JOB DESCRIPTIONS B010

01/01/2007

PURPOSE

To provide information and guidelines regarding job descriptions for Administrative/Professional (A/P) positions.

POLICY

Supervisors are responsible for preparing and maintaining a job description for each A/P position. Job descriptions contain position titles, reporting relationships, basic functions, education, experience, complexity, fiscal responsibilities, supervision exercised, supervision received, health and accident hazards/risks. A copy of the job description is to be given to each A/P employee upon employment, promotion or transfer to a new position, or when significant changes occur in job duties and responsibilities.

Supervisors may create new job descriptions and modify existing job descriptions to reflect changes in the major duties and functions of A/P positions under their jurisdiction (see Establishing Administrative/Professional Positions Policy B015 and Reclassification Policy B025).

The job description should be completed based on the nature of the position requirements and not based on the skills, education and background experience of the incumbent. The format for preparing the job description is as follows:

- **Position Title**: The title of the position. This title is subject to standardization in accordance with established University titles.

- **Reporting Relationships**: The titles of individuals to whom the incumbent reports, as well as the classification and number of employees who will be reporting to the incumbent.

- **Basic Functions**: The general functions of the position identify primary duties and responsibilities, specialized/professional duties and, if appropriate, administrative functions. Responsibilities could include non-managerial duties utilizing special skills which require knowledge of an advanced type and experience, duties directly related to management policies or general business operations and/or duties which affect policy, its implementation or execution.

- **Education**: The basic knowledge, specialized training and education required to learn and perform the job duties. Education is usually defined by formal coursework from an institution but may also be acquired by non-credit coursework, other study or on-the-job instruction.

- **Experience**: The minimum amount of job-related work experience necessary to perform the job at an acceptable level.

- **Complexity**: The intricacy of the position in terms of human relationships, technical aspects and decision-making.

- **Fiscal Responsibilities**: The responsibility to manage funds with or without signatory authority within approved budgets.
- **Supervision Exercised**: The qualitative and quantitative aspects of supervision exercised.
- **Supervision Received**: The type of supervision received from the immediate supervisor.
- **Health and Accident Hazards/Risks**: The health hazards or risks connected with or surrounding the job even when all usual health and safety measures are taken.

**PROCEDURE**

Follow the [Position Requisition Process](#). The Human Resource Office will review the job description, assign the appropriate title and salary range according to the University's Administrative/Professional Pay Plan and return a copy to the department. The department will thereafter be responsible for initiating any additional activities to implement the recruitment, promotion or transfer of an employee to fill the position.