RUSH UNIVERSITY MEDICAL CENTER

JOB DESCRIPTION

SAMPLE

**TITLE:** Position Title **DEPARTMENT:** Cost Center Name

**REPORTS TO:** **Title(s)** of position(s) to whom **COST CENTER:** Cost Center Number

#  this job reports (not a person’s JOB CLASS NUMBER: \_ \_ \_ \_

 name). **JOB GRADE: \_ \_**

 **FLSA STATUS:** \_ Hourly \_ Salaried

**General Summary:** This is typically a 2-4 sentence summary of job duties and responsibilities and is most easily constructed as the last piece of the job-writing process. Also, include the following statement: *Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.*

**Principal Duties and Responsibilities:**

1. Describe the work as it exists today.
2. Write duties and responsibilities in logical order. Typically, they are ordered in decreasing order of percent of time spent. Other ways to organize: order of importance or by task sequence.
3. Do not include duties that account for less than 5% of time spent, unless they are important.
4. Ideally, this section should include 6-12 statements describing the nature of the work. It is not intended to be a "laundry list" of all possible tasks that will be completed by those classified in this position. Also, do not list items such as wearing proper badge identification or attendance expectations. These types of responsibilities are required by all Rush employees and are addressed in other hospital documentation, such as the HR Policies and Procedures Manual.
5. Use adjectives, action verbs and adverbs to describe level differences (e.g., "complex documents" or "independently evaluates”).
6. Use explanatory phrases to show skill/responsibility differences (e.g., “Reviews completed insurance application forms for accuracy and completeness in order to set up payroll deductions properly.”).

**Knowledge, Skills and Abilities:**

Each requirement must be a Bona Fide Occupational Qualification (BFOQ). In other words, required credentials must be legitimate: related to duties and neither overstated nor understated.

Knowledge: Experience, education, licensure(s), specialized certification(s).

Skills: Analytical, interpersonal.

Abilities: Physical, mental (specify amount and duration).

Sentence Structure: What is required; why it is required (related to a duty); how it is acquired.

Examples:

Ability to move boxes 20-40 lbs. to loading dock for approximately 2 hours each workday to prepare for delivery returns.

Knowledge of database programming in order to design, implement and maintain moderately complex databases normally acquired by completing an associate's or bachelor's degree in computer science or management information systems.

**Disclaimer:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.