

The following should be included in a job description to be able to empirically rank the functions:

Job Description Worksheet

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Reports to: \_\_\_\_\_

A. PURPOSE OF JOB: A two or three sentence description of the major purposes or results of the job:

B. DUTIES AND RESPONSIBILITIES: Describe in detail typical duties and responsibilities involved in doing the work. Try to list these in some order of importance, with the most important being first. Be sure to include supervisory duties where applicable, e.g., planning, scheduling, assigning and reviewing tasks, preparing manpower and expense budgets, counseling employees, etc.

C. Describe briefly any duties performed occasionally (not listed above) or by special assignment such as weekly or monthly:

D. Describe the nature and extent of supervision or guidance this job receives from the supervisor. Example "receives only general instruction, or receives specific assignments". Be as specific as possible.

E. KNOWLEDGE AND SKILL REQUIREMENTS:

1. What is the minimum formal education necessary to perform the duties and responsibilities of the job?

2. What is the minimum amount and type of experience necessary for a new person to perform the job duties properly?

3. How long would it take to train a person with the above qualifications to perform the duties of the job satisfactory?

4. Is there any special knowledge and training required to perform this job? (Codes, regulations, rules, etc.)

5. Are there any certificates or licenses required in order to perform the assigned duties and responsibilities? (List them):

F. SCOPE OF CONTACTS:

1. What work related contacts does this job have with people, companies, organizations outside City operations? What is frequency and purpose?

2. What work related contacts does this job have with people inside City operations? What is the purpose and frequency of these contacts?

G. WORKING RELATIONSHIPS (ORGANIZATIONAL)

1. From whom does this position receive work assignments?

2. To whom does the person in this job give or report the complete work?

3. Can any other jobs be identified that perform similar work?

4. Describe anything else of significance which is important to this job and has not been covered elsewhere and makes this job different from others (for example, special assignments, committees, or other duties not stated before):

#### H. WORKING CONDITIONS

1. Describe the type and effect of errors or mistakes that may be associated with this job. (Please note those which are considered likely versus those which can be considered extreme):

2. Describe any potential hazards or dangers that may be encountered in performing the usual responsibilities of this job. (Note likely versus extreme.)

3. Describe the general physical conditions or work environment associated with performing the job duties and responsibilities:

COMPLETE THE FOLLOWING SECTION ONLY IF THIS POSITION SUPERVISES OR DIRECTS THE WORK OF OTHERS:

1. SUPERVISORY RELATIONS: How many jobs report directly to this position?

# in Job   Type of Job   Does this job being described recommend employment action

<u># in Job</u>	<u>Type of Job</u>	<u>Does this job being described recommend employment action</u>

Total number of people directly supervises: \_\_\_\_\_

2. To what extent does this job control costs or expenditures for materials, equipment, supplies, etc.? (Note whether recommends, review only, final approval, etc.)

3. What is the responsibility, if any, for creating, interpreting, and/or enforcing policy within the department or work unit?

4. To what extent is this job involved in decisions affecting the subordinates regarding pay, hiring, or termination?

