



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

## MANAGER TOOL

The Job Description: *Purpose, Applications, and How to Develop a Good One*

### **Q. Where does it all begin?**

You are the director or manager of an office or ministry. To accomplish your mission or objectives, you need help with the work. Therefore, you create a job, which is a grouping of responsibilities, duties and tasks (= work) that accomplish an outcome. The written description of the job, to be effective as a tool, should answer these questions:


#### **WORK**

1. **Why**, or for what purpose, has this job been created?
2. **What** is the nature of the work to be done? What does the breakdown of the work look like in terms of list of duties?
3. **How** should the work be done (what kind of standards, behaviors)?

Now that you have a description of the work to be done, you need to specify the qualifications needed by a worker in order to perform this job successfully. The qualifications should contain the following specifications:

#### **WORKER**

1. **Experience** needed
2. **Knowledge** needed
3. **Skills and abilities** needed
4. **Behaviors** (competencies) needed

**WORK**  **WORKER**

### **Q. What else are job descriptions good for?**

Job descriptions are a foundational tool for hiring the best person for the job, managing the performance of the person performing the job, and pricing the job for compensation. Well-written job descriptions:

- Serve as the source for writing the posting of the open position and the assessment of applicants' qualifications
- Contain the information necessary for building good interview questions and conducting fair, objective selection process
- Serve as a source for calculating compensation that is fair and competitive
- Set clear expectations for the employee performing the job
- Serve as a guide for the employee to monitor her/his progress
- Serve as a key tool in performance management conversations and appraisals
- Are legally defensible
- Need to be updated each time there is a change



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### **Q. What elements should I include when writing a job description?**

Job descriptions should follow the following outline, with the Essential Job Functions and the Job Specifications composing the bulk of the copy:

- I. Identifiers
- II. Summary
- III. Essential Job Functions
- IV. Job Specifications
- V. Physical Demands and Working Environment
- VI. Disclaimer

The **Checklist** below describes each element in more detail:

#### **I. Identifiers**

- ✓ Job Title
- ✓ Reporting Relationship ("Reports to: \_\_\_" position, not name of supervisor)
- ✓ Office / Location (i.e., Respect Life Office; St. Rita's Church)
- ✓ FLSA status (exempt or non-exempt; HR will determine this)
- ✓ Date of preparation/update
- ✓ Signatures (leave blank for two signatures: Office Director and incumbent/newly hired employee)

#### **II. Summary**

- ✓ Is it a short description (a sentence to a small paragraph) of the responsibilities and components (in verbs) that distinguish this job from other jobs?
- ✓ Is it written so that it makes sense to someone who does not perform the job?

#### **III. Essential Job Functions**

[List of Responsibilities (obligations), Duties (groupings of tasks), Tasks (activities)]

- a. Are they written so that the greatest ...
  - ✓ Percentage of time spent on task
  - ✓ Frequency of task
  - ✓ Importance of task... are listed before the least?
- b. Are they written in/with:
  - ✓ Simple language
  - ✓ Action verb, as precise as possible; active voice
  - ✓ Including object of the verb
  - ✓ Results or expected outcome
  - ✓ Job aids, equipment, methods/processes (i.e., A/V equipment, calculator, computer, worksheet, tools, carts, vehicles, controls, etc.)



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- ✓ Quantifying as much as possible (i.e., parish of 2,500 families; school of over 2,000 students)
- ✓ Specific language. (With specific tasks, avoid vague terms such as “handles, oversees,” etc.)
- ✓ “Other duties as assigned”
- ✓ “SUPERVISORY RESPONSIBILITIES” after the list of essential functions (“None”; or, in the case of management, name job titles of direct reports and indirect reports)

#### **IV. Job Specifications (Qualifications, including Knowledge, Skills/Abilities and core Competencies)**

- ✓ Education (degrees, certificates, licenses, registrations) and Experience
- ✓ Other Professional (i.e., mastery of Spanish language)/ Technical proficiencies (i.e., computers, video cameras), licenses and equipment (valid FL driver license and dependable, insured vehicle)
- ✓ Knowledge, Skills, Abilities
- ✓ Archdiocesan / Ministry Office Core Competencies, additional competencies

#### **V. Physical Demands and Working Environment**

- ✓ Lifting of weight, prolonged positions, etc.
- ✓ Add “see attached physical job analysis”.
- ✓ Environmental conditions, odors, noise levels, etc.

#### **VI. Disclaimer of any implication that the job description is a contract and/or binding.**

Summaries of specific jobs can be found on the Department Of Labor’s job analysis tool:  
<http://www.onetonline.org/> Enter the job title into the “Occupation Search” field.