

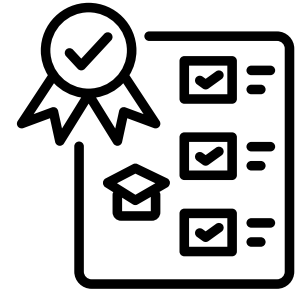
HOW TO WRITE A THOROUGH POSITION DESCRIPTION

The position description should accurately reflect the essential functions and measures, specific knowledge and necessary skills and abilities of the position. When well-written, the position description reflects a realistic picture of the position. Additionally, a position description sets the foundation for recruiting, developing and retaining talent, and also sets the stage for ideal work performance by clarifying responsibilities and expected results.



The essential job functions and measures section of the position description should describe the fundamental nature and core responsibilities of the position. When writing this section, some things to consider include:

- List, in detail, the job duties that reflect the position requirements and ensure they are not based on the capabilities of a specific person.
- Focus on the outcome of the tasks and how the tasks will be completed.
- Assign a percentage of time spent on each essential function. Remember that a function may be critical to the position but also have a small percentage of time assigned to it.
- Reference areas of decision-making that the position will influence or impact.
- Identify areas of direct or indirect accountability.



The qualifications section includes the level and depth of the knowledge, skills, and abilities required for the position and should include specific details required for successful completion of job tasks. Other skills considered for this section include internal or external communication, computer, creative thinking, customer service, decision-making, multi-tasking, problem-solving, project management, supervision, teamwork, etc.



Hints for writing a thorough position description:

- Write in a concise, direct style.
- Use descriptive action verbs (for example: writes, operates, or performs).
- Focus on essential activities, instead of occasional tasks.
- Only include current assigned duties; not potential future duties.
- Avoid abbreviations and acronyms. If abbreviations and acronyms are necessary, define them the first time you use them

Did you know: Educational Requirement Update on Position Descriptions



In summer 2023 the Commonwealth updated DHRM hiring policy 2.10, changing how classified and wage positions are recruited. Specifically, the policy eliminates educational degree requirements unless required by accreditation or certification standards (such as nursing). As a result of this regulatory change, classified position descriptions must have degree requirements removed from the document. Human Resources is working on updating position descriptions on behalf of supervisors.