



How to Write a Position Description

Human Resources – Compensation

What is a Position Description?

A position description is a document that specifically identifies the objectives, duties, and responsibilities of a position.

A position description explains the
what – where – why
of a position.



Who do Position Descriptions Help?

Job Applicants
Applying for positions

Employees
Understanding what is expected of them

Supervisors
Completing Performance Appraisals

Human Resources
Setting accurate classification and competitive pay and
determining the proper Fair Labor Standard Act (FLSA) status

Important Things to Remember

- Position Descriptions should be maintained in the department's files and Human Resources
- Position Descriptions should be no older than two (2) years old
- Position Descriptions should be signed by the employee, direct supervisor of the position, and Human Resources

A Position Description Describes

1. The work assigned to the position
2. How the work is accomplished
3. The primary duties of the position
4. How often the job duties are performed
5. The percentage of time per week (based on the work week) spent on each job duty



A Position Description Describes

1. The materials, equipment, and/or machines used in carrying out the job
2. If the position works alone or with other positions
3. The type of involvement that occurs with other positions
4. The type of supervision received
5. The type of supervision exercised and the positions supervised
6. The financial responsibility of the position

Helpful Hints

- Focus on the job duties of the position rather than the specific employee performing the work
- Write in an accurate, concise, uniform, and complete format
- Write in common, straightforward, everyday language
- Use familiar terms
- Use short, direct verbs in the present tense

Position Description Do's

- Describe the work to be completed
- Explain the methods that will be used
- List the equipment and/or tools to be used
- Explain the responsibility of the results
- Explain the consequence of actions or errors
- Describe the instructions or guidelines provided
- Indicate the type of supervision exercised and received
- Explain the relationship with other positions in the department
- Provide sufficient information in the position description to clearly distinguish the differences in the position's functional level compared to another level within a job family

Position Description Don'ts

- Don't copy the position's class specification
- Don't use ambiguous terms, such as "handle," "assist," "inspect," "research," etc., without an explanation and detail as to what this involves
- Don't lump several responsibilities together and assign large percentages of time
- Don't use abbreviations or technical terms without an explanation
- Don't describe personal characteristics of the position

Need Additional Assistance?

Additional tools and resources for position descriptions are available on the HR-Compensation website

www.hr.ucf.edu/web/compensation



Questions or Concerns?

Please feel free to contact the
HR – Compensation team with any
questions or concerns regarding
position descriptions

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