

UPDATING NON-EXEMPT JOB DESCRIPTIONS

1. OHR Consultant will request Center non-exempt job list from Compensation analyst when ready to start the job description update process.
2. Using the file, Center HR Contact will pull the job descriptions that need to be updated from PeopleAdmin. Attached please find a Job Description Template in Microsoft Word for your use. You may find it an easier format to use when editing job descriptions.
3. Center HR Contact edits the job descriptions following the “Job Description Guidelines” that can be found attached, working with their OHR Consultant as needed.
4. When the job description is updated, the OHR Consultant reviews:
 - a. Has the title been updated to the “approved title” from the job list?
 - b. Has the salary grade been updated from the job list?
 - c. Have the task goals been integrated from the job list?
 - d. Have the physical requirements been updated?
5. OHR Consultant coordinates with Compensation Specialist to obtain temporary access for the HR Contact in PeopleAdmin to update the job descriptions.
6. HR Contact updates job description in PeopleAdmin. Steps:
 - a. Select “Begin New Action” under “Position Descriptions”
 - b. Select “Update a Position Description”, click on Start Action
 - c. Enter the position number and click on search
 - d. Select Start Action, on the proposed Job Details tab
 - e. Confirm that the “Approved Title” conforms to the “Approved Title” in the job list and is also the title used in the updated job description
 - f. Make updates and select “Approve”, click “Continue”, then click “Confirm”

Create Update a Position Description

Copy Position	Proposed Job Details	Account Distribution	Documents	Action Justification	Comments						
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>									
<p>Fill in position-specific information on this screen, then click Continue to Next Page>>. Proceed through all sections completing all necessary information. To submit the position forward for approval, you must select the Submit button on the Summary Page and click Continue. Your position will not be saved/submitted until you see the confirmation page and click the Confirm button.</p> <p>Please note: green colored elements will show up to Applicants on the public posting.</p> <p>*Required information is denoted with an asterisk.</p> <table border="1"> <tr> <td>Required by PeopleAdmin If nothing is listed to the right, please click on the previous page and select the item.</td> <td>You must select this item.</td> </tr> <tr> <td>* Position Title</td> <td>Administrative Assistant</td> </tr> <tr> <td>* Approved Title</td> <td>Administrative Assistant I</td> </tr> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Confirm that the “Approved Title” matches the “Approved Title” in the center non-exempt job list and also is used in the updated job description.</p> </div>						Required by PeopleAdmin If nothing is listed to the right, please click on the previous page and select the item.	You must select this item.	* Position Title	Administrative Assistant	* Approved Title	Administrative Assistant I
Required by PeopleAdmin If nothing is listed to the right, please click on the previous page and select the item.	You must select this item.										
* Position Title	Administrative Assistant										
* Approved Title	Administrative Assistant I										

- After all of the job descriptions for a center are updated in PeopleAdmin, they can be signed and filed. OHR Consultant confirms the file is complete with Compensation Specialist to ensure data is entered into Banner in a timely manner.

Job Description Guidelines

1. The position summary describes the primary purpose of the job and should be limited to five lines. For example:

Provide clerical support to the Department Chair by distributing mail, maintaining files and records, scheduling and arranging appointments, preparing and distributing departmental reports.

2. Incorporate the task goals; these will be the first top duties of the job description.
3. List the duties in order of importance.
4. Try to limit the number of duties to a maximum of 10.
5. Start phrases with action verbs, using the present tense, third person singular. We included a list of action verbs below to assist you.
6. When constructing a duty, be concise, avoid repetition and long descriptions. The model below provides an example of how to structure a simple duty.

Verb + Subject + Activity

Verb	Subject	Activities
Prepares	Monthly Financial reports by	<ul style="list-style-type: none">• Collecting and verifying financial data• Entering current data into spreadsheets• Running analysis reports
Maintains	Inventory by	<ul style="list-style-type: none">• Tracking supplies• Entering new supplies into database• Ensuring the accuracy of data

7. Do not abbreviate, use jargon or non-standard language.
8. Do not use the word “supervise” for non-exempt positions, use “lead” or “monitor” instead.

Determining the Physical Requirements of a Job

PHYSICAL DEMANDS CHECK LIST

Required

Documentation in a job description needs to accurately reflect the essential duties of the job and physical demands.

Specify significant physical demands for the job requirements

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes.

1. How much daily/weekly on-the-job time is spent on the following physical activities?

Amount of Time

		Under	Up To	Over
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	Under	Up To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.

GENERAL PHYSICAL REQUIREMENTS STATEMENT

Use for administrative positions

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees and will make reasonable accommodation when necessary. The following are abilities and physical requirements for all positions at the University:

- Ability to communicate effectively with others;
- Ability to work cooperatively with colleagues and supervisory staff at all levels;
- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, and computer keyboards.

Action Verbs (Not an exhaustive list)

The following list of verbs is provided to help you develop your job descriptions. They are grouped alphabetically by types of activities.

ACCOUNTING/ COMPUTATION	ADMINISTRATION/ SUPERVISION	CARE/ TREATMENT	CLEANING/ HOUSEKEEPING	COMMUNICATION	CREATION/ COMPOSITION
ADDS	ADMINISTERS	ACCOMODATES	AGITATES	ADAPTS	COMPOSES
ADJUSTS	ANALYZES	ALERTS	BRUSHES	ADVISES	DEVELOPS
AUDITS	ASSIGNS	ANOINTS	CLEANS	ANNOUNCES	DICTATES
BALANCES	AUTHORIZES	ANTICIPATES	DECONTAMINATES	ANSWERS	DRAFTS
CALCULATES	BUDGETS	APPLIES	DISINFECTS	ARTICULATES	EDITS
CHECKS	ARRANGES	DUSTS	FLUSHES	CALLS	ILLUSTRATES
CODES	COMPLIES	ASSESSES	IMMERSES	CONTACTS	IMPROVES
COMPARES	CONSULTS	ATTENDS	MOPS	DEFENDS	LAYS OUT
COMPILES	CONTRACTS	BANDAGES	PAINTS	DEPICTS	PHOTOGRAPHS
CORRELATES	CONTRIBUTES	BATHES	SCALDS	DESCRIBES	PROOFREADS
COUNTS	CONTROLS	CLEANSSES	SCRAPS	DISPATCHES	TRANSLATES
DEBUGS	COORDINATES	DISPENSES	SCRUBS	DISPLAYS	TRANSPOSES
DEDUCTS	DECIDES	DOCUMENTS	SHAKES	EDITS	WRITES
DISBURSES	DELEGATES	DRAINS	SHOVELS	EXPLAINS	
ENDORSES	DESIGNATES	DRESSES	SOAKS	EXPRESSES	
ENTERS	DESIGNS	ESCORTS	SPRAYS	INFORMS	
ESTIMATES	DETERMINES	EXAMINES	STEAMS	INTRODUCES	
INTEGRATES	DEVELOPS	EXERCISES	STERILIZES	MARKETS	
INTERPOLATES	DIRECTS	FEEDS	SWEEPS	PRESENTS	
ITEMIZES	ENCOURAGES	GROOMS	TOUCHES UP	PROOFREADS	
LISTS	ESTABLISHES	GUIDES	WASHES	PUBLICIZES	
MATCHES	FORMULATES	INFUSES	WIPES	RECAPITULATES	
MEASURES	GENERATES	INITIATES		RELAYS	
PRICES	IMPLEMENTS	INJECTS		REPORTS	
PROGRAMS	INTERVIEWS	INOCULATES		SOLICITS	
PRORATES	INVESTS	INTUBATES		SPEAKS	
RECONCILES	JUSTIFIES	MASSAGES		SUMMARIZES	
REDUCES	MANAGES	MONITORS		SCHEDULES	
RESERVES	NEGOTIATES	OBSERVES		TRANSMITS	
SOLVES	OVERSEES	PERFORMS		TRANSCRIBES	
SORTS	PLANS	RECOGNIZES			
SUBTRACTS	PRESENTS	REPLENISHES			
TABULATES	PROPOSES	REPOSITIONS			
TOTALS	PROVIDES	RESUSCITATES			
VERIFIES	PURCHASES	SUCTIONS			
RECOMMENDS	SUMMARIZES	TAKES VITALS			
RECRUITS	SUPERVISES	TRACTIONS			

EVALUATION	INSTRUCTION	INVESTIGATION/	OPERATION/ PRODUCTION	RECORDKEEPING/ INVENTORY
APPRAISES	APPRISES	RESEARCH	APPLIES	ADDRESSES
CHOOSES	ASSESSES	ANALYZES	CHECKS	CATALOGUES
CLASSIFIES	COACHES	CLASSIFIES	CONNECTS	CHARTS
COLLECTS	CONFIRMS	COLLECTS	DELIVERS	CHECKS
COMPARES	CORRECTS	DEFINES	DISTRIBUTES	CLASSIFIES
CONCLUDES	COUNSELS	DETECTS	EQUIPS	COMPILES
COUNSELS	DEMONSTRATES	ENFORCES	FLOWCHARTS	COUNTS
CRITICIZES	DISCUSSES	EXAMINES	GATHERS	FILES
DECIDE	GRADES	EXPERIMENTS	INSERTS	LISTS
DEDUCES	LECTURES	IDENTIFIES	LABELS	LOCATES
DEFINES	OBSERVES	INDICATES	MANIPULATES	MAILS
DIFFERENTIATES	REINFORCES	INQUIRES	OPERATES	MARKS
ESTIMATES	REPEATS	INTERVIEWS	PACKAGES	MATCHES
INSPECTS	REVIEWS	ISOLATES	PLACES ORDERS	ORDERS
MATCHES	STIMULATES	PROVES	POSITIONS	ORGANIZES
PREDICTS	STUDIES	REPORTS	PREPARES	POSTS
SELECTS	TEACHES	RESEARCHES	PROCESSES	REARRANGES
SETS STANDARDS	TESTS	SCANS	PRODUCES	RECORDS
SIMPLIFIES	TRAINS	SCREENS	REMOVES	REPLENISHES
SPECIFIES	SOLVES	SEARCHES	REPLACES	REQUISITIONS
		SOLVES	REPRODUCES	ROUTES
		TESTS	RESETS	SEGREGATES
		VERIFIES	ROTATES	SELECTS
			SECURES	SHELVES
			SETS UP	SORTS
			SIGNS	STACKS
			SYNTHESIZES	TRANSCRIBES
			SYSTEMATIZES	TYPES
			TRANSFERS	
			COORDINATES	

JOB DESCRIPTION

POSITION TITLE:

POSITION NUMBER:

JOB CATEGORY (FLSA Status):

CENTER / DEPARTMENT:

LOCATION:

HIRING RANGE: Hourly rate if non-exempt

JOB GRADE:

BENEFITS ELEGIBLE

SUBJECT TO GRADFUNDING: Yes or No

REPORTS TO: (Supervisor Title):

REPORTS TO: (Position #):

PRIMARY PURPOSE: No more than 5 lines.

ESSENTIAL JOB FUNCTIONS: Max 12 functions, include task goals

MARGINAL JOB FUNCTIONS:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

REQUIRED CERTIFICATIONS/LICENSURES

MINIMUM QUALIFICATIONS:

OTHER PREFERRED QUALIFICATIONS:

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: