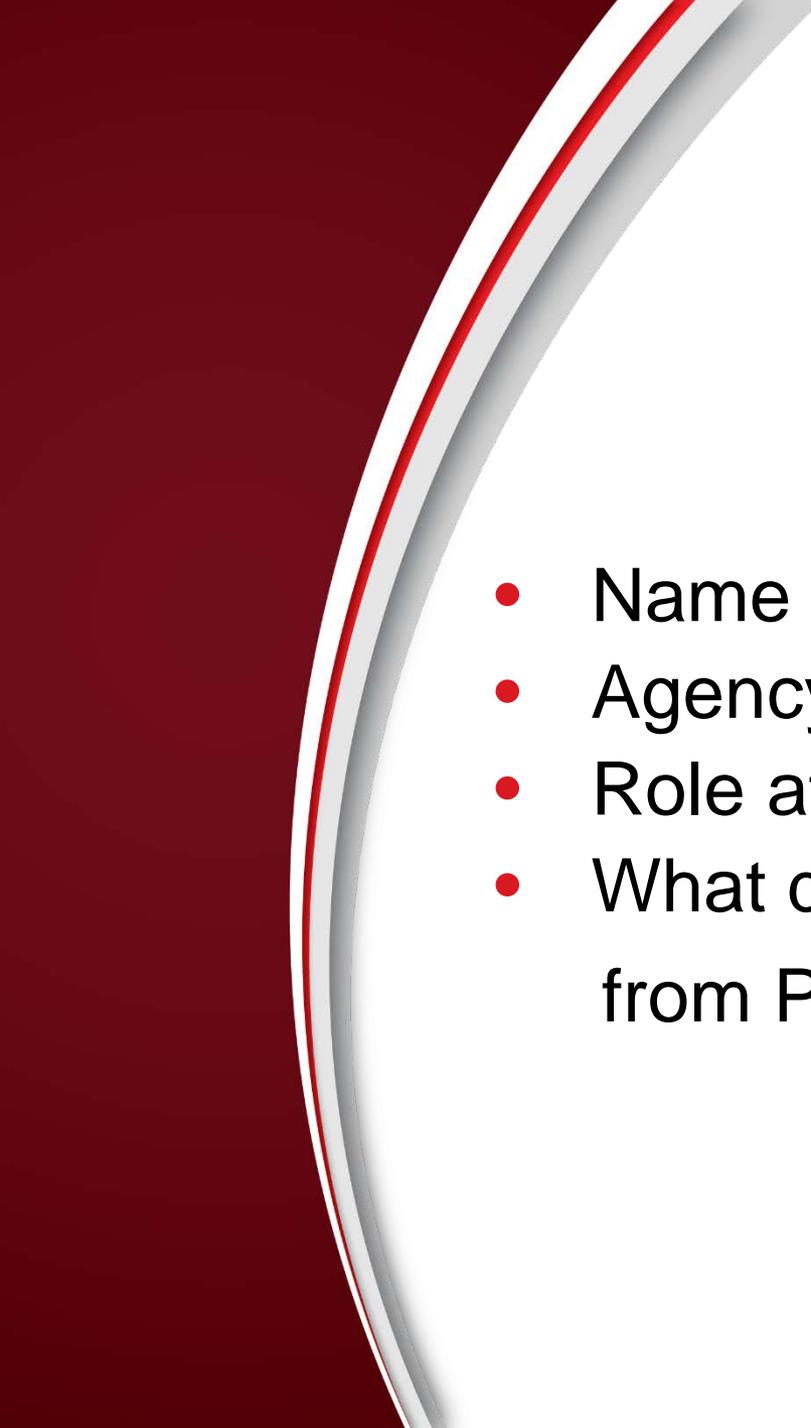




Office of
Talent Management

Position Description (PD)
Writing Training



Introductions

- Name
- Agency
- Role at agency
- What do you want to learn from PD Writing class?

Agenda

- OTM's Role
- Relevant Laws and Resources
- Position Description rules and construction
- Mixed PDs
- Exercise – write a PD

Objectives

- Increase your knowledge of the Position Description writing process.
- Identify underlying principles, reasons or facts by breaking down information in separate parts.
- Use relevant information and individual judgment to determine whether processes comply with laws, regulations, or standards.

OTM's Role

- Manages the State of Ohio Class Plan
- Establish & Maintain Compensation Philosophy
- Conducts Job Audits, PD & PSMQs compliance reviews & trend analysis
- Provide consultative & training services

Relevant Laws

- Uniformed Guidelines on Employee Selection Procedures (1978)
- Americans with Disabilities Act (ADA)
- Federal Fair Labor Act (FLSA)
- Ohio Revised Code (ORC)
- Ohio Administrative Code (OAC)
- Executive Orders
- Collective Bargaining Agreements

Resources

- OTM's Classification & Compensation Web site
- Learning On Demand (SkillSoft)
- State of Ohio Library
- Society of Human Resource Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)

Online Navigation Webpage



The screenshot shows a web browser window with the URL das.ohio.gov/Divisions/HumanResources/HRDCClassSpec.aspx. The page displays the Ohio DAS logo and navigation links. The main content area includes a search bar and a list of classification specifications. The PowerPoint presentation, titled "Position Description Writing Training ppt", is overlaid on the right side of the browser window. It features a slide with the heading "State of Ohio Classification Specifications are available online" and a bullet point "Click to add text". The PowerPoint interface includes a ribbon with tabs like "HOME", "INSERT", "DESIGN", etc., and a slide navigation pane on the left.



Position Description

Position Description

Position Description

- An accounting of a position's assigned duties, responsibilities and level of authority.

Position Description



Position Description Forms

POSITION DESCRIPTION		AGENCY/DEPT ID
DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
<i>This row is for Program Administrators & Project Managers ONLY</i>	Identify Program or Project	Estimated Duration of Project
<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update Position Hyperlinked to Agency Organizational Tree <input type="checkbox"/>		
USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift):		Bargaining Unit
FROM: TO:		Page 1 of 1
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE

ADM 4107 R 5-09 An Equal Opportunity Employer

Department of Administrative Services



Human Resources



Talent Management



Classification & Compensation



IT Classification Project



IT Transition Tool Kit

Blank position description forms are available online. **Ohio**

Department of Administrative Services

Writing PD Basics

- Avoid exaggerating or downplaying job duties
- Avoid using ambiguous words open to interpretation
- Always use present tense
- Avoid the narrative form

Job Duty

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 1	53771	07	08/17/2004	06

Job duties in order of importance: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates basic equipment (i.e., see glossary for identification of basic equipment) & performs general highway maintenance duties which vary by season (e.g., constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar, removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, moves & loads supplies & materials & completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs & installs traffic signs & pavement markings on inter-state, federal & state highways &/or roadways (e.g., repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails).

Performs emergency response & clean up & performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (on the job & formal) in various types of construction inspection activities (maintenance related inspection items).

Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment.

Performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

Writing PD Basics

- Always rank duties by order of importance
- List percentage of time dedicated to each rank
 - Do not list range (i.e., 0-5%)
 - Total must be 100%
- KSAs must be linked to individual ranks, not listed in the first rank only

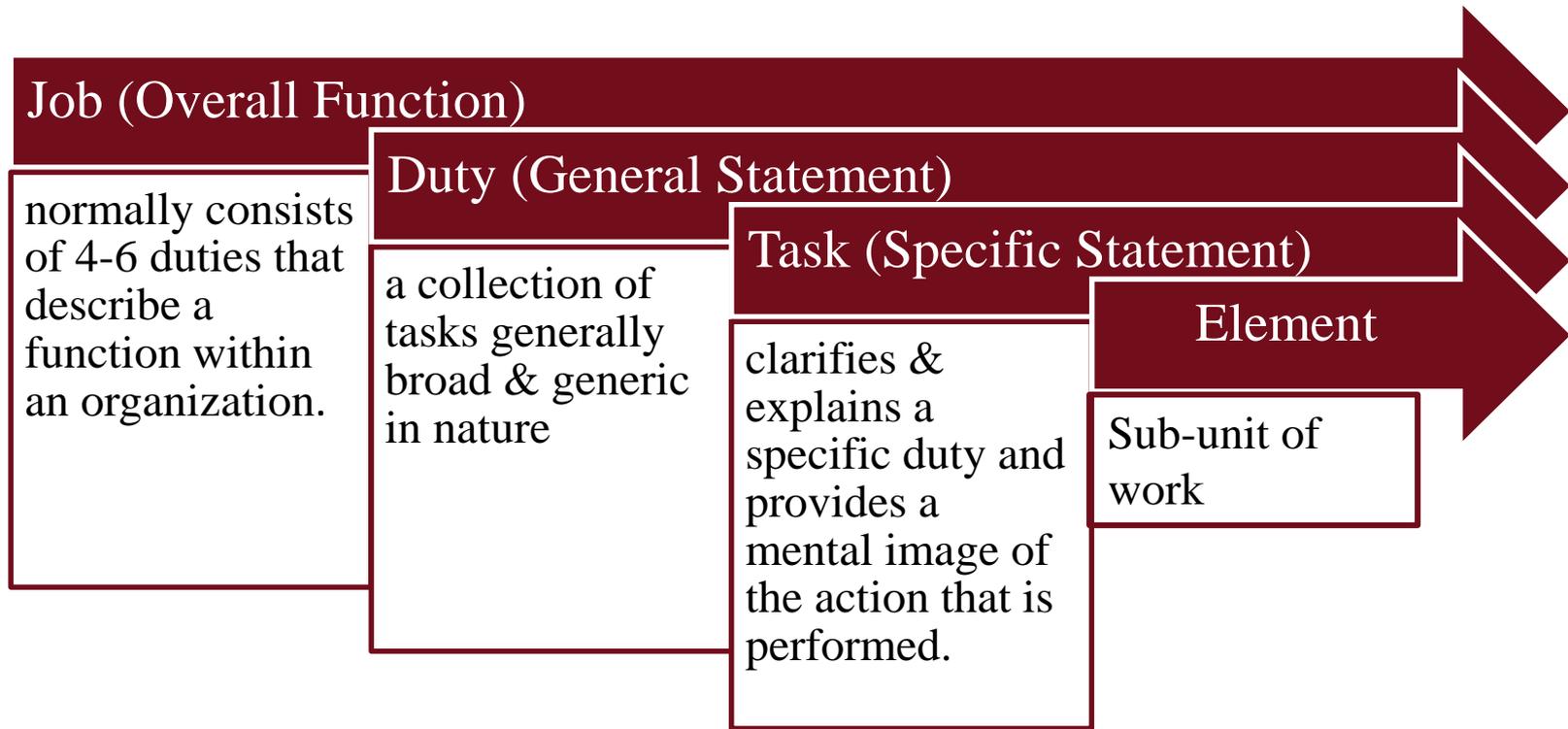
PD Ranks

	%	Job Duties in Order of Importance	Knowledge, Skills, Abilities
JOB CODE TITLE Lifeguard	20	Rescues swimmers in distress (e.g., enters water & swims to potential drowning victim, uses rescue equipment such as rescue tube & rescue board to tow/pull victim to safety, performs emergency first aid & cardio-pulmonary resuscitation).	Knowledge of (10) safety practices & regulations of designated ODNR swimming area, (13b) ODNR Parks & Recreation division rules & regulations. Skill in (28a) swimming, (28b) use of water rescue equipment (e.g., rescue tube), (28c) CPR & first aid, (29a) rescue tube, (29b) manual resuscitator. Ability to (30b) recognize unusual & threatening conditions & take appropriate action, (30f) deal with problems involving several variables within a familiar context, (34b) work alone on most projects.
	70	Guards designated swimming area against drowning & related accidents (e.g., uses megaphone to instruct public in pertinent provisions of Ohio Revised Code & Ohio Department of Natural Resources, Parks & Recreation Division rules & regulations; requests public comply with laws, rules & regulations; summons park officer for enforcement of rules & regulations; clears swimming area & coordinates beach patrons into human chain to search designated swimming areas & locate underwater drowning victims).	Knowledge of 10, 13b. Skill in 28a, 28b, (29c) megaphone. Ability to 30b, 30f, (34j) <u>organize</u> beach patrons into human chain.

What is an Essential Function?

Essential functions are the critical duties - identified in class specification (i.e. class concept) - that an employee must be able to perform with or without a reasonable accommodation.

Basic Building Blocks of a Position Description:



Additional Duty Statements Examples

Position

Activities Aid

Grounds Keeper

Nurse 1

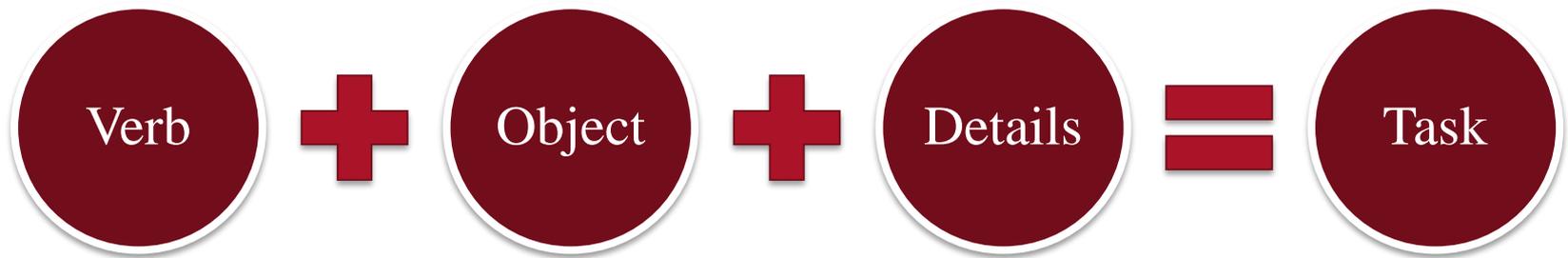
Duty

Monitor activities of clients

Perform routine, unskilled grounds maintenance

Provides professional nursing care to inmates

What are tasks made of?



Technical Writing Tips

Task Statements

Represent a specific
function

Require KSAs

Provide a mental image

Complete **unit** of work

Supporting detail clarifies task statements

Laborer

Duty statement

- Performs routine, unskilled grounds maintenance.

Task statement without detail

- Mows grass

Task statement with supporting details

- Operates tractor in order to mow grass (with equipment)
- Operates tractor (e.g., John Deere 550) in order to mow grass on facility property (with equipment and location)

Supporting detail clarifies task

LPN

Duty statement

- Administer nursing care within scope of practice under the direction of a registered nurse, licensed physician, dentist, podiatrist, optometrist or chiropractor.

Task statement without detail

- Provides general nursing direct care.

Task statement with supporting details

- Operates medical devices for monitoring patient vital signs (e.g., clinical digital thermometer, stethoscope & blood pressure cuff, pulse oximeter and cardiac monitors.)

Explain General Duty Verbs

Assists

Responsible
for

Performs

Processes

Maintains

Prepares

Serves as

Handles

The more vivid the action verb, the more clear the mental image.

Define/Explain General Duty Adjectives

Complex

Simple

Technical

Basic

Routine

Non-
Routine

Difficult

Most
Difficult

PD Rules

The subject of every duty/task is understood to be the employee.

The symbol **&** is used for the word ‘and’.

Avoid using undefined acronyms (PSMQ, ORC or OAC).

Punctuation Rules

Duty statements begin with a Capital letter & ends with a full colon (:) or period (.).

Task statements begin with a lower case letter & ends with a semi colon (;) or period (.)

Common Errors

- Copy and pasting without adding agency specific details
- Ordering duties based on percentage of time rather than importance
- Placing all KSAs in first rank and then copy/pasting into remaining ranks

Lifeguard (18511)

Rank One:

Rescues swimmers in distress (e.g., enters water & swims to potential drowning victim, uses rescue equipment such as rescue tube & rescue board to tow/pull victim to safety); performs emergency first aid (e.g., administers CPR to unconscious drowning victims) & cardio-pulmonary resuscitation; exposed to weather; exposed to potentially hostile general public; exposed to danger in performing water rescue.

Exercise:

Rank One:

Serves food to consumers or employees (e.g., sets up &/or tears down service lines; portions, slices &/or wraps food; sets &/or clears tables; gets supplies from storage): cleans work & service area (e.g., rinses & stacks trays, dishes, cookware & silverware; empties trash; cleans oven &/or dishwasher; mops floors).

Example (1/2)

In Central Accounting Office, prepares vouchers, invoices, remittances for receipt & disbursement of funds & other related materials: uses personal computer to process payroll for all active staff.

Example (2/2)

Paints, stains, or varnishes interior &/or exterior surfaces of buildings &/or other structures: prepares working surfaces & areas for painting; orders &/or inventories paint.

Exercise

Mixed Position Example

Mixed Position Classes	Pay Range	% of time
Delivery Worker, 53821	05	25%
Stores Clerk, 14711	03	75%

PD Processing and Approvals

Decentralized Agencies

- approval and processing is given to an agency appointing authority
- subject to audit
- may develop alternate forms or continue using forms already developed.

Centralized Agencies

- Position descriptions approved and processed by the Ohio Department of Administrative Services.

Position Description Checklist

- Authorized signature
- Percentage of time adds up to 100%
- Do not use percentage span (i.e., 0-5%)
- Rank 1 Job duties meet class concept (at least 20%)
- KSAs must be listed separately for each rank
- Unclassified positions require notation of applicable code

Correct Order to Create a Position Description

- Request for position
- Duties from hiring manager
- Percentage of time
- Select classification
- Classification should NOT be selected prior to the duties being finalized

Duties from the Hiring Manager

1. Identify if the need for the position is due to new duties or replacement of a vacated position.
2. Ask questions to identify the duties to be performed including details such as technical (e.g. certifications) and basics (e.g. travel, work schedule).
3. Identify minimum qualifications for the position. (what is the minimum upon entry versus what can be learned during a probationary period)
4. Identify reporting structure.
5. Determine percentages of the duties performed.



**Exercise: Create a Position
Description**



Questions?



**Let's Test Your
Knowledge!**

Thank You!

Contact Info:

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