

Job Descriptions and Position postings at Grand Rapids Community College.

In order to comply with regulations set forth by the Americans with Disabilities Act (ADA), the Equal Employment Opportunity Commission and the Department of Justice, each job created or posted should include information to determine if an individual can perform the essential duties of the position with or without reasonable accommodation.

All Job Descriptions and Position postings should include the following information:

1. Title of the Position
2. Summary/Job Description
3. Essential Job Functions
4. Marginal (Non-Essential) Job Functions
5. Job Specifications

Essential and Marginal Job Functions

Before creating a job description and beginning the hiring process, units will need to determine the essential and marginal (non-essential) functions of the position. The legal definition of Essential Job functions are the fundamental and primary duties of an individual position. Hence, a job function is essential, if removing that function would fundamentally change the job. Marginal or non-essential job functions are those duties not unessential to the work unit, but to the position itself. The function must still be accomplished, but if it can be performed by another employee or position; it is a marginal function.

When determining whether or not a particular function is essential, consider the following:

- Does the position exist to perform the function?
- Can the function be performed by a limited number of employees?
- Does the position require highly specialized skills?
- How much time does the employee spend performing the function?
- Does the collective bargaining agreement (CBA) or a job posting or description define the position? If yes, look to see if that function is listed as part of the job. The CBA job description as well as any other job description will be considered evidence of what is or is not essential.
- What is the work experience of the person who last held the position?

To assist in the final determination of essential and marginal functions, units may use the Essential Job Functions worksheet. Once this has been completed, you may move on to the writing of a Job Description or Position Summary.

Writing a Job Description/Summary

A summary or job description included in a position posting should always include the following information:

1. The basic purpose of the job, (i.e. why is it performed).
2. The various duties (i.e. what the task is, how it is performed and why)
3. Defined jargon and examples for added meaning
4. An answer to any why, how or who questions that sentences may generate
5. If possible, an organizational chart or detailed description of whom the position reports to, what other positions report to the same supervisor and what positions report to the posted position.
6. Above all, the summary or job description should be written as though the potential employee knows nothing about the institution or the job itself.

Job Specifications

Once you have determined both the essential and non-essential job functions and completed a summary or description of what the position what the position is for, what it will do and whom it will report to, it is time to go over Job Specifications. These specifications can include but are not limited to:

- Education
 - i.e. Associates, Bachelors, Masters or PhD; professional licensure, valid Michigan Driver's License, etc.
- Work Experience
 - i.e. Minimum number of years in specific field, industry, etc.
- Physical Demands
 - i.e. Must be able to pick up, lift and dump containers at a minimum of 4.5 feet above ground level
 - Must be able to lift 50 pounds and move comparable equipment/furnishings
- Mental Demands
 - Ability to perform functions of the job efficiently and cheerfully in stressful situations
 - Organizational and problem solving skills
- Working Conditions
 - Adverse temperatures, confined spaces, frequent location change, etc.
- Etc.

Many of the specifics highlighted in the specifications section are outlined in the essential functions worksheet.

Frequency Chart: Please fill out the corresponding blank with either an R, O or F Rarely (0-15%) Occasionally (16-45%) Frequently (46-100%)

Minimum Education and Experience

| | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Associates | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Bachelors | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Masters | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> PhD | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Preferred | |

Equipment Use

| | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> telephone | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> copier | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> computer | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> fax machine | <input type="checkbox"/> other: _____ |

Physical Demands:

| | |
|---|---------------------------------------|
| <input type="checkbox"/> standing | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> sitting | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> lifting _____ lbs. | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> carrying | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> walking _____ | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> driving _____ | <input type="checkbox"/> other: _____ |

Mental Demands:

| | |
|---|---------------------------------------|
| <input type="checkbox"/> problem-solve | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> make decisions | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> supervise | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> interpret data | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> organize | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> write | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> plan | <input type="checkbox"/> other: _____ |

Working Conditions:

| | |
|---|---------------------------------------|
| <input type="checkbox"/> indoor | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> outdoor | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> high temperatures | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> cold temperatures | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> loud noise | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> fumes | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> exposure to VDT screen | <input type="checkbox"/> other: _____ |