



Job Description Template & Instructions
Office of Human Resources
Mott Community College
November 1, 2004

Title:

Department:

Employee Group & Grade:

Reports To:

Date Written/Revised:

Purpose, Scope & Dimension of Job:

Purpose: Why the job exists; this is the ultimate accountability or the overarching accountability for the job. Alternatively, you might want to document several major purposes of the job.

As noted below, a key feature of our job description is the distinction between and linking of duties and accountabilities. This distinction is highlighted at the beginning of the job description by focusing on purpose. For example, a secretary's job doesn't exist to type, that's a duty. The purpose for the job of secretary in a lawyer's office might be to produce accurate documents on a timely basis to help the lawyer serve the firm's clients.

The purpose of a division secretary, for example, might be to provide responsive and timely customer service to faculty, students, and the Associate Dean; to ensure that the division office functions smoothly on a daily basis by performing a wide variety of clerical and administrative support tasks for faculty and the Associate Dean.

Student Services: Maybe the purpose of every employee in this department is to help students and potential students and to create a positive impression of the College with them so they continue or start their studies with us and recommend us to others.

Managers: A standard purpose might be to ensure the success of the X where X is the name of their department, division, etc. Or, the purpose might be defined in terms of ensuring execution of the department's mission with the mission being stated explicitly.

The purpose of a lab tech job might be, for example, to support the learning process particularly by supporting faculty and enabling them to focus more of their time on teaching.

Scope: This is useful in terms of describing how the job fits into the College as a whole and/or the department; how the job fits into processes. The HR sample does this by indicating that the department is organized into operating and research sections and describing how the particular job fits into that organizational structure. Or it could be as simple as indicating that this is one of only two accountants for the College with this position handling all of the grant related activities.



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Purpose, Scope & Dimension of Job (continued):

Dimension: Some measure of size. For example, if the job is transaction-oriented, the number of transactions per year or week, as in generates 200 transcripts per week.

For S&M: Number of budget accounts and grants; dollar value of budget accounts and grants.

Supervisory Responsibility:

Indicate number and types of employees supervised for persons with supervisory responsibility (which must include responsibility for hiring and discipline). Note: To be included in the S&M bargaining unit, a supervisor or manager must not be in the Exempt group and must supervise at least one regular full-time College employee.

This section can also be used for individuals who are not supervisors per se.

Supervision of student workers may be performed by someone who doesn't meet the technical definition of a supervisor. In this case, you might say something like – “This position performs supervisory duties, including hiring and discipline, for all of the department's student workers” or the summary might indicate that the position is a lead worker for student workers. In this case you might say “Provides direction and assistance to student workers.” See note on lead workers below.

Some positions don't exercise supervisory responsibility but are lead workers for a group of employees doing the same or similar work. In this case, you might describe the role this way – “This is a lead worker position that provides direction to the other two clerks in the office. As a lead worker, this position makes work assignments on a daily basis and reports problems, including performance problems, to the supervisor.

Essential Duties/Major Accountabilities:

A key distinguishing feature of our approach to job descriptions is the purposeful linking of duties and the associated accountabilities or performance expectations.

It is recommended you bundle the related tasks and list duties or areas in order of importance.

Essential Duties: are tasks the employee must be able to perform, with or without accommodation. Put another way, if a candidate could not do this duty with reasonable accommodations, they couldn't be hired.

Accountabilities: are statements of the end results of the position and are the standards by which the employee's performance can be evaluated. It is what the employee is held accountable for accomplishing, NOT what they do. For example, in the sentence: *Ensure that assigned areas of the College are clean*



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Essential Duties/Major Accountabilities (continued):

and appealing in appearance to our customers by executing custodial tasks such as sweeping, washing, waxing ... there is an accountability measure (ensuring clean area that meets the customer's standards) related to the specific duties ("executing custodial tasks such as.....).

Accountabilities, like purpose, should be worded so that they will almost automatically lead to thoughts of measurement. While they may not contain measures themselves, they will suggest what an appropriate measurement might be. For example, "*maximize profits*" might be reworded as "*achieve profit objective.*"

There are various ways to approach accountabilities. One approach would be to specifically identify accountability for each task or group of bundled duties. Another approach is to identify the performance expectation(s) or accountabilities that apply to the list of duties that follow. You should choose an approach that makes the most sense to you. The idea behind this approach is that the job description should contain definitions of performance expectations to provide the foundation for our Coaching and Development process.

Some other examples of duties and accountabilities:

Lab Technician

Lab Operations: Ensure experiments are set up on time, to the faculty members' satisfaction, in appropriate quantities and to function properly.

Logistics (organizing materials, maintenance, purchasing): Ensure equipment and supplies are available and functional when needed, are easily accessible by others and maintained in adequate numbers.

Safety: create and implement procedures that ensure lab is in compliance with MIOSHA and minimizes risk of incidents.

Division Secretary

Support faculty by anticipating and responding to class and program related needs (this would probably be followed by a list of duties).

Create a positive impression of the College and the division by providing helpful, accurate information to persons contacting the division office.

Ensure the administrative support needs of the office are timely met (this would probably be followed by a list of duties).



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Accountability Standards for all Department Staff(Optional)

Optional

Minimum Required Knowledge, Skills, and Abilities:

Minimum requirements are very important because they are used to screen applicants for potential openings. If a candidate doesn't possess a single minimum requirement, they can't do the job. These are frequently listed in some detail in the questionnaire but you should look through the job description and add additional appropriate criteria. Try to be as specific as possible. The incumbent employee may have qualifications beyond what is necessary to do the job; these would not be appropriate requirements.

Education/Training Requirement:

For example, Masters degree in business or public administration or five years of supervisory experience over three or more employees in a similar function.

Experience Requirement:

For example, three years of full-time work experience doing full range of accounting functions in organization with budget of \$30,000,000 or more.

Additional Preferred Qualifications:

Sometimes these are identified in the questionnaire but you should identify all that you want to use when screening applicants.

Unique Aspects of Job (Optional):

Optional -- this section may be used for any purpose you see fit or not at all. One appropriate use of this section is communicating information that an outside applicant would need to know about the job, particularly if this role is different than the industry "norm."

Examples of Work Assignments (Optional):

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Physical Requirements:

Take from ADA checklist.

Hours/Schedule:

What is the regular or normal schedule for this position? It is recommended that you note something like, "May be required to work a variable schedule/varying hours to meet operational needs" if this is the case for the position.

Signatures:

[Type Supervisor title here]

[Type appropriate Senior Manager Title (President, VP, CFO, Dean, CHRO) here]

*[Type next level of management here, if necessary (and **DELETE** all unused signature lines & text)]*

Employee (Optional)

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative

Employee Group & Grade:

Affirmative Action Group:

Job Description Status:

Reviewed by Human Resources: _____
Initials Date