**JOB FUNCTION LIBRARY**

HRM has developed a set of tools and resources to make the important process of developing accurate job descriptions simpler, quicker and more consistent across campus. We reviewed hundreds of jobs at the University to learn more about the typical functions and responsibilities, and used that information to create an extensive job function library.  Managers and key contacts can use the library to search within major responsibility areas for statements that describe typical activities. The purpose of this new job function library is to provide you with the starting point; the typical activity statements (major responsibility area – MRA) can be expanded upon to provide more complete, accurate descriptions of the level of responsibility held in any specific job.  The initial focus is on broad operational functions; HRM will continue to add to this library to provide activity statements in other functional areas.

**Writing effective Job Descriptions** – **Why is this important?**

Current, accurate job descriptions have many important purposes, including:

* helping to ensure that incumbents and supervisors have a clear, mutual understanding about job expectations
* communicating expectations, qualifications and requirements accurately to both internal and external candidates
* documenting responsibilities, qualifications and requirements for evaluating jobs and assigning appropriately to the grade structure
* clarifying expectations for performance planning, goal setting and appraisal

**The Job Function Library – Includes Activity Statements in the following broad operational functions**

**Use accordions for information that Lidia Rosado provided here**