

Westfield State University
HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR COMPLETING THE AFSCME POSITION DESCRIPTION

1. The Human Resources Office will assist you by providing correct state titles, title code, position number and any other information which may assist you in completing an AFSCME Position Description.
2. Upon request, Human Resources staff will be happy to provide a copy of the most recent AFSCME Position Description for a position or a copy of a Position Description for a similar position on campus. The state specifications for a position can also be useful in completing a new or revised Position Description.
3. **General Statement of Duties and Responsibilities** (Section 3):
Summarize those *major duties* which best describe the main functions of the job to provide a capsule description of the work. Separate each activity with a semicolon and end with "and performs related work as required."
4. **Supervision Received** (Section 4):
Indicate the name and title of the supervisor and the nature of the supervision received using the samples listed. Consideration should be given to the level of decision-making; how work is reviewed, such as through conferences or inspection; how often the work is reviewed. In many cases, more than one type of supervision may apply.

EXAMPLES:

Close Supervision

Instructions are provided for every step of each assignment.

Direct Supervision

Instructions are provided at the start of each assignment and work is checked at its completion.

General Supervision

Work is checked at its completion but not while it is being performed.

Administrative Supervision

Supervision is limited to administrative matters, such as time and attendance, but does not cover actual work content.

Technical Supervision

Supervision is limited to work content but does not cover administrative matters, such as time and attendance. Some employees receive administrative supervision from one supervisor and technical supervision from another.

Other Terminology

General Guidance, Policy Guidance, and Broad Policy Guidance reflect the supervision received at increasingly higher levels and should be reserved for experienced higher-level supervisory staff.

5. **Describe Supervision Exercised - Direct Reporting Staff** (Sections 5A and 5B):
 State the official title of each position directly supervised by this position. In instances where part-time or student workers are supervised, state the number of employees and the approximate total hours.

EXAMPLE:

5A Direct Reporting Staff
 (2) Clerk III
 (1) Typist II

5B Their Staff
 (3) Work-study students (24 hrs. wk)
 (1) Part-time clerk (20 hrs. wk)

6. **Detailed Statement of Duties and Responsibilities** (Section 6):
 Indicate all important and frequently performed duties. Each statement should indicate the *action performed*, *how* it is performed (including procedures, equipment, software), and the *purpose of the action*.

EXAMPLE:

Action - writes position descriptions

How - by gathering pertinent information and recording it according to a standard format

Purpose - for use in classifying positions

Please note: Duties should be designated essential or non-essential in compliance with A.D.A. (American Disabilities Act). *Essential duties* are functions essential to attaining job objectives with or without reasonable accommodation (functions which must be performed). *Non-essential duties* would be marginal tasks. The following questions may help you determine whether duties are essential or non-essential. Would taking the function from the job fundamentally change the job? Did the previous incumbent of the position perform the function?

7. **Qualifications Required at Hire** (Section 7):
 List all important knowledge, skills, and abilities which the incumbent must have at hire in order to perform the job adequately. These qualifications must be clearly related to the duties of the job. Do NOT include knowledge of specific laws or college procedures; or any knowledge, skills, or abilities which may be acquired on the job. *It is important to review the state job description to assure the qualifications on the Form 30 do not exceed those listed on the state job description.*
8. **Qualifications Acquired on the Job** (Section 8):
 List all of the important knowledge, skills, and abilities required for acceptable performance but are normally learned on the job. These, too, must be clearly related to the duties of the job.

EXAMPLE:

Thorough understanding of state, college, and departmental policies, procedures, guidelines, rules, and regulations relating to this position; ability to detect obvious errors on attendance sheets; ability to explain attendance procedures to supervisors and employees; must be proficient in Work and Excel.

9. **Minimum Entrance Requirements** (Section 9):

Describe the minimum kind and amount of experience through which an applicant could acquire the qualifications listed in Section 7. Describe exact amounts of training or education which could be substituted for some or all of this experience. Such training or education should also be based on the qualifications listed in Section 7 and should indicate appropriate fields of study. ***It is important to review the state job description to assure that the required entrance requirements on the AFSCME Position Description do not exceed those listed on the state job description.***

10. **License and/or Certification Requirements** (Section 10):

Any special licenses or certifications required for the job should be stated. ***Again, be sure to review the state job description to assure that such requirements on the AFSCME Position Description do not exceed those listed on the state job specifications.***

11. **Remarks**

Include any additional information pertinent to the position.