



# GLOSSARY FOR JOB DESCRIPTION REDESIGN

TERMS AND DEFINITIONS

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<b>Ability:</b>	Competence to perform an observable behavior or a behavior that results in an observable product; power or aptitude to perform physical or mental activities
<b>Additional Eligibility Qualifications:</b>	Additional requirements such as certifications, industry-specific experience and the experience working with certain equipment.
<b>ADA Compliant:</b>	The ADA stipulates that employers cannot discriminate against a qualified applicant with a substantial impairment who is capable of performing the essential functions of a job with or without reasonable accommodation.
<b>Affirmative Action Plan/ Equal Employment Opportunity (AAP/EEO) Statement:</b>	Clause(s) that outlines federal contractor requirements and practices and/or equal employer opportunity statement.
<b>Classification:</b>	Exempt or nonexempt under the Fair Labor Standards Act (FLSA).
<b>Competency:</b>	Underlying characteristic (deep and enduring part of a person's personality) of an individual that is causally (causes or predicts behavior and performance) related to criterion-referenced (competency predicts who something well- r not- on a specific standard) effective and/or superior performance in a job or situation.
<b>Competency-Based Job Description:</b>	Focuses more on the knowledge, skills, and abilities needed to successfully accomplish the responsibilities of the job than on just the responsibilities themselves.
<b>Credentials/experience:</b>	Minimum level of education, experience and certifications acceptable for the position.
<b>Disclaimer:</b>	A statement in the job description that reminds employees and applicants that the job description is subject to change and that the job description is not an exhaustive list of all responsibilities, duties, and skills that may be required.
<b>Employee Value Proposition:</b>	The rewards and benefits received by employees in return for their performance at the workplace.

<b>Employer Brand:</b>	Your organization's reputation as an employer.
<b>Environmental Factors:</b>	Working conditions (inside or outside the office).
<b>Essential Functions:</b>	Basic job duties that an employee must be able to perform, with or without reasonable accommodation. Focus should be on the required outcome as opposed to the process.
<b>Essential Functions Statement:</b>	A statement on the job description that states that in order to perform a job successfully, an individual must be able to perform each essential satisfactorily.
<b>Exempt Position:</b>	Positions excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be exempt. nonexempt workers.
<b>HR Branding:</b>	The process of promoting an organization as the employer of choice to a desired target group (one which a company needs and wants to attract, recruit and retain. This can include developing key messages and representing the district brand in all HR-related communications; identifying and leveraging the right communications channels to reach each stakeholder group; and onboarding and continually engaging employees as ambassadors of the district's mission, vision, and values.
<b>Job Analysis:</b>	Process of identifying and determining the duties, responsibilities, and specifications of a given job; helps establish the level of experience, qualifications, skills and knowledge needed to perform a job successfully.
<b>Job Description:</b>	Action-oriented document that clearly and concisely explains the tasks, duties, functions, and responsibilities of a position.
<b>Job Evaluation:</b>	Job evaluation is a method used to evaluate job descriptions based on competencies determined by the organization. Competencies are capabilities that the organization values and differentiates pay from one position to another based on varying degrees of validity.
<b>Job Factors:</b>	The knowledge and skills required to successfully function in the job like level of education/experience required, supervision received, and analytical skills and ability required for the job.

<b>Job Specifications:</b>	Educational criteria and/or necessary certification/licensure requirements; necessary specialized knowledge; and other special considerations and prerequisites. Working conditions are a type of job specification.
<b>Job Title:</b>	Name of a position.
<b>Knowledge:</b>	One type of competency characteristic (see underlying characteristics); information a person has in specific content areas that is acquired through learning or experience.
<b>Motives:</b>	One type of competency characteristic (see underlying characteristics); things a person consistently thinks about or wants that cause action (e.g., achievement-motivated people set goals, take responsibility for accomplishing them, and use feedback to improve performance).
<b>Non-Exempt Position:</b>	Employees not exempt from FLSA requirements; must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week.
<b>Performance-based Job Descriptions:</b>	Focus on a candidate's capacity to "do," and that outlines the performance expectations for the role.
<b>Performance Management Practices:</b>	Practices that enhance staff performance in order to ensure implementation of strategic and tactical plans (e.g., identifying goals; setting performance expectations; monitoring, developing, and evaluating performance of staff.
<b>Physical characteristics:</b>	Physical attributes an employee must have to perform the job duties with or without a reasonable accommodation.
<b>Physical Demands:</b>	Physical demands of the job, including bending, sitting, lifting and driving.
<b>Preferred Education and Experience:</b>	Preferred education and experience based on requirements that are job-related and consistent with business necessity.
<b>Self-Concept:</b>	One type of competency characteristic (see underlying characteristics); a person's attitudes, values, or self-image.
<b>Traits:</b>	One type of competency characteristic (see underlying characteristics); physical characteristics and consistent responses to situations or information (e.g., emotional self-control; initiative).

<b>Qualifications:</b>	Refers to education, work experience, skills and personal qualities.
<b>Reasonable Accommodation Statement:</b>	A statement on the job description that states that reasonable accommodations may be made to enable an individual with a disability to satisfactorily perform the essential functions of a particular job as long as it does not cause an undue hardship for the employer.
<b>Required Education and Experience:</b>	Education and experience based on requirements that are job-related and consistent with business necessity; comprehension of a body of information acquired by experience or study.
<b>Skill:</b>	One type of competency characteristic (see underlying characteristics); ability to perform a certain physical or mental task that is often acquired through specialized training; a present, observable competence to perform a learned activity.
<b>Strategic Plan:</b>	Long-term plan describing the intentions of an organization with aligned goals and strategies.
<b>Strategic Staffing:</b>	The process that organizations use to identify and address the staffing implications of their business strategies and plans.
<b>Summary Statement:</b>	Provides a synopsis of the major purpose of a position and its role in the department.
<b>Underlying Characteristic:</b>	Deep and enduring part of a person's personality.
<b>Work Environment:</b>	Temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job.
<b>Workforce Planning:</b>	Process of ensuring an organization has current and future access to the human capital it needs to perform effectively.
<b>Working Conditions:</b>	Physical demands and working environment characteristics which relate to the essential functions of a position, such as working indoors/outdoors, working with exposure to hazards, physical demands, etc. Also includes special considerations such as travel requirements or necessary overtime.

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