Item 1 from link How To Write a PD

**The following are things questions to consider for all formats, but especially for non-supervisory positions:**

What work is required?

* What work is assigned to the position?
* What are the primary major duties? If you list more than five or six major duties, you’re probably misunderstanding what a “major” duty is.
* How often are the duties performed? (*i.e.,* reflect the percentage of time spent on each major duty). This small detail impacts the series, title and grade assigned. Ideally a “major” duty is completed 25% of the time. Each duty should constitute at least 5% of the time spent in the position (Estimate the best you can).
* Quantify whenever possible (*i.e.,* indicate dollar volume for financial responsibility; number of accounts, ledgers, grants; number of persons supervised, etc.).

How is the work performed?

* How is the work accomplished? (*i.e.,* methods, procedures)
* Who does the incumbent contact on a regular basis? On an infrequent basis?
* What is the purpose of the contact?
* What guides are available for the incumbent?
* How much judgment is required to interpret the guides? Does the position work with other positions or alone? What type of involvement occurs with other positions?

What knowledge or special skills are required?

* Does the incumbent need a basic knowledge of the field or is an expert required?
* Are there any special tools or equipment required to perform the duties?
* What are the minimum qualifications a person must possess to do the job (education, training, and/or experience)?
	+ **Requirements for degrees** (e.g., undergraduate, graduate) and/ or medical qualifications **CANNOT** be added **if not required** by an approved Office of Personnel Management qualification standard (https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/).
* Does the incumbent need a license or a college degree? What specific materials,

equipment or machines are used in carrying out the job?

* How much supervision is required?
* What type of supervision is received? Who reviews a completed project for accuracy?
* How frequent is work reviewed?
* How much time do you or another employee spend with the incumbent?
* How much independence is the incumbent afforded?
* How often is the work reviewed?
* How is work assigned?
* How much of a role does the employee play in determining how the work is completed?

How to Describe a Position

* Describe the functions of the position not the qualifications of the individual performing the job.
* Write the position description in a concise, uniform, and complete fashion to enable reviewing personnel to understand clearly the major duties and responsibilities.
* Write the position description in plain, straightforward, everyday English. Use common terms.

Wording of the Position Description

**Do:**

* Use short, direct verbs in the present tense.
* Write out the meaning of acronyms the first time they are used.
* Refer to the classification standard for an idea of what is to be covered.
* Describe specifically and in sufficient detail:

- What work is completed?

- What methods are used?

- What equipment and/or tools are used?

- Who has final responsibility for the results of the incumbent’s work?

- What are the consequences of actions or errors the incumbent makes?

- How specific are instructions and guidelines provided?

- How much supervision does the incumbent exercise, and how much does the

 incumbent receive?

- What is the relationship of the position to others within the organization?

- Are there any other pertinent facts?

**Avoid:**

* Copying the classification standard verbatim.
* Copying the position description from another organization without thorough review and editing to fit the reality of your organization.
* Using ambiguous terms, such as “handle,” “attends meetings”, or “research,” without an explanation as to what is entailed.
* Lumping several major responsibilities together and assigning large percentages of time (*e.g.,* 60%, 80%*)*.
* Using abbreviations or technical terms without an explanation.
* Describing personal characteristics (*e.g.,* “Deals with the public and must have a

pleasing personality at all times”).