

Duty/Task:									
I-2 Develop job descriptions									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Obtain a job description template	1 Obtained a job description template that was in compliance with the Americans With Disabilities Act (ADA) requirements	1 Computer, internet access, sample job descriptions	1 Computer skills, internet research skills, basic knowledge of ADA requirements for job descriptions	1 N/A	1 Persistent, research oriented, curious	1 Where do I search for job description templates? What does an ADA compliant job description look like?	1 HR websites, sample ADA compliant job description	1 Won't have an ADA compliant job descriptions	
2 Interview incumbents in each position to identify their essential job functions	2 Interviewed each job incumbent to identify information required to complete the job description template (essential job functions, work environment, qualification requirements, etc.)	2 Job description template, notepad, pen/pencil	2 Interviewing skills, basic knowledge of ADA compliant job description requirements	2 N/A	2 Accurate, thorough, personable	2 What questions should I ask each person about their job? What is an essential job function?	2 Sample ADA job descriptions and explanations	2 Job descriptions will not include the relevant information identified in the template	
3 Complete the template	3 Used the interview data gathered in step 2 to accurately complete the job description template	3 Computer, job description template	3 Computer skills, writing skills	3 N/A	3 Accurate, detail oriented	3 Do I have all the information identified in the template? Have I completed it correctly?	3 Job description template instructions, all areas of the template completed	3 Won't have an ADA compliant job descriptions	
4 Ask the incumbent to review the draft and indicate what, if any, changes are needed	4 Gave the draft job description to the incumbent and asked them to review it and indicate any changes needed	4 Draft job description	4 Communication skills	4 N/A	4 Cooperative, team player, responsible	4 Did the incumbent review the draft job description and indicate any changes?	4 Mark-ups or changes noted on draft version	4 Job description may not accurately reflect what the incumbent does	
5 Revise the draft and finalize	5 Revised the draft based on the changes received	5 Computer, draft job description with changes noted	5 Proofreading skills, computer skills	5 N/A	5 Accurate, thorough, detail oriented	5 What changes do I need to make on the original draft?	5 Changes noted on draft returned by reviewer	5 Job description may not accurately reflect what the incumbent does	
6 Update job description as duties and functions change	6 Established a date to annually review all job descriptions with incumbents and make any necessary revisions	6 Computer, copy of current job description, calendar	6 Computer skills	6 N/A	6 Responsible, conscientious	6 When should I review job descriptions each year? What changes are needed?	6 Company policy/procedure, feedback from incumbents	6 Job descriptions will not remain current and accurate	
Analyst: John Moser			Specific Relevant References:						
			1	www.humanresources.about.com					
			2	www.ada.gov/q&aeng02.htm#29					