

Job Description Language Bank

Compiled by the Policies and Practices Working Group

As you create a job description, you can use or adapt the standard language below. With your HR Business Partner and/or recruiter, make sure to discuss the following topics and include appropriate language in the job description based on the answers.

- Safety:** What are the employee's responsibilities related to their own safety at work and general workplace safety? Do they handle any materials, machinery, processes, etc., that require special safety training or responsibilities?
- Compliance:** What specific policies, procedures, and laws will the employee be responsible for remaining in compliance with? How will they maintain and demonstrate compliance? Will this position require a background check or driving check?
- Professional Development:** What are your expectations for the employee's pursuit of professional development and how they will check in with you about their development?
- Physical, Environmental and Mental Demands Requirements:** The [PEM](#) is intended to assist departments in determining the demands of positions and in recognizing any accommodations which may be necessary per the provisions of the Americans with Disabilities Act (ADA). This form should describe the way the job is normally done, not specific to an individual employee.
- Values:** Include information about the more subjective values in your department that will help a candidate understand the culture and expectations related to the role.
- Department Description:** Include in your job descriptions a 1 or 2 sentence description that captures the mission, charter, and client base of your department within the division of Student Affairs. This will help clarify to the applicant a better understanding of the context in which they are applying and the focus that the department shares.

Topic	Language
Professional Development: proposed language around continuing to grow and develop expertise	In order to enhance job expertise, each employee will own their professional development (PD) plan. PD can include participation in training, such as attending classes, system-wide or campus training, project specific assignments, or serving on departmental or campus-wide committees. Supervisor approval is required for any PD that takes place during work hours or requires university paid expenses.
Professional Development: language for manager/supervisor job descriptions	Ensures employees have up-to-date training to perform critical job functions efficiently in alignment with university, division and department goals. Further, incorporates ongoing team and individual direct reports' professional development as both an operational and strategic priority and ensures sufficient planning and training time is available to meet annual development goals. Regularly review goals throughout the year to assess progress, effectiveness of approach and/or adjust for changing organizational or staff needs.
General Policy Compliance	Responsible for staying up-to-date and adhering to all University policies and federal, state and county/local regulations applicable to the position's role and responsibilities, including but not limited to: Personnel, health, safety, cybersecurity, privacy (including FERPA compliance), risk management, ethics, purchasing and travel policies. Adherence includes timely completion of all assigned training.
Safety: Injury and Illness	Employee language: Works in safe and responsible manner; not putting self or others

<p>Prevention Program (IIPP) Language</p>	<p>at risk. Complies with applicable policies & regulations including but not limited to using personal safety gear, observing warning signs, learning about potential hazards, and reporting all unsafe conditions as soon as possible.</p> <p>Additional Mgr/Sup/Lead language: Responsible for ensuring a safe workplace in compliance with applicable policies & regulations. For supervised employees, ensures 1) review of the IIPP & how to report safety concerns and 2) training on illness and injury response and specific job-related safety concerns. Reports and appropriately escalates all safety issues and all injuries within required timelines</p>
<p>Responsible employee re: SVSA</p>	<p>This position is considered a Responsible Employee and is required to adhere to the UC Policy on Sexual Violence and Sexual Harassment, which mandates reporting of sexual violence, sexual harassment or other conduct prohibited by the Policy.</p>
<p>CANRA Mandated Reporter</p>	<p>Function as Mandated Reporter Under California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults and elders to designated law enforcement and social service agencies.</p>
<p>Background/Driving Check Requirement</p>	<p>This position is subject to a criminal background check. Driving is preferred/required. If driving, a DMV background check for driving and valid driver's license is required.</p> <p>This position meets the following background check criteria: 1) Care, safety, and security of people or property; 2.) If driving, operation of University vehicles as part of assigned job duties requires enrollment in the DMV pull program and having driving record regularly reviewed along with the university receiving notification of license suspensions, etc.</p>