

OUTLINE FOR PREPARING JOB POSITION PROFILES

GETTING STARTED

The position profile is an important tool for communicating and clarifying the specific tasks and functions that define an employee's job. It is also useful for establishing performance objectives and standards.

In preparing job descriptions for all positions in your department or agency, you may want to begin by reviewing any existing job descriptions you may have, and updating them in accordance with the above. For positions for which you do not currently have written job descriptions, you may want to ask the employees in those positions to write the job description based on their best understanding of your expectations. However, it is important that you review the job descriptions prepared by your employees, deleting anything that may not be truly or appropriately part of the job, and adding anything you believe is important.

The following are the key elements that should be included in all position profiles for employees in your department or agency:

JOB TITLE

The job title should be appropriate for the duties of the position, and should not presently be in use to describe any other position with different responsibilities.

REPORTS TO

To avoid the confusion that sometimes results from informal reporting relationships, it is important that you identify, by job title, the position to which the employee officially reports. This should be the job title of the individual who will conduct the employee's performance review.

APPROVAL

It is appropriate that signature and title of the immediate supervisor (and their next level of authority if appropriate) appear on the document to indicate validation. The job description is not official until approved, signed and dated by the employee's supervisor.

EMPLOYEE / INCUMBANT SIGNATURE AND DATE

The form should include a provision for the employee's name and an element for their signature and date. This is a vital element which acknowledges the employee's review of the document and their understanding and approval of its content and the date on which this was done.

EXEMPT/NON-EXEMPT STATUS

Exempt employees are frequently referred to as salaried employees because they are not paid by the hour, and are not eligible for overtime pay. The federal government has defined the types of employees who may legitimately be classified as exempt employees. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay for all hours worked in excess of 40 hours/week at the rate of 1.5x their hourly rate. This classification should appear under the signature of the employee to ensure that this element is clearly understood by the employee. **The exempt or non-exempt status of each position will be determined by using appropriate federal guidelines, especially with regard to application of the Ministerial Exception. Contact the Diocese for assistance in this matter if you need guidance.**

OBJECTIVE / BASIC FUNCTION

In preparing this part of the position description, the basic function of the position should be described briefly and in general terms. Generally, a two or three sentence summary of the primary duties and responsibilities will be sufficient.

DUTIES AND RESPONSIBILITIES

In this section, it is important to list the duties and activities for which the employee in this position will be held accountable. This list must be as specific and complete as possible, including the frequency with which duties are to be performed, where appropriate. However, *avoid getting hung up on detail*. If the employee is responsible for preparing a particular report, for example, it may not be necessary to itemize the five or six steps required to prepare the report. The key factor here is to capture and define *what* duties are to be performed, not a checklist on *how to do them*.

QUALIFICATIONS OR POSITION REQUIREMENTS AND PREFERENCES

What you list here will determine both the minimum qualifications one is ***required*** to have in order to be minimally competent and hired for this position and the optimum qualifications you would ***prefer*** one to have in order to be fully competent and well suited for this position. This includes such factors as:

Education: Formal specific education, such as high school, undergraduate college degree (specific degree and/or major), graduate degree (specific degree and/or area of concentration) or an equivalent combination of formal education and related work experience one should have in order to be either minimally competent, or fully competent and well suited for the position.

Experience: Specific type and amount of work experience one should have in order to be either minimally competent, or fully competent and well suited for the position.

Licenses/Certifications: Specific professional licenses or certifications that are legally or minimally required in order to do the job, or which if not legally required, would at least demonstrate a high level of professional knowledge and expertise related to the position. These might include teaching certificates, Certified Public Accountant (CPA) designation, certification in various computer software, or membership in a professional organization related to the position to be filled.

***Ministerial Requirements** (Only If appropriate and essential to the position)

Must demonstrate understanding, respect and support for Catholic Church teaching, mission and values. ***Contact the Diocese or appropriate legal counsel for assistance in this matter, especially if it involves application of the Ministerial Exception to prevailing Wage and Hour Law.***

Supervision: If this is an essential element of the position, refer to the section entitled **DIRECT SUBORDINATES** at the end of this suggestion guide.

COMPETENCIES

Personal Traits: This refers to qualities that are required or helpful. Examples might be the need for being detail-oriented, self-motivated, well organized, good interpersonal or presentation skills, etc.

Skills: Specific abilities one should have in order to be either minimally competent, or fully competent and well suited for the position. Skills might include computer literacy, ability to use specific software applications, filing, counseling, dictation/transcription, ability to give presentations to large groups, etc. Also, experience with manual labor or trade skills such as plumbing, electrical or use of heavy equipment operation.

Other Considerations: This might include availability for travel (what type and how much), having a valid driver's license, having one's personal automobile available for local transportation, availability for overtime, evening or weekend work, etc.

SPECIAL REQUIREMENTS / ESSENTIAL FUNCTIONS

The Americans with disabilities Act requires all employers to identify the essential functions of all their positions.

These are functions that are so essential to the position that if an individual cannot perform them, even with a reasonable accommodation to assist someone with a disability, that individual cannot be employed in the position. Duties and responsibilities that are relatively unimportant to the primary functions of a position, or those that could be easily assigned to another employee without interrupting the workflow, should not be indicated as essential functions. This refers to the physical demands of the job, which may include extended PC usage, lifting and carrying heavy items, frequent driving, etc

For example, the following might be appropriate for a maintenance position:

"The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes frequent standing, walking, reaching, kneeling, crawling and climbing. Finger dexterity required to manipulate objects, tools and/or controls. The employee must occasionally lift and/or move more than 50 lbs. and/or able to leap tall buildings at a single bound."

DIRECT SUBORDINATES (If appropriate)

In order to accurately describe the scope of responsibility associated with an employee's position, it is important that you identify, by job title, any positions that report directly to the employee. Direct subordinates will include only those positions for which the employee has authority to hire, fire, initiate disciplinary action, review performance and make salary recommendations. If final authority for these decisions rests with some higher-level manager, the employee must at least have significant input in such decisions in order to be considered to have responsibility for direct subordinates. If the position has no direct subordinates, indicate, "None" under that heading to avoid misperceptions.