

“Position Description”

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“**Position Description**” refers to a writing that sets forth the mutually agreed upon components of a particular position within an organization. These are almost always paid positions. The writing is normally authored by the employer and accepted without changes by the employee.

Components of a typical “**Position Description**” document include the following:

1. Name, etc.
2. Purpose of Position
3. Scope and Magnitude
4. Regular Tasks w/ degree of supervision
5. Supervision of Personnel
6. Knowledge & Skill Needed
7. Approval & incumbent signatures

Advantages enjoyed by entities that use these include:

- Everyone has a clear frame of reference regarding the position described.
- Disputes about who is responsible for what are minimized.
- Analyses of competitive compensation plans are facilitated because comparing apples to oranges can be avoided.

No disadvantages are known. Some have said they limit what may be expected of incumbents especially in fast-changing areas of endeavor. This claim is refuted by the fact that these documents are not cast in concrete. They can be modified at any time. Also, a catch-all phrase (i.e. “other duties as assigned”) can be added at the end of the list of ‘regular assigned duties / tasks’ to capture the changing nature of the business and allow for actually amending the document when time permits.