

Week 9

Writing Job Descriptions

- A job description
 - A written statement of what the worker actually does, how he or she does it, and what the job's working conditions are.
- Sections of a typical job description
 - Job identification
 - Job summary
 - Responsibilities and duties
 - Authority of incumbent
 - Standards of performance
 - Working conditions
 - Job specifications

“Marketing Manager” Description from Standard Occupational Classification

20. 11-2021 Marketing Managers

Abstract: 11-2021 Marketing Managers. Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied.

The Job Description

- Job identification
 - Job title: name of job
 - FLSA status section: Exempt or nonexempt
 - Preparation date: when the description was written
 - Prepared by: who wrote the description
- Job summary
 - Describes the general nature of the job
 - Lists the major functions or activities

The Job Description (cont'd)

- Relationships (chain of command)
 - Reports to: employee's immediate supervisor
 - Supervises: employees that the job incumbent directly supervises
 - Works with: others with whom the job holder will be expected to work and come into contact with internally.
 - Outside the company: others with whom the job holder is expected to work and come into contact with externally.

The Job Description (cont'd)

- Responsibilities and duties
 - A listing of the job's major responsibilities and duties (essential functions)
 - Defines limits of jobholder's decision-making authority, direct supervision, and budgetary limitations.
- Standard Occupational Classification
 - Classifies all workers into one of 23 major groups of jobs which are subdivided into 96 minor groups of jobs and detailed occupations.

Is the Job Function Essential?

- What three or four main activities actually constitute the job? Is each really necessary?
- What is the relationship between each task? Is there a special sequence which the tasks must follow?
- Do the tasks necessitate sitting, standing, crawling, walking, climbing, running, stooping, kneeling, lifting, carrying, digging, writing, operating, pushing, pulling, fingering, talking, listening, interpreting, analyzing, seeing, coordinating, etc.?
- How many employees are available to perform the job function? Can the job function be distributed among other employees?
- How much time is spent on the job performing each particular function? Are infrequent tasks less important to success?
- Would removing a function fundamentally alter the job?

Is the Job Function Essential? (cont'd)

- What happens if a task is not completed on time?
- Does the position exist to perform that function?
- Are employees in the position actually required to perform the function?
- Is there a limited number of other employees available to perform the function?
- What is the degree of expertise or skill required to perform the function?
- What is the actual work experience of present or past employees in the job?
- What is the amount of time an individual actually spends performing the function?
- What are the consequences of not requiring the performance of the function?

The Job Description (cont'd)

- Standards of performance and working conditions
 - Lists the standards the employee is expected to achieve under each of the job description's main duties responsibilities.

