

Bowdoin College

How to Complete a Job Description

The Job Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and non-classified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name:	Employee name will be filled in unless position is vacant
Employee Last Name:	Employee name will be filled in unless position is vacant
Employee ID Number:	Employee ID number will automatically be supplied

Job Code Description Details

Job Code Description:	HRIS generic job code description will automatically be supplied
Job Code:	HRIS job code number will automatically be supplied
Band:	Determined by Human Resources in consultation with supervisor
Pay Type:	Non-exempt/paid hourly OR Exempt/salaried Type is automatically determined by job code listed above
FLSA:	FLSA type is automatically determined by job code listed above
Job Type:	Job type is automatically determined by job code listed above

Job Details

Title:	Title (agreed upon with Human Resources)
Position Number:	Internal HRIS number
Additional Management Approver:	
Responsible Authority:	Name of individual(s) responsible for creating the job description
Department:	Name of Department
Supervisor Title:	Use the supervisor's TITLE, not name
Job Summary:	In 1-2 sentences, state why this position is being created, or why this position exists (e.g., the HOUSEKEEPER position exists to maintain the general upkeep of campus buildings and facilities). Use simple terms and describe what is to be done -- not how to do it or how well it needs to be done. Remember – this is NOT

	<p>the task list!</p> <hr/>
<p>Shift Hours:</p> <p><i>Indicate overtime.</i></p>	<p>Indicate shift days and hours including hours during which the individual in this position needs to be working (e.g., a housekeeper might work first shift -- 7:00 am - 3:30 pm; a secretary might also work first shift with different hours -- 8:30 am - 5:00).</p> <p>State whether any overtime hours or travel time are expected.</p> <hr/>
<p>Education/Skills Requirements:</p>	<p>EDUCATION: List the minimum required education and skills that are required to perform this job, i.e., if the individual did not have this level of education and these required skills, (s)he would not be able to perform this job.</p> <p>-Your focus should be on the purpose of the position and the importance of skills and education in achieving that purpose.</p> <p>-Be sure to separate required educational qualifications from preferred qualifications.</p> <p>-You should have the same expectations of skills and education for all employees in the same job title.</p> <p>In many cases, it may be preferable to list an educational requirement together with possible alternatives (e.g., high school diploma, GED, or equivalent combination of education and experience). Here are some guidelines:</p> <p>-</p> <p>High School: e.g., Diploma or GED College: e.g., Associate's degree, BA or BS degree, Master's Vocational: e.g., 2 year course in an accredited vocational or technical program Apprenticeship: e.g. Apprentice, Journeyman, certified Master Plumber Acceptable Educational Equivalents: e.g., some college coursework together with 1 - 3 years' direct experience in an office setting Licenses or Certifications (Driver's License, CPA, RN, etc.):</p> <p>Use this space to list skills required to perform this job. It should not necessarily reflect the skills of the person currently in the job – you want to include skills required to perform the essential functions of the job. Refer to the RESOURCE LIST as a reference for completing this portion of the job description.</p> <hr/>
<p>Experience Requirements and/or Equivalents:</p>	<p>List the minimum required experience and/or equivalents needed to perform this job. As above, be sure to separate required experience from preferred experience. Refer to the RESOURCE LIST as a reference for completing this portion of the job description.</p> <hr/>
<p>Contact(s):</p>	<p>Include any or all campus constituencies (faculty, staff, students, alumni), the public, vendors, representatives of regulatory agencies, town government, etc.</p>
<p>Physical & Mental Job Demands Remember! Assess these physical and mental job demands as they pertain to the essential functions of the position and the frequency of occurrence of each duty. Put a checkmark in the level that most closely matches the demand for the position. Most are self-explanatory. Specify any specific sensory abilities required.</p>	

Pushing:	Pushing furniture, boxes, equipment, carts, etc.
Indicate Pushing Weight Limit in Pounds (lbs.): Be sure to enter weight!	Be certain to include the approximate maximal weight
Pulling:	Pulling furniture, boxes, carts, equipment, etc.
Indicate Pulling Weight Limit in Pounds (lbs.):	
Floor to knuckle lift:	Lifting boxes or equipment from the floor to mid-thigh
Indicate Floor to knuckle lift Weight Limit in Pounds (lbs.):	This weight should not be over 50 lbs max.
Knuckle to shoulder lift:	Lifting boxes or equipment from mid-thigh to shoulder height
Indicate Knuckle to shoulder lift Weight Limit in Pounds (lbs.):	This weight should not be over 50 lbs max.
Shoulder to overhead lift:	Lifting boxes or equipment from shoulder height over your head
Indicate Shoulder to overhead lift Weight Limit in Pounds (lbs.):	This weight should not be over 35 lbs max.
Carrying:	Carrying furniture, boxes, equipment, supplies, mail, etc.
Indicate Carrying Weight Limit in Pounds (lbs.):	This weight should not be over 50 lbs max.
Sitting:	Self-explanatory
Standing:	Self-explanatory
Walking:	Self-explanatory
Climbing stairs:	Self-explanatory
Sustained bending:	Do certain essential functions REQUIRE sustained continual bending from the waist in order to be accomplished? If not, then use N/A.
Overhead reaching:	Self-explanatory
Crawling:	Is there an essential function that necessitates actual crawling (e.g., running cables)? If not, use N/A.
Squatting (repeated):	Squatting refers to repeatedly moving from an upright position to bent knee position with a straight back. Is there an essential function that requires actual squatting? If not, use N/A.
Kneeling:	Self-explanatory
Stooping (repeated bending):	Stooping usually refers to bending from the waist to the floor as opposed to keeping a straight back.
Crouching:	Crouching refers to being low with bent knees, bent back, but the movement is not necessarily performed repeatedly. Is there an essential function requiring CROUCHING? If not, use N/A.

Climbing ladders:	Do certain essential functions REQUIRE climbing a ladder in order to be accomplished? If not, then use N/A.
Balancing:	Self - balancing (e.g., you need to be able to balance to climb a ladder) as well as balance trays, equipment, etc.
Handling:	Use of hands (handling papers, equipment, tools, etc.) to perform essential functions.
Digital dexterity (e.g., using computer keyboard):	Use of fingers to perform essential tasks.
Tasting/smelling:	Remember! Do you need to taste or smell in order to perform an essential function of this job? Dining service personnel probably use this constantly; an electrician might use this occasionally; an administrative staffer would list N/A.
Peripheral vision:	Self-explanatory
Depth perception:	Self-explanatory
Use written (verbal visual) sources of information (e.g., read reports, procedural documentation, reference materials, etc.):	Self-explanatory
Use non-verbal visual sources of information (e.g., reference graphs, tables, etc.):	Self-explanatory
Use oral communication to perform work (e.g., answer telephone, receive visitors, etc.):	Self-explanatory
Use non-verbal auditory sources of information (e.g., ringing of telephone, alarms, beepers):	Self-explanatory
Perform detailed work requiring visual acuity:	Self-explanatory
Make minor decisions requiring limited judgment (e.g., task sequencing, filing, sorting mail):	Self-explanatory
Make general decisions in the absence of specific directions (e.g., prioritizing):	Self-explanatory
Perform activities requiring sustained concentration (e.g., designing, planning, etc.):	Self-explanatory
Other Physical or Mental Requirements:	Add in any other specific requirements in this section (e.g., carry a weighty mail bag while climbing stairs, etc.)

Essential Job Functions

Essential functions are **functions that are fundamental to the position**. Use these guidelines in preparing this section of the job description:

- List functions in sequential or priority order (e.g., the task that requires the most amount of time or carrying the greatest responsibility should be listed first, etc.)
- State separate duties clearly and concisely.
- Start each sentence with an action verb in the present tense (e.g., trains, operates, performs, etc.) that best describes the task.
- Be specific, objective and accurate. Describe the job as it realistically should be performed, using non-technical terms.
- Do not try to list every task.
- The College requires four essential functions after you add your list of 6 – 8 essential functions. Support staff will be rated on all essential functions during the performance management cycle.
- The College requires these essential functions in every job description:
 - regular and punctual attendance
 - work effectively with others and perform to the best of personal abilities to successfully accomplish individual, departmental, and College goals
 - adherence to and enforcement of College policies as necessary
 - and other related duties and assignments as required.

Working Conditions Use this section to indicate exposure to physical risks and describe the environment that the position will be operating in (e.g., standard office environment; position may involve frequent in-state travel, etc.)

ENVIRONMENTAL	
% of time spent working inside:	Almost all College positions have some component of "outdoor" exposure – participating in meetings and functions on campus requires you to move from building to building. We would not expect the time working inside to exceed 95%.
% of time spent working outside:	As above, we would expect almost every employee to have at least 5% time outside.
Sudden temp changes:	Remember, this refers to sudden temperature changes in the course of completing essential tasks.
Extreme temperatures:	
Humidity/Wet:	
Extreme noise:	
Extreme vibration:	
Hazards:	Is the person in this position exposed to hazards (e.g., working with heavy equipment, knives, hazardous materials, etc.)?
Safety equipment:	Does the person in this position have the use of safety equipment (e.g., mask, goggles, gloves, hard hat, chemical apron, safety glasses, etc.)?
ATMOSPHERE	
Fumes:	
Mist:	This does not refer to frequent summertime fog!
Odors:	
Gasses:	Industrial gasses (e.g, Bunsen burners, propane, sulphur, etc.)

Dust:	
Poor ventilation:	
Machines, Tools, Equipment & Work Aids Used: <i>List all.</i>	List any machines or tools used in executing the essential functions of this position. (e.g., computer, telephone, FAX machine, printers, hand tools, knives, lawn mowers, etc.) Indicate the number and type of individuals this position supervises. If any individuals are supervised, be sure that enforcement of College policies is listed as an essential function above.
Supervisory Responsibility: <i>List the number of EMPLOYEES and the number of STUDENT EMPLOYEES supervised, including enforcement of College policies for those employees.</i>	Supervises # _____ employees and or # _____ student employees including enforcement of College policies for those employees.
Job Classification: Job Classification Definitions	Sedentary, Light, Medium, Heavy, or Very Heavy Work

Date

Signature of Supervisor

Date

Signature of Hiring Authority

Name and Classification