

Improvements to the Staff Job Description Format

Effective April 11, 2018

What has changed?

Job Competencies Added

- Competencies describe the behaviors and skills needed to perform the work. Each job description will now include 5 to 8 competencies to reflect the skills necessary for the work to be performed at the expected level. A full list of competencies can be found [here](#).

Campus Security Authority (CSA) Positions identified on Job Description

- All positions with CSA responsibilities will have this indicated on their job description. When editing a job description, you will be prompted to choose “Yes” or “No” to identify if the position has CSA responsibilities. If you are unsure if the position should be considered a CSA, please reach out to [Shelley Deats](#), Clery Compliance Manager, for clarification.

More Efficient Creation/Changes to Position Descriptions (PAQ) in BearQuest

- When entering a New Position Request or Salary or Classification Change to an Existing Position in BearQuest, you can now choose to copy a PAQ from an existing position description, copy a PAQ from an existing job profile in the database or start a position description from scratch.

New Staff Position	Tracking ID S038131
Search	
There are three methods for completing the Position Analysis Questionnaire:	
<ul style="list-style-type: none">• Select a job profile -- An existing job profile will be copied into your new PAQ when you move to the next step.• Copy from an existing position number -- The existing job description for the position number you specify will be copied into your new PAQ when you move to the next step.• Begin with a blank PAQ -- This will allow you to start from scratch and build your own PAQ.	
Select a method:	<input type="text" value="-----"/>

- When copying from an existing position or job profile, the PAQ for that position number or position profile will pull over into the BearQuest. When copying from an existing position or profile, you will be able to make edits to everything on the PAQ except for the education and experience requirements for the position.

Copy from Existing Position Number:

New Staff Position	Tracking ID S038131
Search	
<p>There are three methods for completing the Position Analysis Questionnaire:</p> <ul style="list-style-type: none">• Select a job profile -- An existing job profile will be copied into your new PAQ when you move to the next step.• Copy from an existing position number -- The existing job description for the position number you specify will be copied into your new PAQ when you move to the next step.• Begin with a blank PAQ -- This will allow you to start from scratch and build your own PAQ.	
Select a method: <input type="text" value="Copy from existing position number"/>	
Position Number: <input type="text"/>	Lookup position number
<p>WARNING: After you click Next to proceed to the next step, you will not be able to return to this screen to change your selection. You will have to start with a new EMS form to change your choices.</p>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

Copy from Job Profile:

New Staff Position	Tracking ID S038131
Search	
<p>There are three methods for completing the Position Analysis Questionnaire:</p> <ul style="list-style-type: none">• Select a job profile -- An existing job profile will be copied into your new PAQ when you move to the next step.• Copy from an existing position number -- The existing job description for the position number you specify will be copied into your new PAQ when you move to the next step.• Begin with a blank PAQ -- This will allow you to start from scratch and build your own PAQ.	
Select a method: <input type="text" value="Select a job profile"/>	
<input type="text" value="Select a profile"/>	View selected profile
<p>WARNING: After you click Next to proceed to the next step, you will not be able to return to this screen to change your selection. You will have to start with a new EMS form to change your choices.</p>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

Expanded Search Functions in NEW Job Description Database

- You can now search by keyword included in the Typical Work Performed fields to help identify positions with specific responsibilities. You can also search by who is considered a CSA, by job family and job sub-family.

Home
My Job Description ▾
Search
Admin ▾

- With the exception of job family/subfamily information, searches are performed on only one criteria at a time.**
- With the exception of job family/subfamily, multiple selections will give priority in the order they appear on this form.
- Job sub-families can only be selected when a family has been chosen.

Position No.

Department

PCLS

Job Family

Job Sub-Family

Typical work performed contains this word or phrase

Campus Security Authority

Positions with CSA responsibility
 Positions without CSA responsibility

Essential and Secondary Functions Now Combined into “Typical Work Performed”

- In the old job descriptions, essential and secondary functions were differentiated into two areas. Secondary functions are described as non-essential position functions that aren’t integral to the job and could be performed by someone else without changing the purpose of the job. We have edited these fields to one field described as “Typical Work Performed” to encompass all functions of the job.
- Existing Secondary functions have been integrated into the “Typical Work Performed” section on the new job description format. All functions listed under “Typical Work Performed” will continue to equal 100%.
- A good rule of thumb to follow when developing functions to be listed under “Typical Work Performed” is to start with 5 to 8 job functions. Some jobs will need less description of job functions and some will need more, but 5 to 8 functions is a good place to start.

Larger Character Limit on Typical Work Performed

- We have expanded the character limit to the “Typical Work Performed” section, previously the Essential Functions section. There should be plenty of space to describe functions without having to abbreviate text. When completing a job description, please continue to only enter functions that require at least 5% of a person’s time or more.

Edits in Database from March 1 to June 30

- Job description edits typically take place around performance appraisals. We encourage you to review job descriptions often, but submissions for small edits and tweaks to a job description will now be allowed within a particular timeframe. Edits to reclassified positions submitted through a BearQuest, will automatically update the job description of that position in the database upon approval of the request. If edits to a job description are necessary outside of the timeframe above, reach out to your HR Consultant for assistance.

Software Skills Section Removed

- Required and preferred software skills can now be listed in the “Software, Technology Skills or Other Skills” section. This allows for increased flexibility in our template as technologies and software change.

What is required of me as an employee?

No immediate action is required on your part to implement these changes on existing job descriptions. Be aware when submitting edits to a job description in the new database and when entering a new position request or position reclassification in BearQuest, you will be required to incorporate the following before moving the request forward:

- Choose 5-8 competencies that best fit the requirements of the position. A full list of competencies and their definitions can be found [here](#).
- Identify if the position is considered a Campus Security Authority (CSA). If you are unsure if the position should be considered a CSA, please reach out to [Shelley Deats](#), Clery Compliance Manager, for clarification.
- If specific software skills are necessary for the position, incorporate these into the “Software, Technology Skills or Other Skills” section.

Questions regarding the improvements? Please reach out to the HR Service Center at ext. 2000 or email: AskHR@baylor.edu.