



JOB DESCRIPTIONS

OVERVIEW

A job description is used to document what a job is, why it exists and what education and experience is required to perform the work. It informs employees of the type of duties required for the position, clarifies relationships between work assignments, and can help eliminate job overlap. It also assists in the evaluation of employee performance. In addition, it ensures the accurate matching of positions in salary surveys and gathering other salary market data.

JOB DESCRIPTIONS

Institutional job descriptions for classified, non-teaching, and Administrative & Professional (A&P) jobs are managed and maintained by Human Resources. The Institutional job descriptions document the general duties and minimum qualifications for each classified job title and may not include every specific duty performed in a department by the individuals occupying that title. UTMB job descriptions are available on the UTMB website under Human Resources <http://hr.utmb.edu/jdheaders/default.htm>. If a new title is needed, the department manager should work with their Human Resources Consultant to request a new title. The department will need to prepare the proposed job description in the approved job description format. The A&P job description format includes additional items over the Classified and Non-Teaching job description, such as preferred qualifications (education and experience), job scope, and knowledge/skills/abilities required to perform the job.

All job descriptions for UTMB must be in compliance with the American with Disabilities Act, which provides for the definition of essential and non-essential duties, as well as any physical requirements of the job.

POSITION DESCRIPTIONS

Position-specific job descriptions may be created at the department level for each unique position in a department. It may not be necessary to have a separate job description for each employee if several employees hold positions with the same job title and their responsibilities are the same. The position-specific departmental job description must reflect the same basic level of responsibility and minimum education/experience requirements as the job description on file in Human Resources to ensure consistency across the institution in usage of the title. In addition, preferred education/experience qualifications as well as specific knowledge, skills and ability preferences may be included.

PATIENT-CARE POSITIONS

Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requires that age-specific competencies be included on the job descriptions for all patient-care positions, using the appropriate JCAHO terminology (Neonate, Pediatric, Adolescent, Adult, Geriatric).

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

ADA regulations provide some guidance in identifying the essential functions of a position. Some of the considerations include but are not limited to the following:

- Does the employee in the position actually perform the duties?
- Would removing the functions fundamentally change the position?
- Does the position exist to perform the function?
- There are a limited number of other employees available to perform the function, or among whom the function can be distributed.
- The function is highly specialized, and the person in the position is hired for special expertise or ability to perform it.
- An employee spends a significant amount of time performing the function.
- What are the consequences of not requiring a person in this job to perform a function?

When identifying the essential functions, the focus should be on the purpose of the job and the importance of the actual functions in achieving the results or the outcome of a function.

GUIDELINES FOR WRITING JOB DESCRIPTIONS

BEFORE YOU START

- Review the statement of goals and objectives for the department.
- Think about the work to be done in terms of functions, duties and authority.
- Be specific and use precise terms in defining major duties and level of decision making.
- Describe duties in terms of results rather than processes.
- Define what is to be done, not how to do it or how well it needs to be done.
- Differentiate between duties essential to the job, and duties that could be performed by another individual in the department.
- Describe physical requirements of the job, such as lifting weight requirements, movement between buildings, usage of technology and computer equipment, etc.

WRITING THE DESCRIPTION

Each job description includes the following sections:

JOB SUMMARY

Two to three sentences highlighting the responsibilities of the position.

ESSENTIAL JOB FUNCTIONS

These are the critical functions and responsibilities of the job and are fundamental to the position. In consideration of the Americans with Disabilities (ADA), UTMB job descriptions must specify the "essential functions" and the demands of the position. The essential functions are those related to the purpose of the job and the actual job functions necessary to achieving the position's purpose. Essential functions are those functions that an individual must be able to perform unaided and/or with reasonable accommodations. Non-essential functions are listed under a section of "Marginal or Periodic Functions". Job functions are documented as follows:

- Listed in priority order.
- Use of specific language that avoids jargon.
- Use of action verbs ("trains", "operates", "performs", etc.) that best describe the tasks.

- Explanatory – when using a verb such as "assist" or passive phrases such as "is responsible for", explain how and to what degree the individual in that position assists another or is responsible for completion of certain tasks.
- Gives information on decisions an individual is expected to make; how an individual in a position resolves problems; what level of decision-making authority the person has to take action.
- Use of a summary statement of the activity to be undertaken, and, where necessary, with information on the guidance or standards within which the task is performed.

MARGINAL OR PERIODIC JOB FUNCTIONS

These are the additional duties that may be assigned to a position on an as-needed basis or that occur only occasionally.

KNOWLEDGE/SKILLS/ABILITIES (A&P JOBS ONLY):

The type of knowledge necessary to perform the job as well as any specific skills or abilities required.

REQUIRED EDUCATION/EXPERIENCE

Identifies the lowest level of education and experience that is acceptable for an individual to perform the work outlined in the job description. The minimum requirements for each position are established by Human Resources in conjunction with the areas utilizing the titles and may be found on the Institutional job description.

PREFERRED EDUCATION/EXPERIENCE (REQUIRED ON A&P JOBS)

Identifies the level of education and experience preferred by the area leadership for the job.

EQUIPMENT

Lists specific equipment used by the position. Typically, office positions have a general statement of "standard office equipment" and specific equipment is not individually listed, unless it is required for the job to be performed.

WORKING ENVIRONMENT

Describes environment that the position will be operating in. (i.e., normal office environment; position may involve travel, etc.).