

Job descriptions are used for a variety of reasons such as:

- Recruiting
- Determining job titles, salary levels and pay grades
- Conducting performance reviews
- Career development and planning
- Legal requirements for state and federal compliance purposes such as determining exempt, non-exempt status under FLSA and creating reasonable accommodations under ADA
- Gives an employee a resource to be used as a guide for job performance. Likewise, a supervisor can use a job description as a measuring tool to ensure the employee is meeting job expectations.

Process of Writing a Job Description

1. Fill out a Job Analysis Form which is the process of evaluating the job (not the person doing the job).
 - Gather, examine and interpret data and performance standards about the job's tasks.
 - Track the time spent performing tasks
 - Define the overall objective of the position and what it is supposed to accomplish, how it affects other positions and the organization.
 - Description of the level of supervisory responsibilities over direct reports.
 - Define the competency or position requirements such as knowledge, skills and abilities.
 - What are the minimum quality standards, education, experience and certifications required to meet the job requirements.
 - What are the physical and mental attributes an employee must have in order to perform the job duties with or without a reasonable accommodation?
 - The working and environmental conditions associated with job.
 - Unplanned activities or other duties as assigned.
2. Establish the essential functions (This will assist in establishing ADA & FLSA requirements.)
 - Ensure the tasks as part of the job function are truly necessary or a requirement to perform the job.
 - Determine the frequency or how much time is spent performing a task.
 - Determine the consequences of not performing the function and whether this would be detrimental to the company's operation or result in severe consequences.
 - Determine if the tasks can be redesigned, reassigned or performed in another manner.
3. Organize the data concisely and create a standard job descriptions for the company to include:
 - Position title, to whom it reports to and job status(exempt or nonexempt under FLSA)
 - General summary to outline the overall objective of the position
 - Essential functions - detailed tasks as required to perform the job
 - Other duties & responsibilities - desirable but non necessary aspects of the job
 - The minimum skills/experience/training/certifications/computer skills/special knowledge required
 - Working conditions & physical demands
 - A disclaimer statement indicating the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.
4. Finalize and approve the job description
 - Allow the employee and management a chance to review, add or subtract any detail before the final job description is implemented and used.
 - Obtain signatures to validate the job description. It is recommended signatures should include those of the highest ranking officer, the supervisor and the employee.