

## **Guide to Writing an Effective Position Description**

### **Write the position summary**

Describe the primary function of the position or why the position exists. Include the role the position plays in achieving the department, division, business unit, and UNMC's mission/goals & objectives. If applicable, indicate type of supervision received.

### **Determine the responsibility statements and allocate the percentages of time**

These are distinct subdivisions of the work performed and include similar duties that make up one area of responsibility. Select three to six responsibilities and use only one to five words for each function. Determine the percentage of time allocated to each of these functions in relation to the total job. Percentages should total 100%.

### **For each responsibility statement, determine the duties**

Duties are actions taken when performing the job satisfactorily. Duties should show (a) what is done (action), (b) how it is done (procedures, materials, tools, or equipment), and (c) why it is done (purpose). Write no more than six to eight duties using simple, nontechnical, but specific words.

- Include only those current duties and responsibilities that account for 5% or more
- Write in a consistent and logical order
- Use clear and concise language
- Typical sentence structure: implied subject / verb / object / explanatory phrase
- Use present tense, action verbs to begin each item
- Avoid unnecessary words and gender-based language

### **Determine the minimum qualifications** (knowledge, skills, and abilities)

Tie them directly to the duties (actions).

- Knowledge – must know through education, training or experience
- Skill – must be able to do through experience or training
- Ability – required capacity to apply knowledge and skills

Assure minimum qualifications represent Bona Fide Occupational Qualifications (BFOQ)

- Be specific and realistic
- Relate to what, why and how work is done
- Awareness of inflated minimum qualifications
- Specify if education is required or if equivalent experience can be substituted
- Consistency in comparable positions
- Meet legal and regulatory requirements

### **Determine the working environment, physical requirements, patient care and contact, exposures or special demands**