

## BOSTON UNIVERSITY JOB DESCRIPTION

### Job Description Writing Tips

**Job Description Document is replacing a Position Description Questionnaire document. It should be used for both exempt and non-exempt jobs.** Please note that:

1. The Job Description Template is an expandable Word document. Please use it in the same manner as the old PDQ to provide all the essential details of the job.
2. Some of the old PDQ sections that are no longer part of the new template (e.g., Scope, Impact, Supervisory Responsibilities). This information can and should be incorporated, if necessary, under the Summary and Essential duties sections.

#### **For Department Managers:**

We've put in place a new process around Job Descriptions. You should work with HR/Compensation whenever you need help with creating a new job description or revising an existing one. Please forward the draft of a new or revised job description to [HRCOMP@BU.EDU](mailto:HRCOMP@BU.EDU) or directly to a compensation analyst working with you on this particular request.

Once the content of the job description is finalized, Compensation will evaluate a job description and assign pay grade and FLSA status.

#### **JOB REQUISITES:**

**The following information should be reflected on the Job Description document submitted to HR:**

##### **Job Title:**

- Indicate the job title, no abbreviations

##### **Unit # / Name:**

##### **Department # / Name:**

##### **Position #:**

##### **Reports To Position:**

- Indicate the job title of the supervisor to whom the position reports, no abbreviations.

##### **Written By:**

- Indicate the name of the Supervisor/Manager writing job description.

##### **Date Written or Revised:**

- Initial date position was created or most recent date for revised descriptions

**The following job requisites to be added to the Job Description document by Compensation:**

##### **Job Code:**

- Compensation assigns a job code when the new position is created.

##### **Pay Grade:**

- Pay Grade is assigned to a job by Compensation when it is created or revised.
- Pay Grade shows a position of the job in relevance to other jobs in the organization based on organizational structure, level of responsibilities, skills and required qualifications.
- Each Pay Grade has an established salary range. Salary Range is determined based on market data.

##### **FLSA Status:**

- Compensation evaluates all positions to determine exemption/non-exemption from overtime pay
- Incumbents in non-exempt jobs are eligible to receive overtime pay for work in excess of 40 hours per week.
- Incumbents in exempt jobs are not eligible for overtime pay.

##### **Union Status:**

- Compensation assigns "NREP" to non-represented jobs, or Union identifier to represented jobs (e.g. L615)

##### **BU Job Code:**

- To be assigned by Compensation.

##### **Federal Job Code:**

- To be assigned by Compensation.

**Live-In Code:**

- Yes for Live-In positions

**Compensation Approval:**

- Compensation approves the finalized job description.

**PRIMARY PURPOSE:**

- Brief summary of the job that states the general nature, level & purpose of the job.
- The summary, if applicable, should also indicate the supervisory responsibilities including the titles and levels of those reporting to the position.
- Responsibility level of the job is indicated by incumbent’s freedom to act (e.g. “works independently”, “works under close supervision”, “under direction of...”, “manages...”

**KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:**

- Provides the What, How and Why of the job to establish the level of responsibility.
- Describe current functions in order of importance and include % of time spent on that function (total % of time to equal 100%)
- All functions must support the stated Primary Purpose.
- Functions should begin with an action word to describe the nature of the role, followed by a measurable, objective end result and ending with the primary activity, which enables the end result to be accomplished.

**EXAMPLES:**

Use this model to structure each statement:

<b><i>ACTION WORD</i></b> +	<b><i>SUBJECT</i></b> +	<b><i>ACTIVITIES</i></b>
Prepare +	Monthly financial reports <b>by</b>	+ Collecting & verifying financial data Running analysis reports Entering data into spreadsheets
Maintain	+ Equipment Inventory <b>by</b>	+ Tracking borrowed equipment Entering new equipment into equipment log Ensuring the accuracy of equipment database

**JOB SPECIFICATIONS:**

*Describe the knowledge, skills, expertise, abilities and behaviors required to do the job*

- Qualifications: Minimum educational background and work experience required to complete the job
- ***Skills: Level of competency or proficiency needed for task performance, traits or capabilities necessary to perform the job. Please elaborate on Decision making and judgment, Supervision received, Supervision exercised, Technical/professional skills and expertise, Problem Solving, Accountability, etc.***
- ***Interpersonal skills: Describe the nature of contact/interaction of the job, such as “works collaboratively with...”, “serves as team leader”***

**CONFIDENTIAL DATA (standard on all job descriptions):**

All information (written, verbal, electronic, etc.) that an employee encounters while working at Boston University is considered confidential. Must adhere to corporate compliance policy, department guidelines/policies and all applicable laws and regulations at all times.

**WORKING CONDITIONS and/or ADDITIONAL REQUIREMENTS:**

- If the working conditions or additional requirements are essential distinctions for the job, describe the physical work environment in which the work is to be performed. For example, some jobs may require extensive keyboarding for data entry, or heavy lifting, or a Commercial Drivers License or frequent travel in a personal vehicle. Be specific.

**DISCLAIMER:**

- Includes a standard legal disclaimer statement.
- Includes statement that provides flexibility in changing and updating positions.