

Illinois State University
Office of Human Resources
Guidelines for Position Description

Purpose of Position - Briefly state why the position exists; include primary duties and who benefits from them.

Organizational Relationships - Identify to whom this position reports as well as other positions that report to the same supervisor. Define the number and titles of positions that report to this position.

Duties and Responsibilities - List assigned duties by order of importance (1 being most important) in relation to the primary purpose of the position. Distinguish between essential and marginal duties.

- A. Essential duties - Duties in support of the primary purpose of the position.

When describing duties, focus on the purpose of the duty and its result and not the manner in which the task is completed. Include weights and measures as applicable. For example:

Correct: Transport 50 pound boxes 100 feet from the dock to the storeroom.

Incorrect: Physically lift and hand carry boxes from the dock to the storeroom.

- B. Marginal duties - Duties which are not the primary focus of the position. If not performed, the primary purpose of the position would remain intact. As with essential duties, focus on the purpose of the duty, including weights and measures as applicable.

Percent of time - Designate to the left of each duty the percent of time allocated to each duty, totaling 100%. When assigning percentages, disregard the importance of each duty, as this is delineated by the ascending order of the duties.

Knowledge/Skills/Abilities Required - Describe the extent of information necessary to perform the duties of the position as well as the skills and abilities necessary to apply such knowledge.

Responsibility

A. Supervisory Controls - Describe the extent to which the supervisor assigns work, provides instructions, determines priorities, sets deadlines and defines objectives and boundaries for the position. Describe the extent to which work performed is reviewed.

B. Complexity - Describe the extent of rules, regulations, manuals, procedures, principles, policies or other instructions or methods applicable to performing the responsibilities of the position. Define the employee's responsibility for adhering to or deviating from such guidelines. Comment on the nature and variety of tasks, steps, processes or activities assigned to the position and the degree to which the employee may deviate from standard practice and develop new techniques.

Environmental Demands

A. Physical Requirements - Summarize the physical demands of the position, defining the frequency and intensity of the physical exertion. Sample characteristics and abilities include strength, standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, speaking, hearing, seeing, depth perception and color vision.

B. Work Environment - List, if any, risks or discomforts imposed upon the incumbent by the physical surroundings; i.e., ventilation, temperature, loud/quiet, multiple distractions, chemicals/vapors, and lighting.