

Bold print text should appear on all job descriptions.
Job descriptions should be limited to one or two pages.

The University of Scranton

Job Description

Position Title:

Reports to: Use the title not the incumbent's name

Classification: Choose appropriate job classification:
(Professional, Administration, Paraprofessional or Non-Exempt)

Job Purpose:

One or two sentences summarizing the position

Primary Responsibilities:

Describe the six to ten primary responsibilities in broad terms in order of importance. Remember the most important duty is not necessarily the one that requires the most time.

Begin with action verbs and follow up, where possible, with the desired results of the action. See examples, below:

1. Maintains inventory by projecting needs, analyzing discounts and tracking results.
2. Resolves discrepancies and questionable charges by corresponding with and telephoning vendors.

Qualifications:

Education:

Experience:

Required knowledge, skills and abilities:

An * indicates essential function as defined by the Americans with Disabilities Act.

Date revised

Incumbent Signature

Supervisor Signature

THE ADA AND ESSENTIAL FUNCTIONS

Under the Americans with Disabilities Act (ADA), an individual with a disability may be considered qualified if he/she can perform the essential functions of a job with or without reasonable accommodations. The ADA provides no guidance on what constitutes essential functions except to say that essential means job tasks that are fundamental and not marginal.

The ADA does not require that an employer maintain job descriptions. Rather, they can be developed at the employer's discretion. Written job descriptions are, however, relevant evidence as to those duties that are essential to an employee's job. Since we do maintain job descriptions here at the University for all professional, paraprofessional and administrative positions, it is vital that we identify essential components for each position within these classifications.

Essential functions may be termed essential because:

- the reason the position exists is to perform them
- there are limited employees available among whom that function can be distributed
- the function is so highly specialized that the incumbent is hired for his/her specific experience or ability

Other questions to consider are:

- Would removing this function from the job description fundamentally alter the position?
- Does the incumbent spend a significant portion of his or her workday or work week performing this function?
- Would failure to perform this function bear significant consequences?

If the answer to these questions is yes, the duty is an essential function. Generally if an individual "contributes" or "assists" in a particular area, chances are that that function is non-essential since these terms suggest that someone other than this person is responsible for that particular function.

Please review your job description and place an * before each duty that you feel meets the essential function definition described above.

Revised 12/16/02