Developing Job Descriptions and Position Announcements:

What are the Differences?

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Objectives

- Define differences
- Reasons for each
- Writing position descriptions & announcements
- Resources available
Position Description

- Describes specific duties of the position
- Indicates the % time required for duties
- Qualifications
  - Identifies skills required, preferred, needed
  - Degree(s)
  - Experience
- Used to enter position into PeopleSoft
  - Limited text
Position Announcement

- Location
- Date open
- Application deadline
- General description of position and/or unit
- Essential duties, responsibilities
- Qualifications
- Salary / Benefits
- How to apply
- Potential Interview dates
- AA/EEO information
What’s the Difference?

- Position Description
  - Used to post at http://www.jobsatosu.com
  - % time required for duties

- Position Announcement
  - Used to publicize the position – locally & nationally
  - Gives applicants essential details
Writing a Position Description

- Begin with a draft
  - Check if PD available (support staff only)
- Work with Regional Director
- Send to Marge / Garee
  - Review / edits
  - Classification
  - Pay range
- Approval by Regional Director and appropriate Assistant Director (if program)
- Use to develop position announcement
Writing a Position Announcement

- Use Position description to develop
- Add other essential details
- Remove % time required

- Can actually develop as one and HR will remove the % time required
- HR will put into formal format
Next Steps

- Complete a Request for Position form
  - [http://extensionhr.osu.edu/payroll/newposition.doc](http://extensionhr.osu.edu/payroll/newposition.doc)
- Send to RD for approval signature
- Post locally
  - Newspapers
  - Newsletters
Resources

- Extension HR web site
  - [http://extensionhr.osu.edu/resources/codir/employ.htm](http://extensionhr.osu.edu/resources/codir/employ.htm)