

RISK COMMUNIQUÉ

Employee Practice Exposure – Position / Job Descriptions

A detailed position / job description is the starting point of a thorough hiring process. A position / job description informs the applicant of the essential functions of the position / job. The “essential functions” of the position / job are important since these are the functions that the employee must be able to perform to be considered a viable candidate for a position / job.

The following is an outline of a possible approach that can be used to create new descriptions or modify existing descriptions in your effort to comply with the position / job description aspects of the American Disabilities Act.

Position / Job Summary

Should answer the question “why does this position / job exist in the organization.” This should be a brief statement of the major components of the position, including:

- Essential position / job functions
- Purpose and objectives of these functions
- Key relationships

Position / Job Responsibilities

This should be a list of specific responsibilities that cover the various aspects of the position / job.

Required Education/Experience

The education and experience required should:

- Reflect the level that would be established to recruit for the position / job.
- Be the same for everyone in that position.
- Be consistent with position / job’s responsibilities
- Reflect what best fits the requirements of the position or what qualifications are necessary to advance to a higher position.

Required Skills

Skill needed should be listed on the position / job description. It may be also beneficial to include the frequency with which the skill is required.

Skill requirements can only be listed with the following caveats:

- The disabled employee has the right to request an accommodation.
- The organization has the obligation to provide an accommodation unless the accommodation poses an “undue hardship” or compromises the safety of disabled person or other members/employees.

Physical Requirements and Environmental Conditions

Document the physical capabilities required to perform the responsibilities (essential position / job functions) and the special environmental conditions that are inherent in the work area where the job functions are performed.

This is a sample guideline furnished to you by Glatfelter Public Practice. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to personnel. For additional information on this topic, you may contact your GPP Risk Control Representative.