

WHY HAVE AN ACCURATE AND COMPLETE POSITION DESCRIPTION?

The Position Description is the document that validates and justifies the position's existence and the literal value of the position. The classification of positions provides a basis for establishing and maintaining pay relationships between job classes; essentially creating a matrix of relative value.

WHAT'S IN IT FOR YOU????

The Position Description Questionnaire is a TOOL FOR YOUR AGENCY to manage your human resources. With an accurate job description, an agency is enabled to facilitate a variety of personnel functions including recruitment, selection, salary administration, movement of employees/positions, and organizational structure.

The current system for determining this matrix of value is done on a *comparative basis with qualitative data*. Our methodology identifies differences and similarities in the nature of work performed by comparing and categorizing positions. Thus, a clear description that provides what type of work a position is assigned, the level of work assigned, how the work is performed, and what actual outcomes the position is accountable for, will enable a more efficient review from State Personnel. More importantly, this will justify the need for the position.

Essential Duty Statements

WHAT ULTIMATELY IMPACTS A POSITION'S CLASSIFICATION?

If these various criteria are explained clearly in the duty statements, State Personnel will have fewer questions.

1. The kind or type, and the similarity and diversity, of work functions performed.
2. The complexity of the work, the diversity and difficulty of problems solved, and the creativity and originality required in performing the work. The analytical demands required.
3. The nature (such as kind, depth and breadth) of knowledge, skill, and ability required to perform the work. This factor considers the application of concepts, principles, and practices of various occupational fields and disciplines, and indirectly the type and amount of education, training, and experience required.
4. The nature of work direction exercised (such as direct supervision, work coordination, functional oversight) exercised over others. Includes consideration of the number, location, and classification, of the employees (and/or other workers) directed.
5. Supervision and guidance received. Degree of the level of supervision received. Includes extent that laws, rules, policies, and procedures control the work performed.
6. The authority, independence, or freedom to act that has been delegated to the position.
7. The level of responsibility delegated for human, financial, space, facilities, information, and material resources.

8. The nature of contacts made with others (does not focus on assigned staff) inside and outside the organization. Consideration given to the impact, frequency, and context of interactions with any individuals or groups, and their effect on agencies or programs.
9. The decision-making demands required, such as the difficulty, scope, and finality of decisions.
10. The scope or impact of recommendations or actions taken by the position. Scope can refer to entities inside or outside the organization. Impact refers to their influential in and outside of the organization or program or function.
11. The severity and scope of errors made. The type and level of resources expended to mitigate these errors.
12. Environmental conditions and physical demands required of the position.

Other Tips:

1. Begin each essential duty statement with an **action verb** such as: Repairs, Files, Types, Answers, Summarizes, or Interprets (go to <http://das.nebraska.gov/personnel/classncomp/> to find the Class and Comp Tool Box with a list of action verbs).
2. Avoid words having unclear meanings such as Assists, Performs, Provides, Handles, Maintains, Participates, and Deals with. If you find yourself using words such as these with potentially unclear meanings or which could be mean a variety of things, please describe what you mean.
3. Avoid using acronyms in your descriptions of duties, or if you do, write them out so we know what they stand for, don't just assume we know what things like GIS, SNAP, LIHEAP, CMS, QI, or PI stand for.
4. Estimating Percentage of Time:
Estimate the percentage of time spent performing each duty. Do not include a duty which occupies less than 5% of the position's time unless it is essential to the position. The total of all percentages should account for between 90% and 100% of the position's time. Whether the duty is performed on a daily, weekly, monthly, quarterly, or annual basis, the following chart will help you estimate the percent of time spent doing it.

Percentage	Daily	Weekly	Monthly	Quarterly	Annually
5%	1/2 hour	2 hours	1 days	3 days	2 1/2 weeks
10%	1 hour	4 hours	2 days	6 1/2 days	5 weeks
15%	1 1/2 hours	6 hours	3 1/2 days	10 days	8 weeks
20%	2 hours	8 hours	4 1/2 days	13 days	10 weeks
25%	2 1/2 hours	10 hours	5 1/2 days	16 days	13 weeks

5. Most Critical:
Rate how critical each duty is to the position's overall work objectives. Use a rating scale of 1 to 5 (ranging from 1 being most critical to 5 being least critical). Duties performed infrequently or that do not involve a large amount of time may still be critical to the position. The same rating may be given to more than one duty.

FACTORS NOT CONSIDERED IN POSITION CLASSIFICATION WORK

These are factors that should not be the basis for a classification request and are not taken into consideration when determining the classification of a position.

1. Assignment of future projects, or of one-time or temporary projects.
2. Job qualifications/licenses and job related knowledge and skills possessed by the employee (not required by the position).
3. Quality of work performed by an employee.
4. Personal characteristics possessed such as dedication, dependability, or personality.
5. An employee's potential that exceeds what the position could conceivably encompass.
6. Volume of work – changes in volume at the same or lower level of work.
7. Work performed infrequently, and not an essential function of the position. Also, newly assigned work of a lower classification level.
8. Comparisons to positions outside the State's classified service.
9. Length of service – the amount of time in the position or the employee's location on the current pay line.
10. Retention – adjusting a position's classification to retain an employee.
11. Recruitment issues – scarcity of applicants.
12. Employee's financial need – an employee's desire to obtain a higher salary beyond his/her current compensation.