**WESTERN ILLINOIS UNIVERSITY**

**JOB DESCRIPTION FORMAT**

Describe the job in the format below. Please provide the information necessary to fully describe each of the headings. For detailed instructions, see “Instructions for Completing Job Description” attached. Job descriptions may vary greatly in length. Use the amount of space necessary to fully describe the position. Job Descriptions need to be signed and dated by the employee and the supervisor.

INCUMBENT: Click here to enter text. UCS/UAP: Enter text.

TITLE/CLASSIFICATION: Click here to enter text. DATE: Enter text.

DEPARTMENT: Click here to enter text.

1. FUNCTION

Click here to enter text.

1. ORGANIZATIONAL RELATIONSHIPS

Click here to enter text.

1. DUTIES AND RESPONSIBILITIES

*Indicate the approximate percentage of time spent performing each duty for a total of 100%.*

* 1. Essential

Click here to enter text.

* 1. Marginal

Click here to enter text.

1. KNOWLEDGE REQUIRED FOR THE JOB

Click here to enter text.

1. RESPONSIBILITY
   1. Supervisory Controls – Click here to enter text.
   2. Guidelines – Click here to enter text.
2. DIFFICULTY
   1. Complexity – Click here to enter text.
   2. Scope and Effect – Click here to enter text.
3. PERSONAL RELATIONSHIPS
   1. Personal Contacts – Click here to enter text.
   2. Purpose – Click here to enter text.
4. ENVIRONMENTAL DEMANDS
   1. Physical Requirements – Click here to enter text.
   2. Work Environment – Click here to enter text.

INCUMBENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Civil Service  Exempted from Civil Service

Position Review Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS FOR COMPELETING JOB DESCRIPTION**

**Incumbent:** Enter employee name **UCS/UAP:** HR will fill in

**Title/Classification:** Enter Position Title/Classification Name **Date:** Enter date completed

**Department:** Enter department name

1. **Function**

State the main purpose of the job in one clear, concise sentence.

1. **Organizational Relationships**

Briefly state to whom the position reports and if necessary to clarify relationships, explain to whom the supervisor reports, or which other positions report to the same supervisor. State the job title(s) of those persons reporting to this position, if applicable. In other words, tell what could be learned about the position from an organizational chart.

1. **Duties and Responsibilities**

List the **essential** and **marginal** duties and responsibilities of the position in order of decreasing importance (please reference the "Instructions for Identifying Essential Functions"). Each duty should be described separately, in a concise, factual statement; this statement should include the activity being accomplished, how it is accomplished, and the object of the activity if it is not obvious. Begin each sentence with a concrete descriptive verb in the third person singular present tense; e.g. "Types letters, memorandums, and reports from handwritten draft to final form". Be as specific as possible.

As a general rule, if the position has supervisory or work direction responsibilities, make them the first responsibility on the list. Description of supervisory duties should include the usual number and level of those supervised and the extent of the individual's responsibility with respect to hiring, firing, discipline, training, assigning and reviewing work, salary determination, approval of leave, time card, etc.

Show in the margin the approximate percentage of time spent on duties. The duties and responsibilities should account for 100 percent of the time. Duties that are not specifically stated, such as “Performs other duties as assigned”, must be placed under marginal.

1. **Knowledge required for the Job**

Describe the nature and extent of information or facts which the worker must understand to do acceptable work (steps, procedures, practices, rules, theory, principles, and concepts) and the nature and extent of skills/abilities necessary to apply this knowledge.

These are not "minimum qualifications" but are the requirements for a person who is well settled in the position, or in the position long enough to be thoroughly familiar with the full range of its duties to perform satisfactorily.

1. **Responsibility**

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 nature and extent to which work performed is reviewed.

Guidelines - Describe the extent to which this employee is restricted by or free from the use of guidelines in performing work. Guidelines include rules, regulations, manuals, procedures, prescribed work practices, principles, policies or other written instructions or methods. Describe the degree of applicability and specificity of available guidelines to the work performed and the employee's responsibility for adhering or deviating from guidelines. To what extent are the major duties of the position covered by guidelines?

1. **Difficulty**

Complexity - Define the nature and variety of tasks, steps, processes, methods, or activities in the work performed; and the degree to which the employee must vary the work, discern interrelationships and deviations from standard work practice, or develop new techniques, criteria, or information.

Scope and Effect - Describe the purpose of the assignment and the effect of work products both within and outside the organization; in other words, who and what the job affects. What is the degree of finality of decisions made by the employee?

1. **Personal Relationships**

Personal Contacts - Describe the types and levels of people with whom the position has contact (face-to-face or via telephone or radio, etc.) except those with higher level positions in the supervisory chain. (Personal contacts with the supervisor are covered under 5-A, "Supervisory Controls".)

Purpose of Contacts - Describe the purpose of these contacts.

1. **Environmental Demands**

Physical Requirements - Describe the physical characteristics and abilities (e.g., dexterity requirement) and the physical exertion involved in the work (e.g., climbing, lifting). Include a description of the frequency or intensity of physical exertion.

Work Environment - List, if any, the risks, discomforts or unpleasantness that may be imposed upon employee by various physical surroundings or job situations.

*Comments –**At the end of the job description, the writer may want to add some comments about the job. A reading of the description should provide all the information needed to comprehend and evaluate it readily, but if the writer has some important information which does not fit anywhere else, they could include it here.*

**\*Job descriptions should always be signed and dated by the employee and the supervisor.**

**Incumbent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS FOR IDENTIFYING ESSENTIAL FUNCTIONS**

A. **INTRODUCTION:**

In order to be in compliance with the Americans with Disabilities Act, position descriptions must be written outlining the "Essential Functions" and "Marginal Functions" of each position.

B. **IDENTIFYING THE ESSENTIAL FUNCTIONS OF A JOB**

**1. Reasons Why Functions Could Be Considered Essential**

The Equal Employment Opportunity Commission (EEOC) has stated that there are several reasons why a function could be considered essential:

a. The position exists to perform the function.

*For Example: A person is hired to keyboard documents. The ability to keyboard accurately is an essential function, because this is the reason that this position exists.*

b. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. This may be a factor because there are only a few other employees, or because of fluctuating demands of the department's operation.

*For example: It may be an essential function for a file clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks. Or, a department with a large workforce may have periods of very heavy labor - intensive activity alternating with less active periods. The heavy work flow during peak periods may make performance of each function essential, and limit an employer's flexibility to reassign a particular function.*

c. A function is highly specialized, and the person in the position is hired for special expertise or ability to perform it.

*For example: A department wishes to expand its services with a diverse community. For a new position, in addition to experience, it requires a person who can communicate fluently in another language. Fluent communication in the language is an essential function of the job.*

**2. Evidence to Consider in Determining Whether Function is Essential.**

The EEOC has stated that there are several types of evidence to be considered in determining whether a function is essential. Evidence to be considered includes, but is not limited to, the following:

a. The employer's judgment

An employer's judgment as to which functions of a job are essential is important evidence. Legislative history of the ADA, however, indicates that Congress did not intend that this should be the only evidence, or that it should be the prevailing evidence. It is simply a factor to be considered along with other relevant avenues. However, an employer will not be second-guessed on production standards, setting the quality or quantity of work that must be performed by a person holding a job, or be required to set lower standards for the job.

b. Written Job Descriptions

A written job description that is prepared before advertising or interviewing applicants for a job will be considered, along with other relevant factors, as evidence of the essential functions of the job. A job description will not be given greater weight than relevant evidence.

The issue of job descriptions has received significant attention since the passage of the ADA. It is true that job descriptions can be helpful in supporting an employer's position as to what functions of a job are essential; however, **it is important to note that outdated and/or inaccurate job descriptions may actually do more harm than good**. The weight that evidence of a job description will be given will depend directly on how closely it is tailored to the actual duties of the job. A job description that does not accurately reflect the actual functions of the position, especially the essential functions, may actually work to the detriment of an employer.

In identifying an essential function to determine if an individual with a disability is qualified, the employer should focus on the purpose of the function and the result to be accomplished, rather than the manner in which the function presently is performed. An individual with a disability may be qualified to perform the function if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose an undue hardship. Although it may be essential that a function be performed, frequently it is not essential that it be performed in a particular way.

*For example: In a job requiring use of a computer, the essential function is the ability to access, input, and retrieve information from the computer. It is not "essential" that a person in this job enter information manually or visually read the information on the computer screen. Adapted devices or computer software can enable a person without arms or a person with impaired vision to perform the essential functions of the job.*

c. Amount of Time Spent Performing Function

The amount of time that the employee spends performing the function is an important consideration in determining whether or not the function is essential.

*For example: If an employee spends most of the time or a majority of the time operating a particular piece of equipment, this would be evidence that operating this equipment is an essential function.*

d. Consequences of Not Requiring Function to be Performed

Sometimes a function that is performed infrequently may be essential because there will be some serious consequences if it is not performed.

*For example: A clerical worker may spend only a few minutes a day answering the telephones, but this could be an essential function if no one else is available to answer the phones at that time, and business calls would go unanswered.*