



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 02/01/06

SECTION 603	SUBJECT JOB DESCRIPTION POLICY
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It is the policy of the City of Newport News to maintain a current job description for each job classification. It is each department's responsibility to develop and maintain a position statement for each position in that department.

I. JOB DESCRIPTIONS

For the purpose of this policy, a *job* is the total collections of tasks, duties and responsibilities assigned to one or more individuals whose work has the same general nature and level of responsibility. For the purpose of this policy, a *position* is defined as the total duties and responsibilities requiring the employment of a single employee.

Job descriptions are used for a variety of purposes including recruiting and selection processes, job and position classification, salary administration, performance standards and performance evaluation, training, organizational analysis and planning, budgeting and as a basis for many personnel decisions.

The job description states general, representative work behaviors and responsibilities of the job, the knowledge, skills, abilities and other competencies required to perform the job and the education and experience that are generally expected to provide the required knowledge, skills, abilities and other competencies. The job description also states other requirements such as certifications, licenses, background checks, and any specifically required education and experience.

City job descriptions cover one or more positions that generally have the same or similar work behaviors, responsibilities, requirements, and qualifications and which are generally accepted as fitting within the same job title and classification even though specific work and specific requirements may differ from one position or assignment to another.

Job descriptions do not state all the responsibilities, tasks, and work elements of a particular position. Job descriptions do not limit the level, type and amount of work an employee may be assigned or perform. Other work of a similar nature, type and level, additional work, and other assignments necessary to meet the objectives of the City or department or to respond to an emergency situation may be assigned and performed without affecting the employee's job classification. Individual positions do not necessarily require that employees perform all work behaviors and responsibilities listed in the job description. However employees are required to perform all the essential functions of their position. Further, management may change the composition, scope, responsibilities, tasks, working conditions, job requirements and other aspects of the job as deemed necessary.

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II. POSITION STATEMENTS

It is each department's responsibility to develop and maintain for each position in their department a position statement that includes the essential functions, physical demands and specific requirements and qualifications of the position. The position statement is an extension of a job description and may provide more specific work behavior and responsibility statements and more specific knowledge, skills, abilities and other competency requirements as they are needed to extend or to further specify information in the job description for a particular position. Specific requirements regarding licenses, certificates and various employment requirements and standards may also be stated. Groups of positions with the same essential functions, physical demands, specific requirements and qualifications may be covered by the same position statement.

III. JOB DESCRIPTION AND POSITION STATEMENT TERMINOLOGY

Job descriptions and position statements use certain terminology to describe the level and degree of knowledge, education and experience that are required for the position. The terms used to describe education and experience are those that would generally be expected to provide the knowledge, skills, abilities and other competencies needed for the position.

A. Levels of Knowledge

1. Knowledge refers to the familiarity, understanding, awareness and comprehension gained by education or experience. In job descriptions, *knowledge* typically refers to general concepts, facts, technical information and procedures, scientific or management theories and their application, professionally accepted practices, equipment application and function, administrative practices, and other policies, practices, procedures and accepted bodies of knowledge relative to the responsibilities of this job or position.
 - a. **Some or Basic Knowledge** - basic familiarity with more routine and elementary aspects sufficient to immediately or quickly learn to handle the more routine work of the job or position.
 - b. **General Knowledge** - more detailed knowledge of the basic aspects and a broader understanding of the body of knowledge sufficient to regularly handle the more routine to difficult work of the job.

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- c. **Thorough Knowledge** - a full understanding of the body of knowledge including a full understanding of the more difficult and technical aspects sufficient to handle a full range of the most difficult and complex work processes. This level of knowledge typically comes only through extended, specific higher level education and/or experience in the field over an extended time period and having developed and applied the knowledge in multiple circumstances. Generally, the experience time frame to provide *thorough* knowledge may be longer for technical, professional and management jobs than for jobs with a more limited scope.
- d. **Comprehensive Knowledge** - complete mastery of the subject matter sufficient to independently handle the most complex and demanding aspects of the job. This level of knowledge typically comes only through advanced higher level education and/or experience in a variety and multiplicity of applications of the body of knowledge over an extended period of time. Generally, development of *comprehensive* knowledge requires a longer time frame for technical, professional and management jobs than for jobs with a more limited scope.

B. **Education and Experience**

1. *Experience* is generally stated in terms of full time work experience in a particular job or type of work. Equivalent experience in a closely related job or type of work may be considered when the applicant or employee fully meets the knowledges, skills, abilities (KSA's) and other competencies for this level of job and has a record of demonstrated competency at the level required for this job. Generally, *Education* and *Experience* may be substituted for one another on a one-for-one basis using a general rule of one year of college (30+ semester hours) in a related curriculum equates to one year of full time work experience in a related field and vice versa, unless otherwise stated in the Job Description or Position Statement.

The time frames "some", "considerable," and "extensive" are stated in general terms with latitude to consider how applicable the person's education and work experience are to the particular position.

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- a. **Some** - usually defined as 6 months to 2 years full time or equivalent part time experience in a related job or type of work sufficient to have the minimum level of knowledge, skills, abilities and other competencies.
 - b. **Considerable** - usually defined as 2 to 5 years full time or equivalent part time experience in a related job or type of work sufficient to have developed and demonstrated general to thorough levels of knowledge, skills, abilities and other competencies.
 - c. **Extensive** - usually defined as a minimum of 5 years of directly related full time or equivalent part time experience in a related job or type of work sufficient to have developed and consistently demonstrated full mastery of the work.
2. Closely related part time work experience may be applied toward experience requirements considering time actually worked relative to a full time work schedule. For example, if a person regularly worked 20 hours a week for a year, that time may count as approximately 6 months work experience. If a person worked 32 hours a week for a year, the time may count as approximately 9 months work experience. If a person worked occasionally, averaging less than 20 hours a week, that time would not necessarily count unless it was for an extended period of time and directly related.
3. Volunteer and unpaid work do not generally apply to the experience requirements but will be reviewed on an individual basis if the work experience is directly related and extensive.
4. When a job description or promotional policy refers to college degrees, years of college, college credits or other related terms, such education must have been earned at a recognized college or university accredited by the Southern Association of Colleges and Schools, Commission on Colleges, or other regional institutional accrediting agency recognized by the U.S. Department of Education.
5. Selection of a candidate for a particular job or position is based on the candidate's knowledge, skills, abilities and other competencies supported by the candidate's education and experience and proven record of accomplishment as well as other relevant factors.

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6. In the case of an employee who is advancing from one level to another in a recognized job structure as in promotion or administrative promotion, stated levels of education and experience are generally considered minimum qualifications and must be met, along with other qualifications stated in the job description and position statement.

IV. REVIEW OF JOB DESCRIPTIONS AND POSITION STATEMENTS

Each department will establish a procedure for the periodic review of each job description and position statement to ensure currency and accuracy. The procedure should include a review by incumbent(s), supervisor(s) and department management. Reviews are to be documented. (It is suggested that this review be coordinated with the annual performance evaluation review for individual employees).

Job descriptions and position statements should also be reviewed, and revised if necessary, in the event of a vacancy.

If the duties, responsibilities, scope, type of work, requirements or any other aspect of the job or position change substantially and the employee is performing significant work outside the general type and level of work stated in the job description for extended periods, the employee's department shall consult with the Department of Human Resources. In requesting a review of the job, the department will indicate the changes, the nature of the change and present a revised description or statement.

In addition to the special situations stated above, the Department of Human Resources will periodically perform independent reviews of job descriptions and classifications.

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