

WAYNE STATE UNIVERSITY

Job Description Development Tool

Version 2.0 (11/1/2009)

WSU has adopted an “individualized” approach to job descriptions.

- ✓ Each Non-represented job is a unique job role and has a correspondingly unique Job Description.
- ✓ For a few jobs, with multiple incumbents doing very similar roles, they will share a single job description (example: Accountant I).
- ✓ The Job Description should be current, accurate and provide a summary of data which is used for:
 - job requisition
 - job posting and candidate selection
 - new hire orientation
 - employee training
 - performance appraisals

Each job description will have five (5) sections.

1. **Job Purpose** – short paragraph which describes occupational and organizational role.
2. **Essential Functions** – 6 to 8 action statements, with measureable outcomes, that define expected performance results.
3. **Work Context** – based on a prescribed grid which identifies job scope (who it reports to, supervisory, financial and customer accountability, freedom to act, and unusual work conditions).
4. **Minimum Qualifications** – minimum Education and Experience. Preferred education/experience can also be included.
5. **Knowledge, Skills, Abilities Required** – describes job specific skills or abilities that are expected for experienced, competent, fully effective employees

--- Narrative Description of Sections of the Job Description --
(See Attached Sample Job Descriptions for examples)

1. Job Purpose:

Describe in one to three sentences the nature of the work (i.e., occupation), the primary goal of the job (i.e., why the job exists) and where the job fits within the organization (i.e., what S/C/Div).

2. Essential Job Functions:

Describe 6 to 8 essential job functions or responsibilities that are performed as a part of the position. --- **See Compendium for examples of action verbs.**

Tips for Essential Functions

Each statement should

- begin with an action verb - use active voice to describe what is to be done.
- be succinct - group similar tasks and collapse into single statements.
- not be redundant – use headings, if needed, to group similar tasks that are functionally related
- be arranged in priority order (most important at the top).

--- **For Manager Roles – Recommended Language**

ESSENTIAL FUNCTION

Oversee and supervise staff. Will recruit, hire, train, direct daily activities, discipline and develop the staff to ensure accurate and timely customer service and service delivery. Ensure transactions for all academic and non-academic personnel within the assigned units are performed in compliance with University policy and procedure.

3. Work Context

Select the one answer that best fits the job:

A Job Reports to (pick one)

- 1 Vice President/AVP
- 2 Sr Director
- 3 Director
- 4 Associate Director
- 5 Manager
- 6 Supervisor

B Leadership Accountability (pick one)

- 1 Develops policy and strategic plans
- 2 Develops strategic plans and interprets policy
- 3 Implements operating plans
- 4 None

C Supervisory Accountability (pick one)

- 1 Supervises through management personnel
- 2 Supervises professionals and non-managers
- 3 Supervises associates below supervisory level
- 4 None

D Organizational Accountability (pick one)

- 1 Manages department
- 2 Manages sub-unit of a department
- 3 Manages work group within a sub-unit of a department
- 4 None

E Financial Accountability (pick one)

- 1 Manages operating budget
- 2 Approves expenditures
- 3 Monitors expenditures
- 4 None

F Customer Accountability (pick one)

- 1 Interfaces with officials and executives
- 2 Interfaces with regulatory authorities
- 3 Interfaces with customers outside the S/C/D
- 4 Interfaces with customers inside S/C/D

G Freedom to Act (pick one)

- 1 Sets broad policies and objectives
- 2 Operates with significant autonomy
- 3 Subject to general input from supervisor
- 4 Subject to regular review by supervisor

4. Minimum Qualifications

A Level of Education (Pick one)

- Less than high school completion
- High school completion (or GED)
- Post high school training (apprentice, certificate)
- Associate degree
- Bachelor's degree
- Master's degree
- Doctorate degree
- Medical degree

For **Education**, add a short paragraph that states in short sentences:

- the type of degree
- the area of study or major
- any required certifications
- any required technical knowledge
- You may also add preferred educational qualifications

B Level of Experience (Pick one)

- Entry level (no prior job-related work experience)
- Experienced (minimum 2 years of job-related experience)
- Specialist (minimum 5 years of job-related experience)
- Expert (established subject matter expert, 7+ years experience)

For **Experience**, add a short paragraph that states in short sentences

- the minimum years of specific experience
- prior job title or occupational experience
- prior specific functional responsibilities
- you may also add preferred experience

5. Knowledge, Skills and Abilities Required

Select knowledge, skills or abilities required for an experienced, competent, and fully effective employee. --- **See Job Description Compendium for examples.**

--- **For Manager Roles – Recommended Language**

Supervisory Skills - Ability to delegate work, set clear direction and manage workflow. Strong mentoring and coaching skills. Ability to train staff and develop subordinate's skills. Ability to foster teamwork among staff members.

SAMPLE JOB DESCRIPTIONS

WAYNE STATE UNIVERSITY

TITLE Accountant II		DATE 11/1/09
ECLASS NE	EEO 30	PCLASS IC103
GROUP 30	SALARY BAND C	FLSA Non-exempt

JOB PURPOSE

Serves as an accounting professional to apply theory and principles of accounting to foster and maintain University accounting practices. Analyzes financial information in order to create and maintain accurate financial records and reports. Assists management make an assessment of the financial position of the assigned unit.

ESSENTIAL FUNCTIONS

Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance with reporting and procedural standards.

Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.

WORK CONTEXT

Job Reports to	Manager
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with customers inside S/C/D
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION - Bachelor's degree in business administration. Preferred education: 12 semester hours in accounting.

EXPERIENCE - Entry level (no prior job-related experience). Preferred experience: 2 years in applied accounting or bookkeeping.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

COMPUTER SKILLS - Proficient in Microsoft Office, especially spreadsheets, database and reporting tools. Proficient in the use of electronic financial management systems

COMMUNICATIONS SKILLS - Effective interpersonal and customer service skills

ANALYTICAL SKILLS - Ability to compare, contrast and quality check work and keen attention to detail. Can present numerical data orally and in writing or through graphics.

WAYNE STATE UNIVERSITY

TITLE Director, Office of Sustainability		DATE 11/1/09
ECLASS MA	EEO 30	PCLASS MF101
GROUP 30	SALARY BAND F	FLSA Exempt

JOB PURPOSE

Serves as a visionary leader and organizational strategist to help Wayne State University become a national model for sustainability in higher education; facilitates internal and external communications as the campus spokesperson on sustainability issues; and supports the activities of the University Sustainability Committee.

ESSENTIAL FUNCTIONS

Create a strategy to integrate sustainability principles into the operational functions of the University and work with individual departments to develop sustainability standards and policies specific to their respective function.

Collaborate with campus units (including Business Operations, Housing, Facilities Planning and Management, Environmental Health and Safety and other campus units as appropriate) to infuse sustainability principles into campus short and long-range planning, building design, and operations.

Develop annual sustainability planning priorities for the campus, identifies annual expected outcomes, coordinates appropriate evaluation of these efforts, and develops measurable indicators of sustainability implementation and performance.

Publicize, promote, and share the University's sustainability efforts with the University, local, and national communities to promote broader awareness of the University's environmental efforts and accomplishments.

Collaborate with University Marketing Department to shape and deliver internal campus messages about sustainability and serve as the campus spokesperson on sustainability issues with internal constituencies. Manages content, design, and maintenance of University sustainability website.

Identify, seek and secure grant funding, corporate partnerships, and other savings programs to leverage campus resources and further propel campus sustainability efforts.

Work with faculty and academic leadership to design sustainability curriculum and serves as an instructor of sustainability oriented courses.

Coordinate, support, and expand opportunities for faculty, staff, students, and administrators to learn about sustainability and incorporate sustainable practices into their day-to-day work.

WORK CONTEXT

Job Reports to	Vice President
Leadership Accountability	Develops policy and strategic plans
Supervisory Accountability	None
Organizational Accountability	Manages sub-unit of a department
Financial Accountability	Manages operating budget
Customer Accountability	Interfaces with officials and executives
Freedom to Act	Operates with significant autonomy

MINIMUM QUALIFICATIONS

EDUCATION - Masters degree in physical sciences or higher education. Proven understanding of environmental best practices in universities, world wide. LEED accredited professional preferred.

EXPERIENCE – Expert (established subject matter expert) through minimum of 7 years experience in leadership positions in higher education and/or sustainability field. Minimum 10 years experience in the following areas: enacting organizational development, staff management, partnership building, project management, planning and leading environmental initiatives, resource management, and implementation of energy, waste, and water conservation efforts.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

LEADERSHIP - Proven ability to foster collaborations across diverse constituencies in a large academic institution and inspire confidence and motivate groups to collectively meet common objectives, and strong experience in participatory leadership.

RESULTS ORIENTATION - Demonstrated strong skills and a track record for sustained measurement of program outcomes, ability to work independently and with and through others to achieved desired results.