



## Job Responsibilities Worksheet

### Instructions

The purpose of this Job Responsibilities Worksheet (JRW) is to document the current responsibilities of a position. It focuses on a specific position (not the incumbent); provides details regarding the job duties and required competencies; and outlines the job scope and reporting structure. The information provided in the JRW will be used to ensure the position is properly classified and evaluated. Responses must accurately represent the way the position is currently functioning. The employee and supervisor must discuss the position to ensure mutual understanding. If the position is vacant or the employee has occupied the position for less than six months it is recommended the supervisor complete the JRW.

#### Please follow the steps below in order to complete and submit the JRW:

1. Open, name and save the PDF document where you can easily locate it before you begin.

**Note:** You must have Adobe Acrobat Reader 8 or higher installed on your PC in order to save a partially or fully completed JRW. A free version of the Adobe Acrobat Reader can be downloaded at <https://downloads.its.psu.edu/> (link is under Office Productivity). Users of earlier versions will not be able to save data typed into the JRW and will have to complete the form in its entirety and print it out in order to retain a copy.

2. A completed JRW may be submitted through the approval path, listed on the Signature page of the JRW, using one of the options outlined below:

#### Option 1 - Email submission (preferred)

1. Upon completion of the JRW, type your name in the appropriate signature block.
2. Click File in the menu tab and select Attach to Email **or** open your email client, create a new email and attach the JRW following the normal process for attaching a document to an email.

#### Option 2 - Hardcopy submission

1. Print the JRW using the PRINT button on the bottom of the form.
2. Sign the JRW in the appropriate signature block and submit the form to the next individual on the approval path.

#### Below are some points to consider when completing the JRW:

1. Be accurate and concise in your answers. Consider your normal day-to-day responsibilities.
2. When indicating the percentage of time you spend on each duty, consider what is performed over a given period of time. The percentages must total 100% and should not be smaller than 5% or greater than 50%.
3. Describe the position as it is being performed today and not as it might be in the future or as you think it should be. This does not necessarily apply in cases where a JRW is being completed for a vacant or new position.
4. Remember, you are considering the position and the requirements for the position-not your own personal background.
5. All sections of the JRW must be completed, as applicable. Incomplete or missing information may lead to an inaccurate reflection of the nature of the position. and in the case of a job review request, may result in delays in the processing of the request.
6. Use words which convey a good understanding of the work being performed rather than vague generalities. A list of action words that can be used when completing a JRW can be found at <http://ohr.psu.edu/recruitment-and-compensation/documents/ActionWords.pdf>.
7. Attach an organizational chart, if available.

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**Check One:**  General update  Review of Existing (Vacant) Position  
 Review of New Position  Review of Existing (Filled) Position - must complete a Request for Staff Job Review Form

## General Information

Employee Name:

Current Job Title:  Level:  Salary Band:

Working Title (if different from the Job Title):

HR Rep Area:  Work Area:

Position Number (provided by HR Rep):

## Reporting Structure Information

Immediate Supervisor's Name:

Current Job Title:  Level:

Working Title (if different from the Job Title):

Next Highest Level Supervisor's Name:

Current Job Title:  Level:

Working Title (if different from the Job Title):

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## Position Summary

**Position Summary:** Please describe, in 2-4 sentences, the primary purpose of this position. *(Text box will expand to fit user input.)*

## Primary Duties

Please list up to ten of the primary duties, in order of importance, of this position and estimate the percentage of time spent on each duty over a given period of time. Percentages must total 100% and should not be smaller than 5% or greater than 50%.

**\*NOTE:** The essential functions should describe the reasons a job exists; they include duties and tasks that are fundamental to the position. This is required by the Americans with Disabilities Act (ADA). *(Text boxes will expand to fit user input.)*

1.

New Duty     Essential Function\*     % of Time

2.

New Duty     Essential Function\*     % of Time

3.

New Duty     Essential Function\*     % of Time

4.

New Duty     Essential Function\*     % of Time

5.

New Duty     Essential Function\*     % of Time

6.

New Duty     Essential Function\*     % of Time

7.

New Duty     Essential Function\*     % of Time

8.

New Duty     Essential Function\*     % of Time

9.

New Duty     Essential Function\*     % of Time

10.

New Duty     Essential Function\*     % of Time

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## Scope

Describe the extent or range of operation for the position. Please give examples of the size and extent of activity over which this position has control or has impact, such as size of budgets, level of fiscal responsibility (management vs. proxy), number of students, number of faculty supported, extent of impact (department-wide, college-wide, University-wide). **(Text box will expand to fit user input.)**

## Competencies Required

Penn State has established competencies that are used for evaluating positions. Please provide examples of your current responsibilities in regards to each of the competencies listed, using the spaces provided. **(Text boxes will expand to fit user input.)**

**Effective Knowledge-** This encompasses the depth, scope, integration, and application of skills within and outside the body of knowledge or specialty applicable to the individual job category. This is not necessarily the same as the incumbent's education.

**Accountability and Self-Management-** The degree to which the position requires self-direction and the degree of personal accountability required for the work accomplished. It involves responsibility for overseeing and providing reports of actions, causes, and results.

**Teamwork and Leadership-** The degree to which the position must function in a group and the degree of leadership exercised.

**Communication-** The nature and scope of the communication activity required by the position on a regular basis.

**Innovation and Problem Solving-** The type of problem resolution, quality improvement activity, and/or process and procedure development undertaken in the position.

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## Organizational Chart

Please attach an organizational chart, if available, that depicts the work area structure, including all positions and reporting relationships.

## Lead/Supervisory/Management Responsibility

If this position has no lead/supervisory/management responsibilities for others, please check here.

Please indicate the number of employees reporting to this position on a regular basis. If there are five (5) or less direct reports, enter their job titles below and select the option that best describes your supervisory and "direction of work" responsibilities.

**# of direct reports  
(Exempt/Nonexempt):**

**# of indirect reports  
(Exempt/Nonexempt):**

**# of wage payroll, student, and/or  
temporary employees or volunteers):**

### Direct Reports

Job Title	Level	# of Employees
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Please select the option that best describes your lead, supervisory, or management responsibilities.

- Responsibilities limited to leading and directing the work of wage payroll, student, and/or temporary employees, or volunteers.  
Minimal or no supervisory responsibilities. As a technical/functional expert, may serve as a lead over other employees.
- Responsibilities may include training, directing or assigning work, providing input for evaluation of performance, assisting in the hiring of employees, etc.
- Supervisory responsibilities within a department or functional area. Responsibilities include coordinating, directing and assigning work and may also include participation in interviewing and selecting staff, evaluating employee performance including making recommendations regarding pay, performance, and disciplinary action.
- Full management position responsible for managing people within a department, unit, and/or subdivision. Responsibilities include workforce planning, authority for hiring/firing, interviewing, selecting, and training staff, making decisions regarding pay, performance and disciplinary action, etc. (typically assigned to a Manager profile).

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## Work Unit Peers

Enter the name, job title and level for employees in peer positions within the work unit. Peer positions are those performing similar work within the work unit. ***(Text box will expand to fit user input.)***

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## Additional Comments

Provide any additional comments or information that was not covered in the above sections that you feel would be pertinent to the evaluation of this position. ***(Text box will expand to fit user input.)***

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# Job Responsibilities Worksheet

## Signatures

By signing below or typing my name below and sending this form via e-mail, I am confirming that the information provided is accurate to the best of my knowledge.

**Employee's Name or Signature:**

**Date:**

**Immediate Supervisor:** By signing below or typing my name below and sending this form via e-mail, I am confirming that I have reviewed the information provided and agree that it accurately reflects the content of the position.

**Immediate Supervisor's Name or Signature:**

**Date:**

Completely  With clarification(s) provided below

**Clarification(s) - Please do not exceed the space provided.:**

**Manager's Name or Signature (if, applicable):**

**Date:**

**Department/Division Head's Name or Signature:**

**Date:**

**Human Resources Representative/Director of Business Services' Name or Signature:**

**Date:**