Job Classification Guidelines

The Job Title

In your control panel your jobs will be listed alphabetically by the Job Title.

The title should include the appropriate classification (i.e., STDT 2, STDT 3, STDT 4, GSR).

> ***Example:*** Front Desk Receptionist (STDT 2)

The Job Purpose

What is the departmental need for this position?

> ***Example:*** Assist with customer service.

The Position Description

The position description states the Essential Job Functions. The Essential Job Functions are specialized functions that would change the job if the functions were removed. They are the nature of the work/responsibility that an employee must be able to perform to successfully do the job.

Key: There are only 3-7 Essential Job Functions for every job position.

Ask: What are the duties and responsibilities that are critical for this position?

> ***Example:***
> - Answer incoming telephone calls
> - Greet Customers
> - Direct Customers to appropriate location

The Job Requirements

What are the skills, knowledge, abilities, and experience required for the Essential Job Functions?

- ➢ Knowledge: Classroom training, something read in a book
- ➢ Ability: Capable of performing various tasks
- ➢ Skill: Something measurable, observable
- ➢ Experience: Demonstrated by examples, history of doing

> ***Example:***
> - Knowledge of general office practices
> - Ability to work with minimal direction and analyze options
> - Skills to exercise tact and diplomacy in dealing with general public
> - Experience working with a multi-line telephone system