



# JOBS@Work

## Preparing to Update a Position Description

### What steps should be taken in preparing to update a Position Description?

Before keying the information into JOBS@Work, HR recommends that the supervisor and employee completing the following steps:

- Review the employee's current permanent tasks, duties and responsibilities.
- Review the class specification for the position. Identify and list statements that directly apply to the position for which you are updating the job description.
- If available, review the position's Position Description in JOBS@Work and check to see if there is a separate position description on file in the department.
- Determine if the current JOBS@Work position description accurately reflect the current job activities/duties and related details. If not, identify and list the changes.
- Consider what, how, when and where the position's major activities/duties are performed. List them. Determine if any of these activities/duties are related/linked. If so, group them together in a combined activity/duty statement. Determine the percentage of time is spent on these activities/duties. These duties are the essential duties – the reason the position exists – these duties cannot be reassigned without materially changing the job.
- Consider what, how, when and where the position's secondary activities/duties are performed. List them. Determine if any of these activities/duties are related/linked. If so, group them together in a combined activity/duty statement. Determine the percentage of time is spent on these activities/duties
- The total time for all job duties listed in the JOBS@Work position description must equal 100%. All job duties must be designated whether or not they are essential duties.
- Identify the level of education and type of experience required to perform successfully in the job and used to recruit for the position.
- Consider the level of education and type of experience preferred but not required to perform successfully in the job.
- Identify any professional certification and licensure requirements required to perform the job. And, identify any certification and licensure preferred but not necessary.
- Identify whether or not the position is required to have a valid driver's license and if the position drives a County vehicle.
- Identify and list any physical requirements for the position such as an annual hearing test or a pre-employment physical.
- Identify any background checks required (e.g. CPS).
- Identify the working environment and conditions and the physical demands that may be placed on the position as the job activities/duties are carried out.
- Confirm the location, shift and schedule of the position.
- Identify and list the knowledge, skills and abilities required to perform successfully in the job and those that are preferred but not necessary.
- Confirm whether or not the position is an essential position during adverse weather.
- Contact HR Class and Comp at 501-5241 if you have any questions or concerns.