



# Job Description Guide

The State's Position Classification Plan (Plan) provides the salary structure for classified employees in state agencies (excluding legislative agencies and higher education institutions). As part of its biennial review of the Plan, the State Auditor's Office's State Classification Team reviews and updates job descriptions to address changes to the Plan, clarify duties and responsibilities, and incorporate feedback from agencies on their use of the job descriptions.

The job descriptions are intended to serve as a general guideline for state agency use. They outline the general duties and responsibilities of each position, define levels of responsibility and supervision, and give examples of work performed. Because they are intended to cover a broad range of agencies and tasks, agencies should use the job descriptions only as guidelines. Each agency should develop functional job descriptions that are more specific to the work of the agency and each classification the agency uses for its employees.

## Components of Job Descriptions

The job descriptions use a standardized format containing the following information:

### Job classification title and assigned salary group

Job classification titles and salary groups are approved during each legislative session. The titles within the Plan match the list in Article IX, Section 2.01, of the General Appropriations Act. However, agencies may want to use functional titles that are consistent with the nature of each state job description but more closely identify the work being performed. For example, an agency may choose to give a position the title of "Insurance Investigator" instead of using the more general "Investigator III" job title.

### General description

This section describes the nature of the work performed; level of work (entry-, journey-, and senior-level); complexity of the position; level of supervision; and degree of latitude for initiative and independent judgment. Those components, along with the general narrative, provide guidance on the intent of the job and the purpose of the position. The following information describes some of those terms.



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## **Level of Work**

Entry-level	Generally, this level requires little or no previous training or experience. Work is usually performed under close supervision.
Journey-level	Generally, this level requires previous training or experience and specific skills. Work is usually performed under moderate supervision.
Senior-level	Generally, this level requires a high level of responsibility, training, experience, and competence. Work is usually performed under minimal supervision.

## **Level of Complexity**

Entry-level	Generally, this level requires little or no previous training or experience.
Routine	Generally, this position uses basic skills acquired through prior work experience.
Moderately Complex	Requires some work experience and performs non-routine work.
Complex	Requires experience performing the job and knowledge and application of the job concepts.
Highly Complex	Requires considerable work experience and highly developed skills.
Advanced and/or Supervisory or Managerial	Requires significant experience and knowledge of the job, the ability to handle difficult situations and to identify and solve problems, and the possible supervision or management of staff.
Highly Advanced and/or Supervisory or Managerial	Requires extensive experience and knowledge, the ability to make decisions with significant impact and to identify and solve problems, and the possible supervision or management of staff.

## **Level of Supervision**

Close	Work is checked frequently.
Moderate	Non-routine work is checked frequently and routine work is checked periodically.
General	Non-routine work is checked occasionally.
Limited	General directions are given with periodic status checks.
Minimal	General directions are given with occasional status checks.



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## Examples of work performed

This section provides a list of the primary duties and responsibilities for each position. Because the duties and responsibilities represent the general nature of the position and must cover multiple agencies, not all employees in each job classification will perform every task. In determining the appropriate classification for an employee, agencies may identify tasks that are specific to their job functions. However, to be classified correctly, employees should perform the majority of the duties listed in the general description of work and in the examples of work performed.

## General qualifications

This section outlines the education, experience, knowledge, skills, and abilities an individual should have to adequately perform the duties of the job. Agencies can create more specific qualifications for positions according to the needs and requirements of each job, and they can identify specific certifications that are either preferred or required. However, in situations in which a professional or occupational license is required by law (for example, an attorney must possess a license to practice law), agencies should adhere to the requirements outlined in the state job description. Agencies are responsible for ensuring that employees complete the required training to obtain and/or retain required registrations, certifications, or licenses as identified in the state job description.

## Revised/reviewed/added dates

This section specifies the most recent date on which a job description was reviewed, revised, or added. The State Auditor's Office's State Classification Team reviews selected job descriptions after each legislative session and in conjunction with the creation of the conversion manual, which assists agencies in mapping the Plan from one biennium to the next. Each job description contains a date that indicates whether that job description has been revised, reviewed, or added.

A "revised" date indicates the date on which changes were last made to the content of the job description including, but not limited to, the addition and/or deletion of words and phrases.

A "reviewed" date indicates the date on which the job description was reviewed, but either no changes were made or only minor changes were made that did not change the content. For example, a comma may have been added, a misspelled word may have been corrected, or a verb tense may have been changed.

An "added" date indicates that a job description is new to the Plan.

Any job classification series to which additional level(s) were added should be reviewed in its entirety to ensure that the "level of work" or examples of job duties listed did not significantly change in any of the existing levels (thereby necessitating the reclassification of employees who no longer fit within their current job classification levels).