

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICES AND PROCEDURES MEMORANDUM

CLASSIFICATION ADMINISTRATION

DATE: January 01, 1999

JOB DESCRIPTIONS

General job descriptions for each job title at UTPB are available in the Office of Human Resources. A more specific position description may be prepared by employees and their immediate supervisors to document each job's content as it applies to a particular position or department. The job description prepared for a position must be in agreement with the general job description prepared by the Office of Human Resources in the basic level of responsibility and requirements for the position.

PURPOSE

Job descriptions are used to document job content and requirements. Other purposes include:

- Informing employees of the type of duties required of the position;
- Clarifying relationships between work assignments and eliminate job overlap;
- Conducting salary surveys and gathering other job pricing data;
- Identifying organizational structures and relationships; and,
- Assisting in the evaluation of employee's performance.

There may not be a unique job description for every employee. Usually, several employees occupy similar positions with the same job title and description. As a result, the job description focuses on the critical areas of responsibility and may not cover all the duties of the job.

PREPARATION

A job description should include the title of the job and a statement detailing its essential function (why the job exists), duties, responsibilities, organizational relationships, and limits of authority. The job description also includes minimum education and experience requirements.

Job titles are used in more than one department and contain specific duties, which vary from one department to another. Therefore, you may find job descriptions to be more general in nature and may not include every specific duty performed in your department by persons occupying that title. Supervisors are encouraged to develop separate job position statements, which reflect the content of each position as it is used in their department. This department position statement should reflect the same basic level of responsibility and minimum requirements as the official job description.

It is important to remember that, while all job descriptions should be as comprehensive as possible, there is no legal requirement that they contain every possible duty an employee may be asked to perform. A job description should not limit the authority of a supervisor to assign, modify, direct, or control the work of the employee. A phrase commonly used to convey this thought is, "The employee may perform other duties as assigned."

POSITION DESCRIPTIONS

Position descriptions are a way for employees to obtain clarity about their job, their manager's and the organization's expectations, and the standards by which they will be evaluated and rewarded. They are an objective way by which individual work can be described and assessed with employees receiving credit for their contributions and achievements. They are also very helpful for developing recruiting material, orientation and training programs, providing data for job audits, and ensuring consistency and equity between positions.

What is the difference between a job description and a position description?

Job Descriptions:

- Official University documents that state general requirements and duties, used for job classifications.
- Used by Human Resources to perform job audits, support pay plan and used as basis for position description.

Position Descriptions:

- Tailors general duties of a position to departmental needs.
- Is used to manage performance.
- Quantifies, if possible, the key responsibilities that are specific to a particular position in a particular department.

CREATION OF NEW POSITIONS

When new positions are created for the university, a Job Description Questionnaire must be completed in order to define a generic job description. Information submitted will include the essential job function, responsibilities, reporting relationships, limits of authority, and minimum education and experience requirements.

RECLASSIFICATIONS

Reclassification is defined as a change in job title for a particular position where the job title does not properly reflect the position's job responsibilities or duties or when the duties have sufficiently changed. A reclassification will not necessarily involve a change in salary or pay range but such may be the result. All requests for reclassification of existing positions regardless of source of funds require a Job Description Questionnaire and the approval of the President.