

CLASS SPECS

COMP CAPSULE

VS JOB DESCRIPTIONS

Knowing the Difference

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For County purposes (because we group similar jobs into classes) a *Class Specification* is a *general overview* of a particular occupational area (such as Office Specialist or Equipment Operators) developed from information gathered during the job evaluation process. Class specifications are used to recruit, examine and screen applicants and include:



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- the level of job duties to be performed by anyone who has a position with that job title;
- the nature of work to be accomplished;
- examples, generally generic in nature, of work duties to be performed;
- knowledge, skills and abilities that are necessary to perform the job; and
- the minimum qualifications needed in order to perform the job adequately.

A *Job Description* is job specific with well-defined statements that clearly identify and describe the scope and contents of the job. Employees should request a copy of their job description from their Manager. It provides the basis for setting performance standards over the course of the annual appraisal period, to include performance plans and job expectations. It also identifies education, skills and experience required to perform a job satisfactorily. A job description helps management avoid discriminatory hiring and promotion practices by outlining the essential and non-essential functions of the job as required by the Americans with Disabilities Act and other anti-discrimination laws. It should also accurately present a picture of the conditions and requirements of the job to include:

- relevant facts affecting the job, primary responsibilities, functions and working conditions;
- reporting relationships; and
- physical and mental skill required.

In summary,

- *Class Specifications* provide the most important features of a job, including a general description and the level of work performed. **More than one person** may be assigned to a job classification.

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- *Job Descriptions* detail specific tasks required for expected performance in the assigned job. A job is performed **by one person**. This means that the number of jobs in an organization equals the number of employees.

Finally, it is important to remember that both methods describe and focus on the *job* itself, not on any specific individual who might fill the job. ●