

Table of Contents

Position Descriptions.....	1
.....	1
Position Descriptions and the PSU Classification and Compensation Plan (CCP).....	1
.....	2
Reviewing the Position Description.....	2
.....	2
Instructions for Completing the Position Description.....	2
.....	3
“Description of Work” Examples.....	3
Duty Statements.....	4
Examples of Well Written Duty Statements.....	4
Additional Resources.....	4

Position Descriptions

Every benefits-eligible university support staff and unclassified professional and administrative (non-teaching) position at Pittsburg State University has a written position description (PD). Each supervisor is responsible for preparing a position description for every position under his or her supervision.

The PSU Position Descriptions template is found on the PSU HRS Forms page [here](#).

Position Descriptions and the PSU Classification and Compensation Plan (CCP)

The PSU Classification and Compensation Plan has two components: The Classification Plan and Compensation Plan. The Classification Plan consists of Job Descriptions (JD) that describe information about the job. The Compensation Plan consists of pay grades with salary ranges. Each job is assigned to a pay grade in the Classification Plan based on the details of the job. Employee pay is determined by the appropriate salary grade range for the job that the employee’s position has been assigned to.

The Position Description (PD) describes details specific to a unique position. The Job Description (JD) provides details that may be common to many positions assigned to the job. Positions are assigned to jobs based on the duties and responsibilities of the position and not on the performance of the employee in the position.

More information on the PSU CCP is found on the HRS web page [here](#).

Reviewing the Position Description

New Employee: Supervisors should review the PD with a new employee within the first 5 days of starting work. The supervisor should also give the new employee a copy of the PD.

Current Employee: The supervisor should review the PD for current employees when completing the annual or special performance evaluation.

Job Search: The supervisor must review and update the PD prior to starting a search for a vacant position.

Instructions for Completing the Position Description

The Position Description template is found on the HRS Forms page: <https://www.pittstate.edu/hr/forms.html>

Section 1. Basic Position Details. Complete this section as appropriate.

Section 2. Reason for Position Description Update (Existing Positions Only).

Section 3. General Description of Position- Primary Function, Supervision and Interactions Received and Interactions. *The Job Description includes a brief overview of the job. Include in this section information to provide a brief overview of this position. See below for more information on levels and types of supervision.*

Section 4. Duties and Responsibilities of Position. *Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned" See below for information on duty statements. In the left hand column indicate the approximate time required for each duty and responsibility. The percentage of all duties must add up to 100%. Be sure to indicate if duties are essential. See examples below.*

Section 5. Leadership, Supervisory or Management Responsibilities.

Section 6. Education and Experience. *The Job Description identifies education and experience required at hire. Include the required education and experience from the Job Description plus additional education and experience that is preferred.*

Section 7. Competencies-Knowledge, Skills and Abilities (KSA's). *The Job Description identifies competencies (knowledge, skills and abilities) required at hire. Include the required competencies plus additional competencies to be attained after hire. Include the frequency required for the competency. Click [here](#) for common KSA's.*

Section 8. Environmental Conditions (Hazards, Risks or Discomforts). *Indicate any other significant characteristics that are significant for the position. See below for more information on environmental conditions.*

Section 9. Equipment or Machines Used. *See below for more information on equipment and machines used.*

Section 10. License or Certification Required by Statute or Regulation.

Section 11. Additional Requirements

- *Regular Attendance is a necessary and essential function*
- *Must be able to work hours and days assigned to the position*
- *Satisfactory Pre-Hire Background Check:*
 - # *Sex Offender Registry Check*
 - # *Criminal Record*
 - # *Credit Check (only in some positions)*

Section 12. Signatures *The line manager signs the PD. The PD is routed for other signatures as required by the division head.*

Levels and Types of Supervision: *For more information about levels and types of supervision click [here](#).*

Environmental and Equipment Used Language: *For more information about environmental conditions and equipment used language click [here](#). Note that these are examples and should be modified to best fit the position.*

“Description of Work” Examples

1. Supervisory Duties – 30% (Essential)

Lead, manage and supervise all departmental personnel and services to ensure that University facilities, steam generation devices, and motor pool vehicles are maintained in a manner which provides a clean and safe environment with properly functioning equipment. Develop departmental procedures and policies which address these objectives, direct the priorities for work assignments (both regular and special duties), prepare for the mobilization of equipment and personnel in support of events on campus, and insure the quality of work performed.

1. Strategic Planning – 10% (Essential)

Ensure that custodial and general services meet the needs of the university by developing and implementing strategic plans for purchase and replacement of equipment, appropriate staffing levels, training and developmental staff, delivery and set-up services throughout campus, collecting and transport of recyclable materials, and stocking necessary stores and supplies.

Duty Statements

Duty statements are the most important element of a position description. They tell what work is performed in the position. They are the primary source of information used to assign the position to a job. They also define the work so that performance expectations and training needs may be identified.

Duty statements must be informative and should be made as concise as possible. Before attempting to write a duty statement, the line manager should have a thorough understanding of the work performed

A well written duty statement will answer the following questions:

- What is happening?
- To whom/what is the action being directed?
- Why is the action being done?
- How is the Action completed?

Examples of Well Written Duty Statements

- Proofreads, corrects, and edits rough draft, final copy, and updated/corrected material to ensure grammatical, spelling, typographical, and punctuation errors are identified and corrected.
- Creates, organizes and maintains various data information systems so that information is current, accurate and accessible.
- Gather data for and prepare state and federal reports so that the Regents reporting requirements and deadlines are met.
- Patrols, by car or on foot, an assigned area by observing buildings, offices and street to determine whether conditions appear to be safe and in order.
- Trains and supervises student employees in the handling, transfer, and inventory control of audio-visual equipment and materials to ensure that needs of the University are met.
- Reviews account statements from Business Office, prepares monthly expenditure report for each departmental accounts and monitors purchases so that spending is kept within the budgeted amounts.
- Types correspondence, answers telephones, opens and distribute mail, directs the work of student employees, and assists individuals visiting the office so that office operates efficiently.
- Transports dirt, sand, gravel, road repair material or equipment and supplies in order to deliver needed materials or equipment to the work site by operating various dump and flatbed trucks

Additional Resources

- [O*Net Online](#) (created for the U.S. Department of Labor, Employment & Training Administration, by the National Center for O*NET Development)

- [About O*Net Online](#)

Page revision date: 02/28/2024

Download PDF

Revised: 02/28/2024

Pittsburg State University