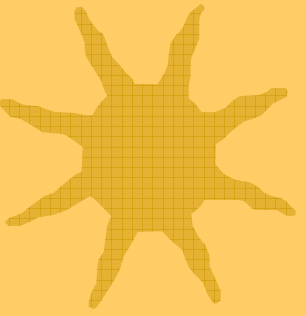
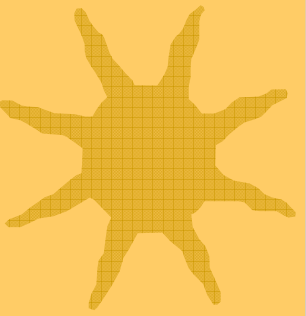




*Writing Results Oriented
Job Descriptions (ROJDs)
REFRESHER*

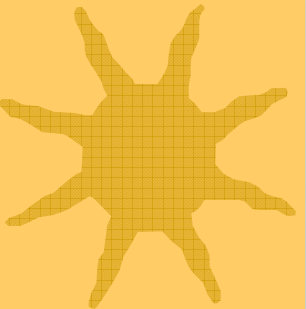
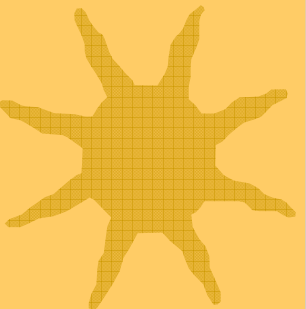
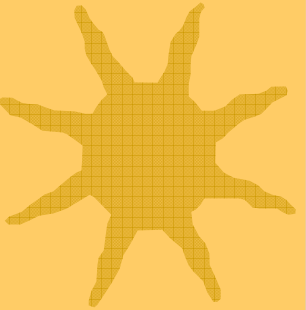
Suzette J. Yaezenko

Classification & Compensation Analyst
Employment Services, Human Resources
University of Idaho





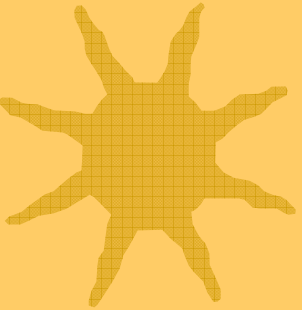
Today's Objectives



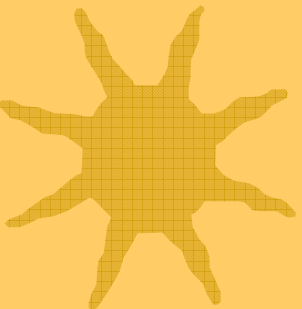
- ★ Common ROJD Uses
- ★ ROJD Approval Process
- ★ Fast Track Your ROJDs
- ★ Writing Tips
- ★ Breakdown of ROJDs
- ★ Resources



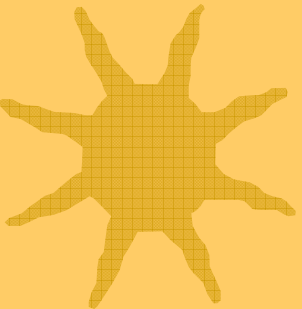
Common Uses Of ROJDs At UI



- ★ Position Creation / Refill
- ★ Performance Evaluations
- ★ Performance Development Plans
- ★ Organizational Re-Design
- ★ Pay Equity Studies



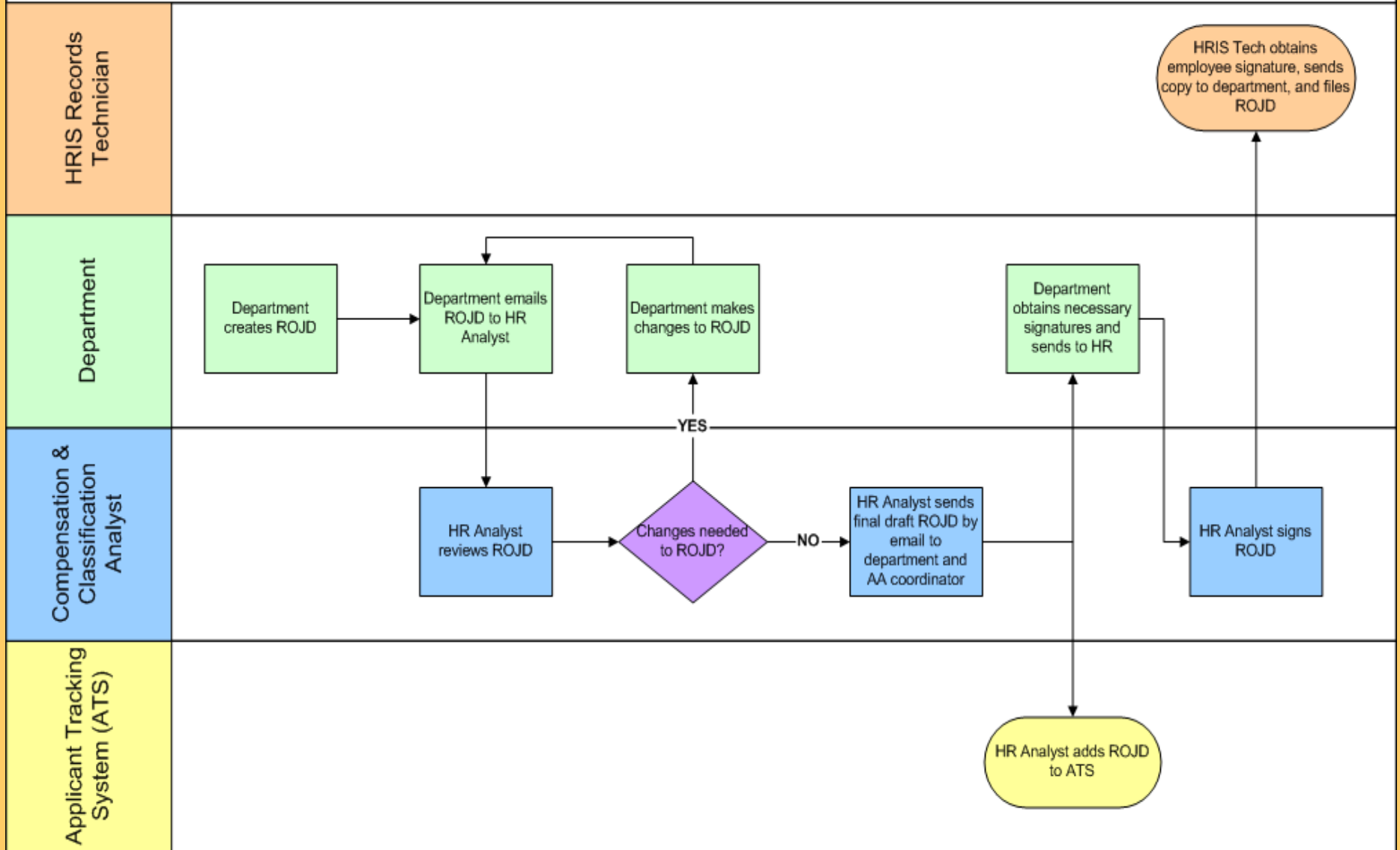
- ★ Discipline
- ★ ADA Evaluation
- ★ Reclassifications
- ★ Position Safety Evaluations
- ★ Career Ladders
- ★ And much more..



Results-Oriented Job Description (ROJD) Approval Process FLOWCHART

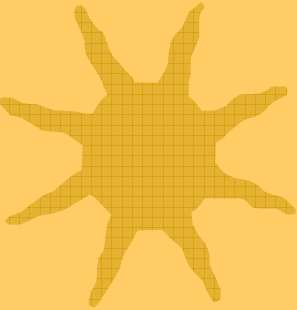
<Contingent Upon Implementation of ATS>

Employment Services - Human Resources





Fast Track Your ROJDs



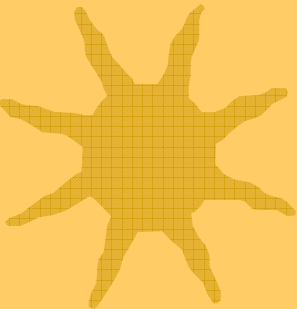
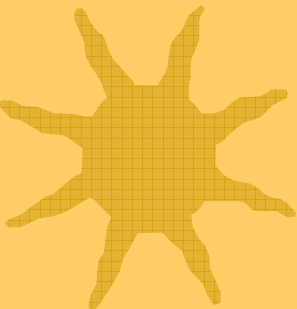
★ Normal turnaround time for ROJD approval is two (2) weeks

★ Possible Delays

- Untrained personnel, unique position, problem ROJD, pending career series ROJD, etc.

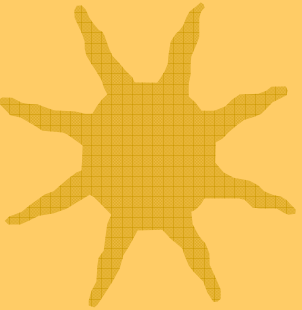
★ Proactive Approach

- Actively obtain current ROJDs for all employees within your department, unit and/or division.
- Establish centralized trained personnel for ROJD review and
- Utilize the performance evaluation process to obtain updated electronic ROJDs



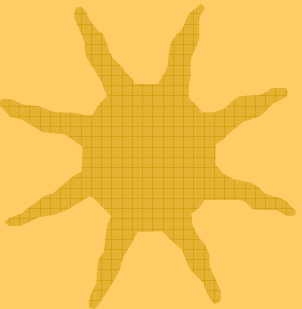
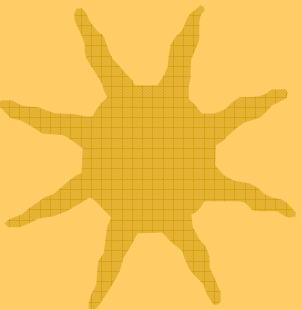


Tips In Writing Your ROJD



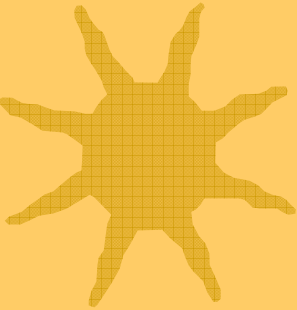
1. Determine purpose of your job and its relevance to the organization.
2. Write down ALL tasks/responsibilities of job.
3. Assign percentages of time to each task.
4. Group tasks/responsibilities into 3 – 5 categories with common purpose or objective.
5. Use samples of similar jobs (Peer Group).
6. Obtain input from co-workers and supervisor.*

* Supervisors have final approval of ROJD.

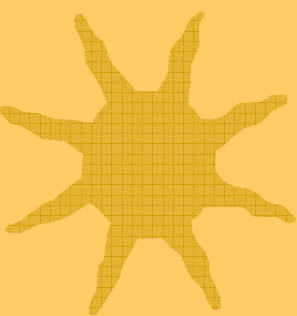
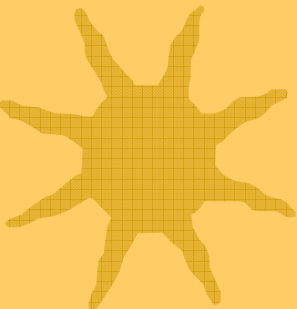




8 Components To The ROJD



1. Title / Department / Organization
2. Major Function
3. Organizational Chart
4. Responsibilities
5. Minimum Qualifications
6. Additional Desirable Qualifications
7. Signature Lines
8. Hay Points, Overtime Code & References





1. Title / Dept / Organization

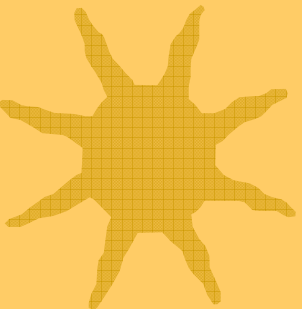
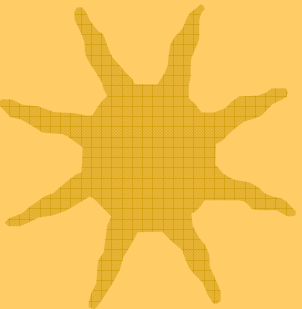
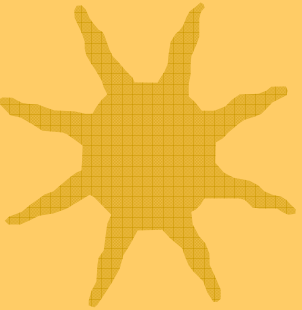
★ Title Name

- Position Title vs. Working Title

★ Title Number

- (Search in Banner HR - NTRPCLS)

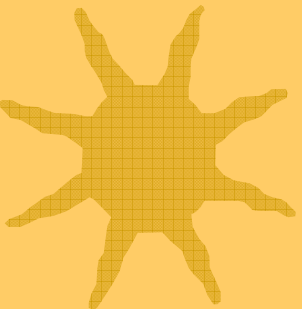
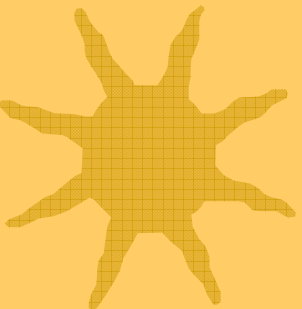
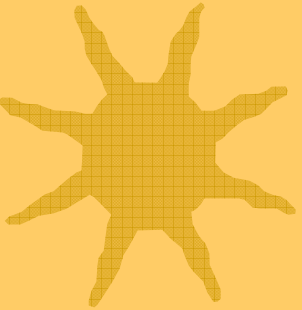
★ Department and College Name





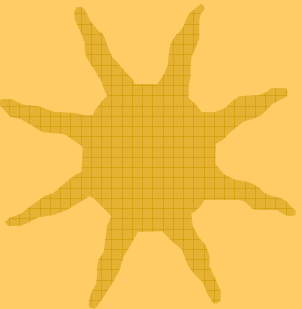
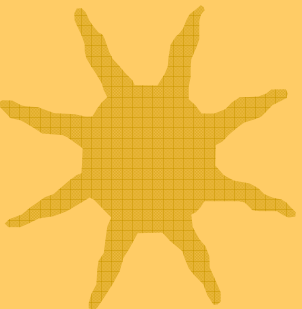
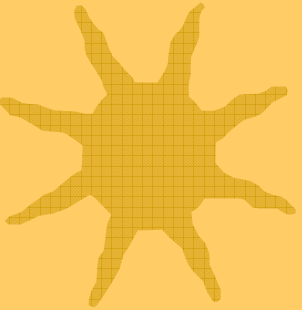
2. *Major Function*

- ★ A brief paragraph that states purpose of job and its relevance to the organization.
 - Why does this job exist?
 - Strategic goals of unit / department / division





3. *Organizational Chart*

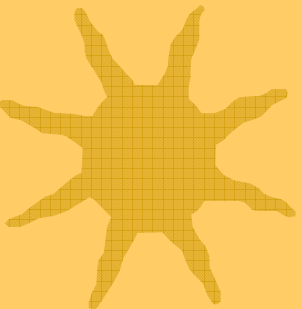
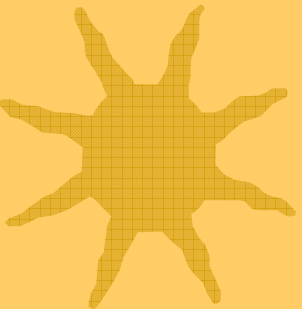
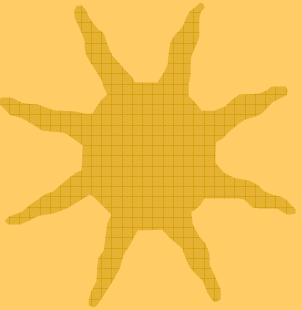


- ★ An organizational chart to show where the position fits into organization.
 - Chart may be attached, drawn, or listed in this section.



4. *Responsibilities*

- ★ List of tasks to be performed
- ★ Amount of time needed to perform each task
- ★ ADA Compliance
 - Essential Duties
 - Task the individual must be able to perform in order to fulfill the primary purpose of the job
 - Marginal Duties
 - Extra tasks which are not essential to the purpose of the job.





4. *Responsibilities (Continued)*

- ★ Results-Oriented Format:

THE **RESULT** TO BE ACCOMPLISHED

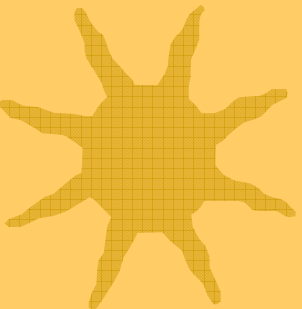
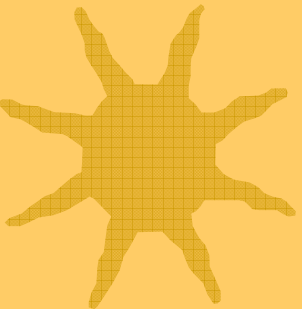
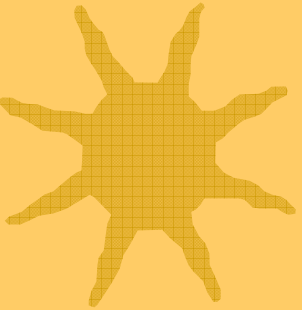
by

the **duty(ies)** to be performed.

- ★ Result statement (the "by:" statement)

- ★ Tasks ("ing" action verbs)

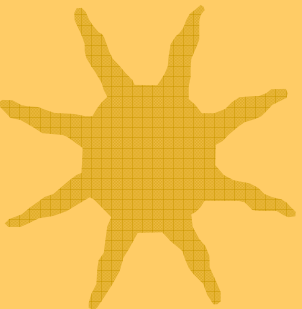
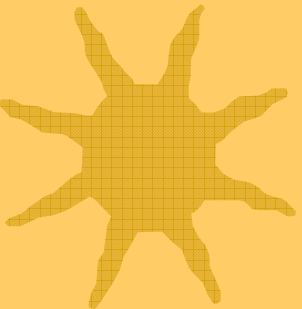
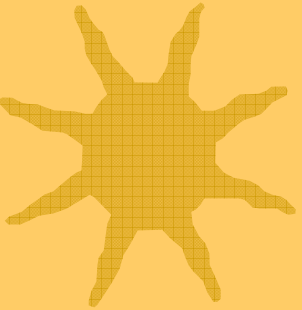
- ★ Section should fill up 1+ pages





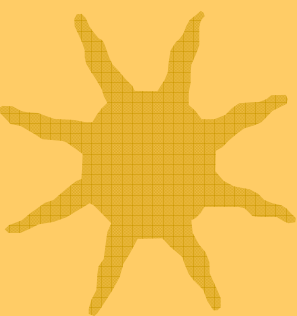
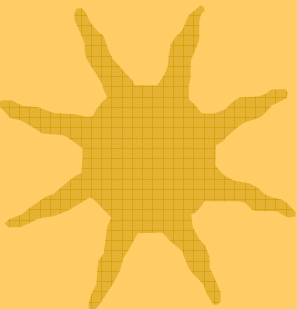
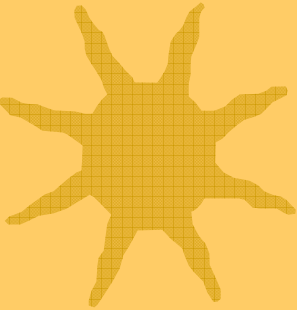
5. *Minimum Qualifications*

- ★ Minimum levels of education, experience, knowledge, skills, and abilities needed to perform the job as expected.
 - Tied directly to the Essential Elements





6. *Desirable Qualifications*



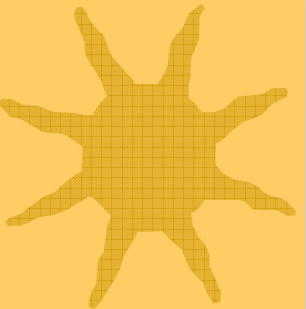
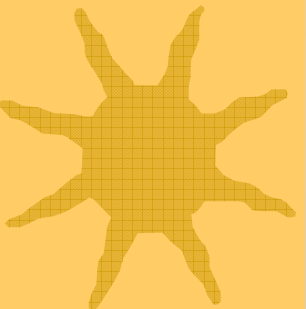
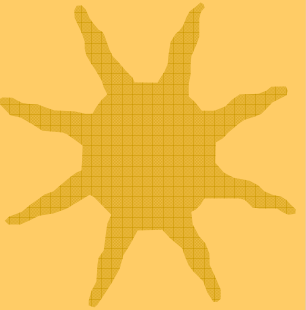
- ★ Additional requirements such as higher levels of education, experience, etc. the employer would like the individual to possess.
- ★ Helpful (but not necessary) for individual to have in order to perform the job.



7. *Signature Lines*

★ Each results-oriented job description must be signed by:

- Employee
- Supervisor
- Dean/Director/Department Head
- HR Job Classification/Compensation Analyst





8. *Hay Points, OT, & Reference*

★ Hay Points

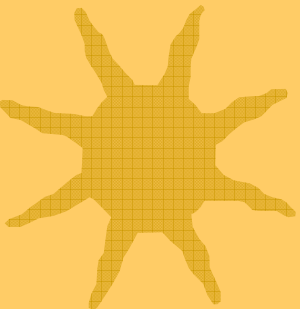
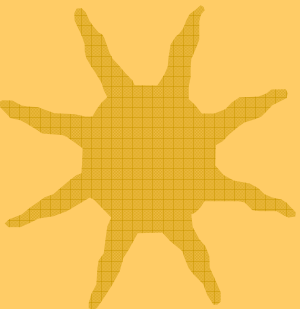
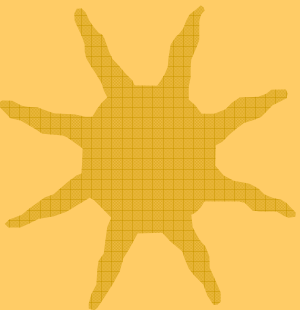
- A method of job measurement used to establish the relative significance of jobs as they fit within an organization.
- Establishes pay grade.

★ OT - Overtime Code

- Covered by the Fair Labor Standards Act (FLSA)
- Accrual rates of 0, 1.0 & 1.5 for all hours worked over 40 hrs per week.

★ Reference

- State of Idaho Positions
- UI Unique Positions

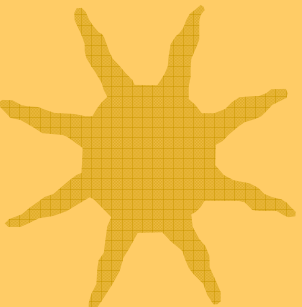
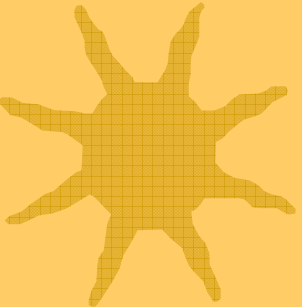
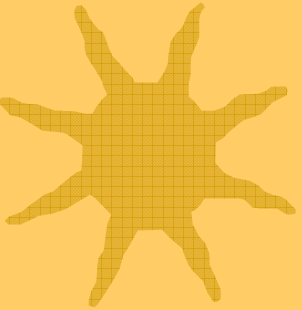




Helpful Resources

★ **Writing ROJDs**

- ROJD Video by Jan Mason Rauk
- *Results-Oriented Job Descriptions* by Roger and Sandra Plachy
- *Prewritten Job Descriptions* by BLR
- Writing ROJDs (APM 50.55)
 - http://www.webs.uidaho.edu/apm/Chapters/APM_Chapter_50.pdf
- ROJD Template
 - <http://www.uidaho.edu/hrs/downloads/jdform6.doc>





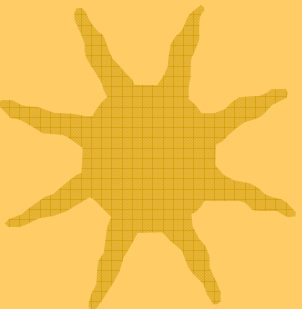
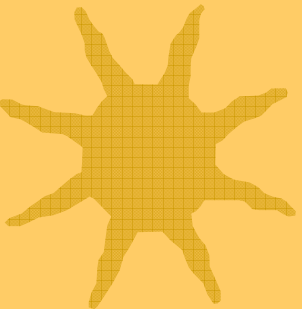
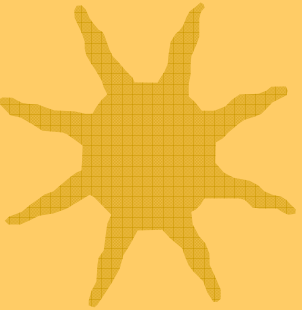
Helpful Resources (Continued)

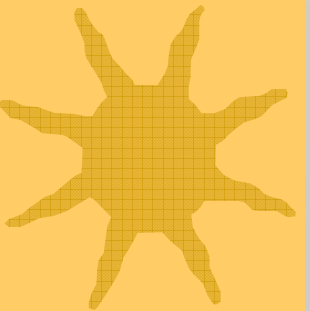
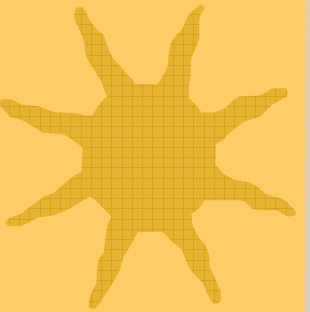
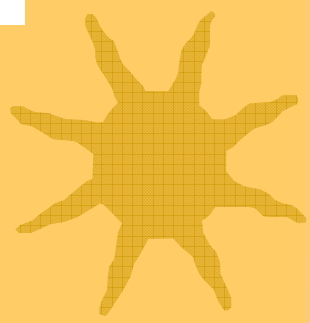
★ **Sample ROJDs**

- State Job Specifications
 - <http://www.dhr.state.id.us/Classifications.asp>
- Human Resources ROJDs on File
 - Common State Positions
 - UI Uniques

★ **New Resources Coming Soon!**

- Applicant Tracking System (ATS)
- UI Online ROJD Banks





Q & A
