
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2102.3
JOB DESCRIPTION – PREPARATION OF

Scope and Purpose

Position descriptions are written statements of the major responsibilities and duties performed by incumbents in a position. They should contain information regarding the knowledge, abilities, education, and experience required to perform the job as well as certain information about the physical conditions in which the work is performed and the intensity, frequency and duration of the physical and mental effort required. Position descriptions are used to:

1. Ensure that employees are assigned to the correct classification (position title).
2. Evaluate jobs and determine pay grade assignments.
3. Ensure accurate job-to-job comparisons during the exchange of pay survey information.
4. Explain and defend certain pay program decisions to employees and outsiders.

Writing Position Descriptions: General Recommendations

Position descriptions must include certain information to contribute as they should to the design and administration of pay programs. The key elements are the nature and level of the work. In addition to representative duties, the description must include the knowledge and abilities required by the job, the distinguishing characteristics (level of responsibility), and the working conditions. The descriptions should describe jobs as they exist now, not as they will exist sometime in the future. Frequently, planned changes in jobs do not occur when they are expected to occur. It is wise to wait until changes occur to write or update the position description.

If a position is occupied by more than one person, there may be some differences in the way individuals perform the work; however, that does not necessarily mean that you have two separate positions. Minor differences in the way work is performed are attributable to individuals and should be ignored. The position would require only one description if the representative duties and basic functions are the same.

Writing Sentences for Position Descriptions

The emphasis in the writing of position descriptions should always be on brevity and clarity. The sentence structure should be verb/object/explanatory phrase. The implied subject of such sentences is always the person occupying the job. For instance, "Transports mail to various locations throughout the facility." Explanatory phrases tell why, how, where, or how often the tasks or duties are performed. They add meaning and are important. The telegraphic style is used, omitting unnecessary articles and verbs. The present tense should be used throughout the description.

To enhance clarity, words which are subject to varying interpretations should be avoided, for example, "some," "great," and "occasionally." The use of examples enhances the clarity of descriptions and is recommended when a need for clarification exists.

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Proprietary names (iAchieve, Lawson, and Sharepoint) as well as references to organizationally-specific part numbers or form numbers should be avoided. These are subject to frequent change and their inclusion will necessitate the frequent rewriting of descriptions. Avoid terminology that is potentially sexist. Use he/she, or construct sentences so that gender pronouns are not required.

Format for Position Descriptions

A position description should include the following:

Title	Reports To
Department	Classification (Classified or
Certificated)	
FLSA	Work Year
Board Approval	Salary
Basic Functions	Distinguishing
Characteristics	
Representative Duties	Education and Experience
Licenses and Other Requirements	Knowledge and Abilities
Working Conditions (Environment & Physical Abilities)	
Designation of Essential Functions	
Statement that FUSD is an EOE and reasonable accommodations are made under the ADA as required by law	

Title

The title should describe the nature and level of work performed. Titles such as "clerk," "analyst" and "mechanic" indicate the representative duties. Another component of the title such as "senior," or "specialist" indicates the level. Care should be taken to avoid titles which are demeaning or patronizing such as "junior" or which overstate the importance of the work such as "sanitary engineer" for custodian. Avoid sexist titles such as "deliveryman."

Distinguishing Characteristics

This section should include information regarding positions with the same title, but at different levels, i.e. Office Manager I, Office Manager II, Office Manager III, etc.. The level of responsibility and the difficulty of work being performed should be included. Indicate the different levels through the use of appropriate modifying words or phrases, sometimes referred to as "level cutters." For example, in a position with three levels, each level may be characterized respectively as "basic," "routine," and "high." A range of level cutters associated with commonly used compensable factors is shown on the table included in this section.

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Basic Function

The basic function should include the general nature, level and purpose of the job. The summary should be brief and orient the reader to the remaining parts of the description. If this is a stand-alone position, include information regarding the responsibility level by indicating the freedom to act, e.g., “works independently.” Or “works under close supervision.”

Representative Duties

Each duty which occupies more than 5% of the incumbent's time and which is critical to the successful performance of the job should be included in this section. Duties should be arranged in a logical order. The order may be the sequence in which duties are performed, or the duties may be arranged in order of importance or in order of time that incumbents devote to them. Give an indication of the extent to which the employee must exercise judgment; the intensity, frequency and duration of the levels of physical and mental effort required; the types of contacts required; the complexity of the work and analytical skills required; the materials and equipment worked with; and the incumbents' responsibility for the work of other employees or the development or enforcement of policies and procedures. Duties should be designated Essential Functions (E) or left as marginal functions in accordance with the Americans With Disabilities Act of 1990.

Licenses and Other Requirements

Any licenses and/or credentials or other requirements for the position should be listed.

Education and Experience

This section should include the educational requirements for the position and the number of years and types of experience required.

Knowledge and Abilities

The "Knowledge" and "Abilities" sections should be listed separately. The specific knowledge and abilities required should be included. Begin with a statement of the level of general educational development required, e.g. "work requires the use of decimals, fractions and percentages and the ability to understand complicated verbal instructions." The knowledge and abilities should be stated and interpreted as minimums and should be realistic. If requirements are inflated, they will screen out people who are qualified and make recruiting efforts more difficult. This section should also list any special interpersonal or analytical skills required by the job.

Working Conditions

The working conditions should include the "Environment" and "Physical Abilities." List conditions in the physical environment that the employee may find unpleasant or hazardous. The degree, intensity, frequency, and duration of such conditions are important. State precisely the

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working conditions that are unpleasant or dangerous, how unpleasant or dangerous they are, and how frequently an incumbent would be exposed to the conditions and for how long.

The "Physical Abilities" section would include any special physical or mental abilities required for the job. Again, be as specific as possible and indicate the intensity, frequency and duration. For example, "work requires the ability to walk and stand for approximately one-half of the work time," "the physical ability necessary to carry boxes weighing twenty or thirty pounds each from 10% to 15% of work time," or "the mental and visual ability to read and interpret the most complex circuitry blueprints approximately 10% of work time."

Disclaimer Clause

Position descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts, or working conditions. They are intended to be accurate reflections of the principal job elements essential for making fair pay decisions about jobs. All position descriptions should contain this statement: "Perform related duties as assigned."

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EXAMPLES OF MODIFYING WORDS OR PHRASES (Level Cutters)

COMPASSABLE FACTORS	Lowest Level/Highest Level
Problem Complexity	Limited Complexity Moderate Complexity Unusual Complexity Extremely Complex, Requiring Highly Creative Solutions
Interpersonal Skills	Normal Courtesy Explains or Instructs Persuades Negotiates
Independent Judgment	Rarely Required Often Required Frequently Required Works Independently
Impact of Decisions	Impacts Employee Impacts Unit Impacts Department Impacts Organization
Hazards	Hazard Free Exposure to Minor Discomfort, Injury or Illness Exposure to Major Injury or Illness Life Threatening Situations

Level Cutters: Words or phrases used to distinguish the variety of levels in a particular position. (i.e., accounting: Accountant I vs. Accountant II)

Policy Fresno Unified School District
 DIVISION OF HUMAN RESOURCES
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 Fresno, California