL DOES NOT HAVE TO EQUAL 40 HOURS	MAXIMUM REQUIRED FREQUENCY PER DAY	Medical Provider Use Only			FUNCTIONAL ACTIVITIES TOTAL DOES NOT HAVE TO EQUAL 40 HOURS	MAXIMUM REQUIRED FREQUENCY PER DAY	Medical Provider Use Only		
		EMPLOYEE CAN PERFORM	T	P			EMPLOYEE CAN PERFORM	T	P
Use of Keyboard, Sporadic 10-Key					Work Inside				
Use of Mouse (or alternative input device)					Work Outside				
					Work Closely with Others				
Finger Manipulation (continuous 10-key, handwriting)					Work Alone				
					Unprotected Heights: (rooftop, loading dock, ladder, stairs)				
Wrist Turning (locking/unlocking, door knob, screwdriver)					Work Around Moving Machinery: (traffic, electric. lift, tractor, presses)				
Grasping or Pinching (firm)					Exposure to Marked Changes in Temperature & Humidity (outside temp 28 – 110°)				
Pushing/Pulling									
Telephone Use (if without headset check here <input type="checkbox"/>)					Exposure to Dust, Fumes, Smoke, Gases, or Other Irritating Substances (paint, glue)				
Neck Motion (Left/Right, Up/Down)									
Reaching Forward					Exposure to Slippery or Uneven Walking Surfaces (construction obstacles, mud, undeveloped ground)				
Reaching Above Shoulder									
Sitting (can stand at will)					Exposure to Solvents or Chemicals				
Standing (static) (working at counter)									
Walking					Vibration (chainsaws, jack hammers, jig saws, sanders)				
Twisting Spine					Exposure to Excess Noise				
Repetitive Bending					Work with Explosive or Exposure to Electrical Energy				
Stair Climbing					Work with Hands in Water or Other Substance				
Ladder/Stepstool (used as a tool)					Work Below Ground: (basement, excavation, trench)				
Kneeling					Drive Material Handling or Cleaning Equipment (forklift, hand truck)				
Squatting (unloaded, two knees)									
Stooping (one knee)					Work in a Fixed POST Assignment. (May not leave without having replacement employee cover assignment – 911 Emergency Dispatch, Correctional Officer)				
Crawling									
Driving									
Operation of Hand or Foot Controls									

Section 3. LIFTING AND CARRYING:

Assumes walking on level ground in dry conditions and carrying at waist height. Please note awkward, oversized, or non-static items below.

Notes						Medical Provider Use Only		
	WEIGHT	NOT REQUIRED	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Employee Can Perform		
						T	P	
	0 - 10 lbs							
	11 - 20 lbs							
	21 - 35 lbs							
	36 - 50 lbs							
	51 - 75 lbs							
	76 - 100+ lbs							

Section 4. SENSORY:

This position requires:	Medical Provider Use Only		
	Employee Can Perform	T	P
Functional vision, normal or corrected <input type="checkbox"/> Yes <input type="checkbox"/> No			
Functional color vision, normal or corrected <input type="checkbox"/> Yes <input type="checkbox"/> No			
Functional night vision, normal or corrected <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't work nights			
Functional hearing, normal or corrected <input type="checkbox"/> Yes <input type="checkbox"/> No			
Functional speech <input type="checkbox"/> Yes <input type="checkbox"/> No			
A sense of smell or taste <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable			

Section 5. MENTAL ACTIVITIES:

Check all that apply	Skill Level Required For This Job Class:	Medical Provider Use Only		
		Employee Can Perform	T	P
Comprehension Level:				
	Follow instructions received orally			
	Follow instructions received in writing			
	Frequently required to sustain concentration			
Nature of Tasks:				
	Follow set procedures or set sequences			
	Organize own work			
	Ask questions or request assistance when needed			
	On-Call and emergency work			
Work Pace:				
	Deal with emergency and time sensitive situations on an ongoing basis			
	Tightly scheduled and hurried pace of work activities			
	Require precise attention to detail			
	Meet frequent project deadlines			
	Long and irregular hours			
	Limited opportunity for breaks			
Required to Perform Complex or Varied Tasks:				
	Attention divided between issues requiring multi-tasking			
	Frequent use of judgment on routine matters			
	Situations requiring judgment and adaptation of procedures from one task to another			
Required to Relate to People:				
	Frequently works with others (co-workers, professionals, public)			
	Face to face interaction with others			
	Interaction exceeds giving /receiving of instructions			
	Able to perform under circumstances of emotional stress			
	Risk of confrontation with violent or assaultive customers			
	Diffuse residual emotional effects when crisis is over			
Required to Influence People:				
	Negotiate, motivate, redirect, or convince others			
Required to Make Generalizations, Evaluations, or Decisions without Supervision:				
	Ability to make quick accurate decisions			
	Expected to make decisions without supervision			
	Evaluate or make decisions based on experience or knowledge			
Required to Accept and Carry Out Responsibility for Direction, Control and Planning:				
	Lead person – act as supervisor in Supervisor's absence, has broad technical knowledge			
	Supervise other employees			
	Ability to train others			
	Goal setting and planning for others is an integral part of the position			
	Responsible for results			

Section 6. OTHER REQUIREMENTS:

This position requires:	Medical Provider Use Only		T	P
Is a Driver's License required for all employees in this job class? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes:				
Class A <input type="checkbox"/> Yes <input type="checkbox"/> No				
Class B <input type="checkbox"/> Yes <input type="checkbox"/> No				
Class C <input type="checkbox"/> Yes <input type="checkbox"/> No				
Workplace exposure to blood pathogens? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, the County will offer the Hepatitis B vaccination in accordance with Cal OSHA Regulation 8, Section 5193.				
Professional Certification or Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify:				
Fingerprinting? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Psychological Testing? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Section 7. SUPERVISOR'S/MANAGER'S COMMENTS:

Section 8. MEDICAL PROVIDER'S COMMENTS & SIGNATURE:

EMPLOYEE NAME:	EVALUATION DATE:

MEDICAL PROVIDER'S SIGNATURE:

Print Name *Signature* *Date*

Section 9. COUNTY FORM REVIEW SIGNATURES:

SUPERVISOR OR SECTION MANAGER REVIEW:

Print Name *Signature* *Date*

DEPARTMENT ADA COORDINATOR REVIEW:

Print Name *Signature* *Date*

HUMAN RESOURCES CLASSIFICATION ANALYST REVIEW:

Print Name *Signature* *Date*

HUMAN RESOURCES ADA ANALYST REVIEW & ORIGINAL TO HUMAN RESOURCES:

Print Name *Signature* *Date*