Preparation of Position Description

CWA 9.2

Employees covered by this policy
This policy applies to Support Staff employees at Northwest and Bloomington.

A. Introduction

1. Written documentation is necessary to define the way work is organized and assigned to individual positions. This documentation is required to support a variety of human resource activities (e.g., position classification, job evaluation, market pricing, and new hire starting salaries) and to aid the university in complying with applicable laws and regulations.

2. Position descriptions and job specifications will be maintained for all Support Staff positions. Each supervisor should make a bonafide effort to have an up-to-date position description for each position under his/her supervision.

3. In addition, such documentation is intended to reflect the needs of a department. This enables supervisors and employees to understand the duties and responsibilities of a position and to use such documentation as a tool in planning.

B. Definitions

1. The format of a position description and the format for recording a job specification are consistent and established by University Human Resource Services.

2. A position is the specific set of duties and responsibilities assigned to and performed by an individual.
   a. A Position Description is a written document that defines the primary purpose and key duties and responsibilities of a position. At Indiana University, information pertaining to a position is documented on the Position Description by the incumbent and/or supervisor.

3. A job is a collection of positions that have similar major duties and responsibilities.
   a. A job specification is the written summary of the most important and distinguishable features of a job, including the primary duties and responsibilities and qualifications required to do the job.