

# Position Descriptions

HR



## About This Policy

Effective Date:

11-01-1979

Last Updated:

02-01-2016

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

[University Human Resources](#)[hrpolicy@iu.edu](mailto:hrpolicy@iu.edu)

## Related Forms

[\\* Position Description Form](#)[Scope](#)[Policy Statement](#)[Reason For Policy](#)[Procedure](#)[Definitions](#)[Sanctions](#)[Additional Contacts](#)[History](#)[Back to top ^](#)

## Scope

This policy applies to all Staff positions.

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## Policy Statement

1. Position descriptions should be maintained for all University Staff positions. Each supervisor should make a bonafide effort to have an up-to-date position description for each position under his/her supervision.
  - a. Position descriptions are encouraged for Temporary positions.
2. In addition, such documentation is intended to reflect the needs of a department. This enables supervisors and employees to understand the duties and responsibilities of a position and to use such documentation as a tool in planning.

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## Reason For Policy

Written documentation is necessary to define the way work is organized and assigned to individual positions. This documentation is required to support a variety of Human Resource activities (e.g., position classification, job evaluation, market pricing, and new hire starting salaries) and to aid the university in complying with applicable laws and regulations.

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## Procedure

1. All new positions must have a position description created using the university [position description form](#).
2. Meaningful updates to an existing position should be reflected in the position description. If a position description is not available one must be created. See [Establishing a Staff Position policy](#).
3. Any significant changes to an existing position's duties and responsibilities that may result in a review of the position's classification must be updated on the position description. Refer to [Position Classification/Reclassification](#).
4. New and updated position descriptions are submitted to the campus HR office for review and saved to HRMS.
5. A job posting is not a valid position description. See the [Posting a Position Vacancy policy](#).
6. The department should have a description of the duties and responsibilities assigned to each position within the department and will make a bona fide effort to ensure these are descriptions are updated.
7. The department should ensure that all incumbents have a copy of their position description.

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## Definitions

1. A *position* is the specific set of duties and responsibilities assigned to and performed by an individual.
2. A *position description* is a written document that defines the primary purpose and key duties and responsibilities of a position.
3. A *job* is a collection of positions that have similar major duties and responsibilities.
1. A *job specification* is the written summary of the most important and distinguishable features of a job, including the primary duties and responsibilities and qualifications required to do the job.

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## Sanctions

Violations of University policies will be handled in accordance with applicable University policies and procedures; which may include disciplinary actions up to and including termination from the University.

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## Additional Contacts

Policy Interpretation  
University Human Resources  
812-856-6047  
[policy@indiana.edu](mailto:policy@indiana.edu)

Policy Interpretation  
Campus HR office  
Various

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History

This policy replaces the following policies:

CWA 9.2 - Preparing a Position Description

This policy replaces parts of the following policies:

AFSCME Police	CWA	CWA	PA/SS
Position Classification/ Reclassification	9.3 - Position Classification/ Reclassification	10.2 - Rules and Guidelines for Filling Positions	2.2 - Position Classification/ Reclassification for Support Staff
<ul style="list-style-type: none"> <li>• C.9.</li> </ul>	<ul style="list-style-type: none"> <li>• A.1.a.</li> <li>• A.1.b.</li> </ul>	<ul style="list-style-type: none"> <li>• B.4.</li> </ul>	<ul style="list-style-type: none"> <li>• B.</li> <li>• C.1.</li> </ul>