

Writing Job Descriptions in the HRMS Job Builder

Job descriptions are an important tool to facilitate individual and organizational effectiveness. Job descriptions help employees understand their specific duties and responsibilities, supervisory relationships, accountabilities, and how they contribute to the mission, goals, and objectives of UCR. They are the foundation of many HR Management functions such as; Compensation, Recruitment, Employee & Organizational Development, Performance Management, Leaves of Absence (LOA): Reasonable Accommodation.

Getting Started

- The Career Tracks Job Standards are used as the foundation in developing customized job descriptions that reflect a position’s unique responsibilities.
- A well written job description can be concise if it is properly planned.
 - Go to the HRMS Job Builder and select the Job Standard, family, function and level that best fits the job you would like to create. If you are developing a job description for recruitment, start by creating the job description in HRMS Recruitment.
 - 60% or more of the Key Responsibilities are prepopulated with content information from the Job Standard. You may elaborate the position’s essential functions as it relates to the department’s needs using the custom text box.
 - You may adjust the percentages of time to 100% in the prepopulated content.
- or*
- You may add up to 40% of custom Key Responsibilities to specify additional job duties.
- Do not duplicate information from the Job Standards.
- The Key Responsibilities must total 100%.

Multifunctional/Hybrid Positions

- Should be mapped to the job function that constitutes more than 50% of the job.
- If no one component of the job is 50% or more, the job function that has the greatest percentage of duties, or the function that would be emphasized during recruiting should be used. **Ask yourself:**

“What is the primary purpose of the job?”



Language in the Job Description

- Be clear, identify job content **without** providing a long list of duties.
- Use precise, concise, and factual statements which are easily understood.
 - Provide a clear picture of actions and activities being accomplished, how they are accomplished, and their objectives.
 - Include information relating to the position’s scope of responsibility, the major challenges, and the complexity of the duties.
- Each sentence should begin with an action verb plus an objective to describe what is done, rather than how it is done. A specific verb is the most important word in the sentence: vague or ambiguous words such as “handles” or “is responsible for” should be avoided, as these verbs do not provide a clear picture of the action or activity.

Common Action Verbs

Administers	Analyzes	Applies
Collaborates	Conducts	Demonstrates
Directs	Estimates	Executes
Instructs	Interprets	Organizes
Participates	Performs	Plans
Proposes	Reviews	Resolves

Job Description – Do’s and Don’ts Examples

Job Description Components:	Do	Don’t
Department Custom Scope	Use statements that define level or scope of work: <i>“Goals for fundraising campaigns are typically at the major gifts or corporate/foundation level, including managing portfolios of donors capable of giving \$50k or more.”</i>	Include Key Responsibilities or Knowledge and Skills in this section: <i>“Identifies, cultivates, solicits and/or stewards major gift prospects and donors.”</i> or <i>“Requires advanced skill in making persuasive and compelling presentations of campus goals/objectives and securing gifts...”</i>
Key Responsibilities	Structure the sentence: Action Verb/Object/Explanatory Phrase: <i>“Analyzes (action verb) the data (object) to identify critical evaluation issues (explanatory phrase).”</i>	Document an exhaustive list of tasks: <i>“Enters data on spreadsheet, runs reports, collects reports from printer, and distributes reports.”</i>
Key Responsibilities	Define role clearly: <i>“Leads programming team and provides technical guidance...”</i>	Use acronyms or abbreviations, such as: <i>“Leads ABC team to implement and deploy of all phases of XYZ system dock.”</i>
Knowledge/Skills/Abilities	List requirements in separate statements: <i>“Ability to exercise good judgement.”</i> <i>“Ability to meet all project deadlines.”</i>	Combine multiple requirements: <i>“Ability to exercise good judgement and meet deadlines.”</i>

Definitions & Descriptions

Generic Scope	<ul style="list-style-type: none"> • Universal, fair and equitable leveling of jobs to Career Tracks structure across all departments or locations, regardless of specific job function. • Prepopulated from the Job Standard.
Custom Scope	<ul style="list-style-type: none"> • Further clarifies generic scope for a specific function with additional level definitions that have relevance or meaning for that function. • Prepopulated with custom scope from the Job Standard.
Department Custom Scope	<ul style="list-style-type: none"> • States the major purpose of a position and its role in the department. • Flows to the recruitment posting process. • Customize in text box. Be succinct. 2-5 sentences maximum.
Education & Experience Requirement	<ul style="list-style-type: none"> • Minimum level and type of education, licenses or certifications and experience required to be successful in the job as well as any acceptable equivalency (e.g., "...and/or equivalent experience/training.") • Prepopulated with education and experience from the Job Standard, preferred degree requirement can be added (e.g., Bachelor's degree in Accounting); additional required or preferred experience can be added but cannot be in conflict with the Job Standard. Customize in text box.
Key Responsibilities	<ul style="list-style-type: none"> • Describe essential functions of the job. • Prepopulated with responsibilities from the Job Standard. You can elaborate the position's essential responsibilities as it relates to the department's needs by using the text box. Be succinct. • You can add 40% of department specific key responsibilities that are not in conflict with the position's Job Standard. • Designate % time for each key responsibility.
Knowledge, Skills & Abilities (KSA's)	<ul style="list-style-type: none"> • Required KSA's to be successful in the position. • Prepopulated with language from the Job Standard. Additional KSA's can be added as needed that are not in conflict with the Job Standard (do not list experience requirements). Customize in text box.
Special Requirements & Conditions	<ul style="list-style-type: none"> • Describes special travel requirements, overtime, shift work, required records/tests/ driver's license. • Check-box selection. You may add other special requirements/conditions if the position supports the requirement.
Environment	<ul style="list-style-type: none"> • Describes location where incumbent will be working. • Select or enter working environment.
Other Requirements	<ul style="list-style-type: none"> • Describes items used, physical/mental/environmental requirements. • Check-box selection.
Critical Position	<ul style="list-style-type: none"> • Professional & Support Staff (PSS) positions only: See Designation of Critical Positions (UCR Local Procedure 21: Appointment; Section IV). Management & Sr. Professional (MSP) positions are automatically designated as critical. • Yes or no selection.