



City of Gunnison

Job Description Guidelines

The purpose of these instructions is to help in gathering the information regarding the duties and responsibilities as well as the knowledge, skills, and abilities required to perform a position at the City of Gunnison.

Wage earnings are attributed to the following factors:

1. 35% Knowledge Required (education and experience)
2. 14% Supervision Exercised
3. 12% Decision Making
4. 10% Complexity
5. 10% Scope and Effect of Decisions
6. 8% Significance and Purpose of Personal Contact
7. 6% Work Environment
8. 5% Physical Demands

A. General Purpose

Write a brief, but specific statement that highlights the general function or purpose of the job and expected results. It is best to describe the services that the residents, businesses and visitors of Gunnison experience as a result of this position. (e.g., Why does the job exist?)

B. Essential Duties and Responsibilities

List in a series of brief statements the duties performed on the job. Start with the most important or time consuming. The purpose of this list is to show: What you do, How you do it, and Why you do it. Start each statement with a specific action verb (i.e. analyze, apply, authorize, deliver, generate, handle, inspect, manage, perform, report, service, stack, utilize, etc.)

For example, "Key payments received into accounting database with minimum of 98% accuracy to ensure all payments are recorded; prepare reports showing payments received for balancing against bank deposits, etc."

Indicate how often, such as daily, weekly, monthly, etc. each duty occurs and estimate the percentage of time spent on each duty.

C. Job Qualifications

What are the minimum education, knowledge, and skill (types and levels) required for a new hire for this position?

Examples of **Required Education and Experience** include:

Less than high school (specify minimum)

High school diploma or equivalent

Associate's degree or equivalent (4 years of experience)

Bachelor's degree or equivalent (8 years of experience)

Master's degree

Ph.D.

Other (specify)

Examples of **Other Necessary Requirements** are: CDL, operator certifications, licenses, other accreditations, background investigation will be conducted, yearly motor vehicle record will be obtained, etc.

Knowledge, skills, and abilities (KSAs) are the qualifications an individual needs in order to perform a job or the essential functions of the job.

For each type of knowledge and skill, indicate the minimum level necessary for applicant consideration. Answer in terms of academic degree, years of education, and skills required for someone to hold the job.

Each knowledge, skills and abilities statement should include the following components in this order: 1) level, 2) intensity, 3) duration, and 4) frequency:

Level:

- Basic - General familiarity, aware of universal principles, and able to locate details/access resources. Understanding of a determinate number of functions or activities.
- Solid - Working knowledge, able to apply general principles. Understanding of most functions, operations, or activities. Includes a general knowledge of applicable theory.
- Expert - Able to apply general principles and specific details. Understanding of virtually all functions, operations, or activities. Includes full comprehension of applicable theory.

Intensity:

How much physical/mental ability is exerted?

Duration:

How long of a period of time is the physical/mental ability exerted?

Frequency:

How often is the physical/mental ability exerted?

In light of the Americans with Disabilities Act (ADA), the knowledge, skills, and abilities required to perform a job need to be more specifically outlined on a job description. Ensure that physical requirements are truly necessary to the job and that they do not inadvertently screen out disabled individuals. The statements "heavy lifting may be required" or "communication skills are necessary" should be expressed in specific and actual terms.

Better examples might be:

- "Upper body strength (skill) to lift up to 50-pound boxes and carry more than 50 yards throughout the eight-hour workday."

- “Ability to enunciate clearly and project voice to groups of 100 people or more for three-hour periods.”

The Uniform Selection Guidelines issued by the Equal Employment Opportunity Commission (EEOC) provide the following definitions of KSAs.

- 1) Examples of types of **knowledge** are: Accounting, engineering, information technology, computer programming, contracts, regulations, etc.
- 2) Examples of types of **skills** are: Reading, calculating, language, writing, data entry, computer operations, communication, interpersonal, organizational, vision, balance, coordination, arm, hand, leg movements etc.
- 3) Examples of types of **abilities** are: thinking, calculating, negotiating, and creating

A few examples of KSA statements include:

- Judgement - Makes well-reasoned and timely decisions based on careful, objective review and informed analysis of available considerations and factors. Supports decisions or recommendations with accurate information or reasoning.
- Leadership: Ability to make right decisions based on perceptive and analytical processes. Practices good judgment in gray areas. Acts decisively.
- Problem Solving and Analytical Ability: Identifies existing and potential problems/issues. Obtains relevant information about the problem/issue, including recognizing whether or not more information is needed. Objectively evaluates relevant information about the problem/issue. Identifies the specific cause of the problem/issue. Develops recommendations, develops and evaluates alternative course of action, selects courses of action, and follows up.
- Communications: Presents and expresses ideas and information clearly and concisely in a manner appropriate to the audience, whether oral or written. Actively listens to what others are saying to achieve understanding. Shares information with others and facilitates the open exchange of ideas and information. Is open, honest, and straightforward with others.
- Team Skill: Establishes effective working relationships among team members. Participates in solving problems and making decisions.
- Direction and Motivation: Sets a good example of how to do the job; demonstrates personal integrity, responsibility, and accountability. Provides advice and assistance to help others accomplish their work. Directs/motivates self.

D. Working Conditions

Are there any working conditions associated with the job outside of a normal office environment? (e.g., operations of high-speed mailing or printing equipment, installation of telephone/computer equipment, assembly and disassembly of furniture and equipment, etc.).

Follow the attached scale for type and frequency of physical effort. NOTE: *Physical effort must correspond with the option selected at the top of the job description form under “job physical level”.*

- 1) Generally not required.
- 2) Light physical effort required by handling objects up to 20 pounds occasionally and/or up

to 10 pounds frequently.

- 3) Moderate physical activity required by handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently.
- 4) Position requires strenuous physical work. Heavy lifting, pushing, or pulling of objects up to 100 pounds occasionally and/or up to 50 pounds frequently.
- 5) Position requires extremely strenuous physical work involving objects in excess of 100 pounds occasionally and/or between 50 and 100 pounds frequently.

Definitions

Occasionally - activity exists less than one-third of the time.

Frequently - activity exists from one-third to two-thirds of the time.

E. Tools and Equipment Used

What equipment is required to regularly use to perform the job's essential duties? Common examples include:

- 1) Generally not required.
- 2) Standard office equipment (e.g., telephone, fax machine, copier).
- 3) Equipment requiring simple set up and adjustment (e.g., postage machine, word processing equipment).
- 4) Equipment requiring involved set up, adjustments, and operational procedures (e.g., word processing equipment, personal computer, scanners, and digital copier/printer).
- 5) Equipment with multiple logic functions and capabilities requiring specialized training (e.g., minicomputer, mainframe).

F. Organizational Relationships

Supervision Received - Include the position that the position reports to. What degree of supervision does the position require? Examples include:

- 1) Monitored continually.
- 2) Frequently checked while in progress. End results are reviewed.
- 3) Periodically reviewed at certain steps prior to completion.
- 4) Typically reviewed at completion.
- 5) Not reviewed.

Supervision Exercised - Does the position have supervisory responsibility? List what type of supervision is exercised including assigning and scheduling work, training, appraising performance, promotions/transfers, salary recommendations, interviewing and hiring, disciplinary discussions, and/or termination of employment. About how many employees does the position supervise? Are they full-time, part-time or temporary employees?