



## User Manual - Understanding a Position Description

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**Purpose:** The purpose of this User Manual is to guide users through the process of completing a **Position Description** for an update, fill, or reclassification. In each section, there is a description of what is necessary as well as examples or questions that should be answered when writing a **Position Description**.

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### **What is a Position Description?**

A **Position Description** is a document explaining the duties and responsibilities of a position at the University. Position Descriptions promote equity across campus, set expectations of performance, and also serve as a basis for external postings. All appointed employees have a position description, which is used to determine position classification and pay grade.

Position Descriptions are created for new positions and modified when there is a change in duties or to request a reclassification. Position Descriptions should be written for the position, not for the incumbent and should provide a clear picture of what the duties of the position are to someone who is unfamiliar with the position (e.g. new director or supervisor).

### **Position Details**

The following steps provide the overall purpose of the position, including a job summary, minimum qualifications, preferred qualifications, working hours and work location/s. This section will also include the employee's name, BASIS ID number, and position number once assigned.

1. **Job Summary:** This section is an overview of the key aspects of the position. It should provide a clear understanding of the duties and responsibilities. This section must be written in a narrative format.
2. **Job Type:** This field will indicate whether the position is academic, professional, classified, etc.
3. **Provisional/Regular:** This denotes whether or not a position is funded by soft (i.e., grant) or hard funded monies.
4. **Work Schedule:** This section lists the expected working hours. The hours and days should be listed such as 40hrs M-F, or 20hrs M-W-F, etc.
5. **Eligible for Overtime:** Positions will or will not be eligible for overtime based on FLSA guidelines.
6. **Work Location:** This field should list the name of the building where the majority of the duties will take place. (Building codes are not acceptable)
7. **Position Percent:** This the work percentage for the position. Ex: 100% is full-time.
8. **Weather Essential:** The department will determine if the position is required to report to work during times of inclement weather.

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### Qualifications: Education, Experience, Licensure, & Certifications

**Description:** This section addresses the education, experience, and qualifications necessary to perform the duties required to function at the position's classification level. There are two types of qualifications: Minimum and preferred.

#### Minimum Education and Experience or Qualifications

Minimum qualifications include what is minimally acceptable in order to perform the duties of the position. Minimum qualifications for education and experience pre-populate in the PeopleAdmin for classified positions.

#### Preferred Education and Experience or Qualifications

Preferred qualifications identify additional measurable qualifications that help assess applicant pools. Preferred qualifications are helpful during the hiring process to rate candidates. Screening questions are also derived from preferred qualifications. Preferred qualifications should not include individual characteristics (or soft skills) such as knowledge, skills, and abilities or character traits such as personable, hard worker, or team player that cannot be confirmed by applicant provided documents. If the applicant does not have the listed preferred education and experience or preferred qualifications, the applicant may still be considered for the position.

Questions to ask when determining preferred education and experience or qualifications.

1. What specific experience would place one applicant ahead of others?
2. What education or experience type would be helpful for the position, if not required?
3. What qualification would aid the search committee to rate candidates?

Examples include a more advanced degree, a specific degree field or program of study, or a specific type of experience that is directly related to the duties of the position.

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### Required Licensure or Certification

This section should include any licensure or certification that is required to perform the duties and may vary by position. The hiring department should also provide the accrediting/certifying group or organization along with the issuing state, if applicable. If the licensure is listed as required, any application without that licensure will be labeled as not qualified.

Examples:

1. Professional in Human Resources (PHR), Human Resource Certification Institute
2. Licensed teacher, State of Arkansas

### Preferred Licensure and Certification

Preferred licensure and certification is used to assess candidates that are best licensed or certified for the position. The hiring department should provide the accrediting/certifying group or organization along with the issuing state, if applicable. If the applicant does not have the listed preferred licensure or certification, the applicant may still be considered for the position.

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### Knowledge, Skills and Abilities (KSA)

**Description:** This bulleted list should include the knowledge, skills and/or abilities needed to fully function in this position. All KSAs listed should be related to the duties and expectations of the position. This section should not include experience and should have one of the three terms (knowledge, skill, ability) in each bulleted statement.

Examples include:

1. *Knowledge* of health Insurance portability and Accountability Act (HIPAA) and the rules and regulations applied to data security
2. Proficient *skill* using the MS Office Suite
3. *Ability* to work in extremely cold temperatures

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### Duties and Responsibilities

Use the following steps and guidelines to create the duties/responsibilities of this position. These determine the classification.

1. Create a list of all the duties assigned to the position (brainstorm); duties can be a combination of related tasks.
  - a. For example, a position could have the various tasks of typing the minutes of a particular meeting – these tasks would be combined to create the overall duty.
  - b. Duty: maintaining a record of minutes from a series of meetings.

2. Draft a statement for each duty starting with an action verb. e.g. hire, train, evaluate, discipline and supervise two student office workers and refer to all duties in a gender neutral statement. Ex. “this position will”.
  3. Group duties that belong together and provide a job duty label that describes the function of the group (e.g. ‘Advising’ is a set of duties).
  4. Determine if the duty is essential to the position. Refer to the Essential Duties and Physical Demands Job Aid.
  5. The total percent of all duties must equal 100%. The system will not add up the total automatically.
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### **Additional Position Details**

This section will include additional details which are necessary to complete various tasks assigned to the position.

1. **Communication Skills:** This conveys the level of communication (reading, writing and speaking) required to perform duties.
  2. **Personal Contact:** This explains the level of both internal and external interaction the position will have while performing the duties.
  3. **Responsibilities:**
    - a. **Supervisory Responsibility:** This describes the level of supervision the position provides to any subordinate positions.
    - b. **Decision Making Responsibility:** This section describes the level of decision making for the position which could have little if any impact on the University or cause major impacts on the University.
    - c. **Budgetary Responsibility:** This section describes the level of budgetary responsibilities for the position. Positions may have little to no budgetary duties through major monetary responsibilities which impact the entire campus.
    - d. **Complexity, Judgment, Problem Solving:** This section describes the level of intricacy in which the position interacts with other individuals and departments and is required or not required to use personal judgment in their daily tasks. This may range from very structured duties to very broad responsibilities with little oversight or direction.
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### **Working Conditions**

This section includes the physical conditions of the workplace as well as the expected schedule and physical demands on the position in order to complete the essential functions for the position.

1. **Physical Conditions:** This describes the work environment where the majority of the duties take place. An office setting may provide pleasant work conditions while construction may provide an unpleasant work environment.
2. **Schedule:** This describes the expected times/days that the position is required to work. This could be routine work hours with little variation as well as highly irregular hours which require the employee to report unexpectedly as well as on nights, weekends and for special events.
3. **Demands/Deadlines:** This section describes the expected stress level associated with the position in relation to deadlines, interactions with persons and situational stress.
4. **Shift Differential:** This indicates whether or not the position is eligible for shift-differential pay.
5. **Essential Functions – Physical Demands:** These are the expected physical conditions as a requirement to accomplish the primary duty areas for the position.
  - a. **Bending** – Is bending essential to perform tasks? If so, how frequently is the position required to bend? (daily, weekly, occasionally)
  - b. **Driving** – Is driving required to perform duties in this position? (This does not include infrequent trips)
  - c. **Eyesight** – Does the position require unimpaired vision to accomplish the primary tasks? If yes, what tasks required unimpaired sight?
  - d. **Exposure** – Is the position exposed to extreme environmental conditions as required to perform the essential functions?
  - e. **Hearing** – Is unimpaired hearing required to perform the essential functions of the position? Why does the position require hearing?
  - f. **Lifting** – Is lifting required to perform the essential duties of the position? If yes, what is the weight of the heaviest object lifted?
  - g. **Pushing** – Is pushing required to perform the essential duties of the position? If yes, what is the heaviest object pushed?
  - h. **Repetitious Movement** – Is repetitious movement required to perform the essential functions of this position? If yes, explain the nature of the movements.
  - i. **Sharps** – Is handling of sharp instruments or tools required to perform the essential duties of this position?
  - j. **Sitting** – Does the position require the employee to sit for long periods of time to perform the essential duties?
  - k. **Standing** – Is standing for long periods of time required to perform the essential duties of the position?
  - l. **Walking** – Is this position required to walk long distances to perform the essential functions?
  - m. **Other Physical Activities** – Please describe any other physical activities that are required for the employee to complete the essential job functions.
6. **Background Checks** – If any questions about background checks, please contact HR Classification/Compensation.

### **Budget Information**

This section contains all information on the funding for the position.

1. CCN – This is the cost center the position will be paid from. This must be a 15 digit number. Only one CCN can be added. If additional cost centers are needed, those will be changed within BASIS using a Distribution Change (DC).
  2. CCN Name – This is the name of the cost center.
  3. Additional Funding Information – This text box can be used to add comments if necessary about the funding.
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**Provisional Positions** – Provisional positions are those which are typically soft funded through external sources such as grants or foundation accounts and are temporary in nature. If the position is to be provisional, you must mark it as such and complete the additional budget information. This information is required prior to issuing a PSB.

1. Purpose of the Grant/Contract/Program – This is a brief synopsis of what the overall scope of the grant/program is designed to accomplish. This is NOT about the individual position.
  2. Grant Number – This is the information that would be associated with the grantor if they issue specific grant numbers.
  3. Funding Amount – This is the total amount of the award. Ex. If the award is \$200,000 per year for five years, the total amount listed would be \$1,000,000.
  4. Grant Name – This is the specific name of the grant, if given by the grantor.
  5. Award Date – This is the origination of the grant.
  6. End Date – This is the expected end date for the project. (Note: Even if grant is for multiple years, each position must be renewed on an annual basis.)
  7. Funding Agency – This will be the primary sponsor/grantor. Ex. NSF, NIH, NASA, etc.
  8. Additional Information – This area can be used if needed for additional details on the position/grant.
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**Supervisory Position** – This is the position number of the supervisor who will directly oversee this position.

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**Position Documents** – In this tab, you are able to attach any other documents pertaining to the creation/editing of the position such as a justification memo, organizational chart, department head approval, etc.