

4.3 - Job Analyses for Job Descriptions ★

Standard: Established job descriptions for all positions shall be based on the job analysis and reviewed periodically.

Suggested Evidence of Compliance: Provide a job description for a full-time, part-time, temporary and internship position, and, if applicable, an example of a job analysis with last review. The job descriptions shall include, at a minimum:

- a. Duties of each position;
- b. Responsibilities of each position;
- c. Tasks of each position; and
- d. Minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp.439-441.

Agency Evidence of Compliance:

All positions at the Park District have an established job description that indicate the essential and additional functions, which includes the duties, responsibilities, and tasks to be completed by the position. The job descriptions also include the list of knowledge, skills, experience, as well as psychological, physical, environmental, and cognitive considerations required for the job.

The Park District completed a review of all Non-Union Full-Time job descriptions incorporating information collected from the Job Analysis Questionnaire¹ in 2013 as part of a larger Comprehensive Compensation Study. A job description review is completed each time before a vacancy within that position is filled. If no vacancies occur with that position, a review shall be completed at least every 3 years, or when a major function of the position changes, whichever occurs first. The date of last review and last update are marked at the bottom of each job description.

Examples of various job descriptions include:

- Full-Time: Director of Horticulture & Conservatory Operations²
- Part-Time: Conservatory Receptionist Job Description³
- Seasonal: Camp Counselor Job Description⁴
- Intern Job Description⁵

Documentation:

1. [04.03.00_Job-Analysis-Questionnaire.pdf](#)
2. [04.03.00_Director-of-Horticulture-Job-Description.pdf](#)
3. [04.03.00_Conservatory-Receptionist-Job-Description.pdf](#)
4. [04.03.00_Camp-Counselor-Job-Description.pdf](#)
5. [04.03.00_Intern-Job-Description.pdf](#)

Agency Self Assessment: MET

