

JOB DESCRIPTION GLOSSARY

The following terms can be useful in stating the functions of jobs concisely. The list is intended to help you avoid the use of indefinite or ambiguous expressions. While it is that two people would disagree fully as to the "correct" definitions of these terms, it is necessary for purposes of comparison that description writers and job evaluators define their terms in the same way.

ACCOUNTABLE	The requirements placed on an individual employee to perform the work of his position to the satisfaction of his/her superior.
ACT	Does or performs something; plays the part of; carries out an action; produces as an effect; discharges or performs the office or duties or; serves in the capacity of.
ADAPT	To modify or change to fit specific or new situations.
ADMINISTER	Manage or direct. (Generally requires some additional explanation to show specific details. See also manage)
ADVERTISE	Create general and specific demand and acceptance for the company's products through use of indirect media such as displays in periodicals, or on posters, radio programs, booklets, folders, signs, etc.
ADVISE	Offer an informed opinion or give specialized information to others.
ANALYZE	Identify the elements of a whole and critically examine and relate these components separately and/or in relation to the whole.
ANTICIPATE	Feels or realizes beforehand, foresees; looks forward to; expects acts in advance so as to prevent, preclude; to use in advance.
ALLOCATE	To assign or apportion for a specific purpose or to a particular person.
APPRAISE	Judge as to quality; compare critically with established standards.
APPROVE	Exercise final and decisive authority, causing action to use money, manpower, materials, or equipment.
AREA	Type or kind, when used to define an action as in "area of responsibility."
ASSEMBLE	Gather from various sources.
ASSIST	Help or aid others in the performance of work, where another employee assumes responsibility. Consists of performing portions of assigned work or carrying out details or the total assignment under guidance of another. (Requires further explanation to show specific details.)
ASSIGN	Specify or designate tasks and duties to be performed by others.
ASSURE, ENSURE, INSURE	Makes sure of something; makes a doubtful thing certain; makes secure.
ATTEND	is present at, remains, finds oneself at.

AUDIT	Examines to verify accuracy or conformity with requirements/policy.
AUTHORITY	The right to make decisions binding the individual, organizational unit or company to a policy or course of action.
AUTHORIZE	Approve or commit; an act implying subsequent action by others.
BUDGET	Statement of the estimated expenditures required for a program of action.
CALCULATE	Make mathematical computations.
CAPITAL	Aggregate sum of money, material and land used to produce income in contrast to income received.
CLASSIFY	To arrange or organize individual positions according to the University of California classification specifications. Typically applies to PSS and positions covered by an employee bargaining unit.
CLOSE SUPERVISION	Indicates the incumbent is assigned duties according to specified procedures and work is checked frequently
COGNITIVE	Process of relating thoughts and knowledge, and applying them to solve problems. (Includes both knowledge and judgment.)
COMMIT	Pledge or assign to a particular course of action.
COMMUNICATE	Convey information to others, ensuring that the information is received and understood.
COMPILE	Put together information or assemble data in a new form.
CONDUCT	Manage or carry on, with emphasis on concept of immediate supervision of the task or activity, or personal leadership, e.g. conduct negotiations with union representatives.
CONSULT	Seeks opinion or advice of another.
CONFIDENTIAL	Related to collective bargaining unit representation. If a position has access to or impact on information or negotiations affecting the wages, hours, and terms and conditions of employment for employees covered by recognized exclusive bargaining representatives, e.g. AFSCME, PTA.
CONTROL	Direct, regulate, or guide the use of money, methods, equipment, materials, etc. Also, the process of monitoring activities to ensure conformance with planned results.
CONTRIBUTES	Exercise restraining or governing influence over activities to accomplish planned results.
COOPERATE	Act jointly with others.

COORDINATE	Regulate, adjust, or direct the related actions of others in order to attain desired results.
CORRESPOND	Communicate in writing with individuals.
COUNSELS	Gives advice and guidance to another.
CREATE	Produce through imaginative skill.
CREATIVITY	The skill or ability to generate new and beneficial ideas.
CUSTOMER SERVICE	Aid customers in the proper, economical, and effective use of energy; investigate and recommend or take action on customer complaints and inquiries.
DELEGATE	Entrust to another person tasks or duties which require exercise of some of the authority of the person originally responsible, as "to delegate an administrative assistant to represent the department at conferences".
DESIGN	Devise and execute drawings or diagrams showing the features of an object, arrangement, or procedure. Does not include preparation of specifications or detailed instructions. Frequently, the function of designing is shared with others, in which case it is more precise to use design as a noun and state a job's function in relation thereto, i.e., originate, analyze, endorse, approve, etc., the <u>design</u> of
DEVELOP	Create, disclose, discover, perfect, or unfold a plan or idea, in detail, gradually. Implies study and/or experiment unless otherwise stated. When used as "to develop subordinates," see train.
DEVISE	Form in the mind by combinations of ideas, new applications of principles, or new arrangements of parts.
DETERMINE	Set limits to; bound or define; settle conclusively.
DIRECT	Govern or control work operations by establishing and implementing objectives, practices, and methods.
DIRECTION	Indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limit of established policy guidelines.
DISABILITY	A physical or mental impairment that substantially limits one or more of an individual's major life activities; a record of such an impairment; or being regarded as having such an impairment.
DISCIPLINE (V)	Ensure individual's or group's adherence to rules and regulations and penalize them for actions contrary to such rules and regulations.
DISCIPLINE (N)	Branch of education, activity, or interest embodying laws or rules, a set of facts, principles, and theories.

DISCRETION	Latitude or freedom of choice within certain bounds.
DISPOSE	Sell or otherwise get rid of materials, buildings, equipment, records, etc., which are of no further use to the company, including salvaging any usable material prior to disposal.
DISTRIBUTE	Deliver documents, equipment, tools, records, etc., to their proper destinations by mail or personal delivery.
ENDORSE	Add support to recommendations of others. Implies a willingness to have one's name associated with a proposal or action of another.
EQUIPMENT	Fabricated or assembled material in such form as to provide tools and machines with which people work.
EQUIVALENT	Alike in significance; virtually the same. Implies independent study but may be achieved by constructive, relevant experience.
ESSENTIAL FUNCTION	The fundamental (as opposed to marginal) job duty of the position the individual holds or desires.
ESTABLISH	Make stable or firm; settle or appoint permanently.
ESTIMATE (V)	Forecast future quantities, values, sizes, extents, etc., either on the basis of judgment or calculation.
ESTIMATE (N)	The approximation or appraisal of the value, cost, materials, staff, etc. of a program, plan, project, etc.
EVALUATES	Ascertain or fix the value or worth of; examine, judge, appraise or estimate.
EXAMINE	Inspect or scrutinize in detail.
EXECUTE	Put into effect or carry out methods, plans, etc.
EXPEDITE	Speed up the process of; helps along; assist and facilitate.
FIELD	Branch of education, activity, or interest, sometimes referred to as a discipline, embodying laws or rules, a set of facts, principles, and theories.
FILE (V)	Arrange records in a methodical manner for preservation and reference.
FILE (N)	A device (as a folders or cabinet) by means of which documents is kept in order; a collection of related data records. May be automated or hard copy.
FORECAST	Current prediction of future events based on specified assumptions.
FORMULATE	Create; make; evolve; elaborate; construct; builds.

FUNCTION	Typically refers to an activity or area of responsibility, such as plant accounting, planning, analysis, administrative or clerical support, etc.
GOAL	Broad qualitative statement describing a fundamental aim of the organization.
GENERAL DIRECTION	Indicates that the incumbent receives guidance in terms of broad goals and overall objectives, and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.
GENERAL SUPERVISION	Indicates the incumbent develops procedure for performance of a variety of duties; or performs complex duties within established policy guidelines.
GUIDE	Lead, step by step.
GRADE	The salary range that a PSS or MSP position is assigned to. To assign a position to a salary range/grade based on evaluation factors rather than classification specifications. Used for MSP & SMG positions.
IMPLEMENT	Carry out or fulfill by taking action.
IMPROVE	Make better.
INFORM	Communicate knowledge to others.
INITIATE	Set in motion or introduce.
INITIATIVE	Energy or foresight displayed by taking action without being specifically told to.
IN-PROCESS CONTROL	Control over an employee's work assignment, exercised while the work is being accomplished.
INSPECT	Examine materials, equipment, reports, work, etc., to determine quality, suitability for use, etc.
INSTRUCT	Teach, demonstrate, or by other methods impart knowledge to others by means of training courses. Direct that a specific activity be performed; may include directing how it is to be performed.
INTEGRATE	Combine into a whole.
INTERPRET	Explain to others (orally or in writing) the meaning or significance of something.
INTERVIEW	Question and converse with another person in order to obtain facts or opinions.

INVESTIGATE	Uncover facts by systematically finding them, conducting a searching inquiry, and examining various sources.
KNOWLEDGE, ADVANCED	Mastery of a field and a thorough understanding of the application of the pertinent principles; also use or mastery of a field plus a thorough understanding of a specialized area of the field.
KNOWLEDGE, BASIC	Understanding of the elementary principles of a field.
KNOWLEDGE, BROAD	Mastery of the principles of a field.
KNOWLEDGE, GENERAL	A "talking" acquaintance with and understanding of the principles of a field.
KNOWLEDGE, THOROUGH	Mastery of the entire field.
LEAD	Lead workers do not have full supervisory authority but are able to schedule and control the daily working arrangements for a group of employees. Not interchangeable with "supervisor"
LINE	Positions and personnel involved directly in executing the work for which the organization was created.
MAINTAIN	Keep in satisfactory condition.
MAJOR LIFE ACTIVITY	Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
MANAGE	Plan, organize, direct, control, and evaluate operation of an organizational unit, with responsibility for the output.
MATERIAL	Substances worked upon, used up, or gradually exhausted.
METHOD	Way, technique, or process for doing something.
MONITOR	Keep track of, regulate, or control the operation of.
MOTIVATES	Inspire and stimulate others to maximize their performance and productivity.
NEGOTIATE	Confer with others to reach an agreement.
OBJECTIVE	Stated goal of the company or organization or individual.
OPERATE	Use equipment or systems for the purpose for which they were intended.
ORGANIZATION	Structural or functional entity; may be the entire body of a company or the whole of a subdivision of a company.
ORIGINATE	Begin or initiate.
OVERSEE	Supervise a function or operation as distinct from supervising people.

PHYSICAL OR MENTAL IMPAIRMENT	Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
PLACE	Locate and choose positions for personnel, equipment, or materials.
PLAN	Written document which outlines the results of planning, usually quantitative, so future programs can be measured and compared with a series of reference points.
PLANNING	Organized process of devising a plan.
POLICY	Broad, generalized statement of administrative or management action to be used as a guide or basis for establishing regulations, standards, and practices necessary for effective and efficient operation or conduct of business.
PRACTICE	Specific detailed statement of a method of doing work repeatedly or habitually.
PRACTITIONER	One who performs with proficiency in a given field of knowledge or profession.
PREPARE	Non-specific term that should be followed with the word "by" and then a description of the specifics.
PRE-PERFORMANCE CONTROL	Control over an employee's work, exercised prior to its start.
PROCEDURE	Established sequence of steps or actions to carry out a task.
PROMOTE	Advance employees to higher positions; advance or foster ideas; or encourage the use of company equipment or services.
PROPOSE	Recommend or suggest for consideration or adoption.
PURCHASE	Commit use of company funds for a specific purpose, whether by oral or written contract or by exchange of money for goods or services.
QUALIFICATION STANDARDS	The personal and professional attributes including the skill, experience, education, physical, mental, safety and other job-related requirements established by the employer as requirements which an individual must meet in order to be eligible for the position held or desired. Qualification standards may include a requirement that an

individual not pose a direct threat to the health or safety of the individual or others.

Essential Qualification Standards include the minimum qualifications necessary to perform the essential job functions.

Non-Essential Standards include qualifications other than those required to effectively and safely perform the essential job functions.

QUALIFIED INDIVIDUAL
WITH A DISABILITY

An individual with a disability (1) who satisfies the requisite skill, experience, education, and other job-related requirements of the position such individual holds or desires; and (2) who, with or without reasonable accommodation, can perform the essential functions of that position.

REASONABLE
ACCOMMODATION

Any modification or adjustment to a job application process that enables a qualified individual with a disability to be considered for the position the qualified individual desires; or any modification or adjustment to the work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enables an applicant or employee to perform the essential functions of the position.

RECOMMEND

Present a matter to another person for action or approval.

REPRESENT

Stand for, symbolizes, portray, depict.

RESEARCH

Specific inquiry involving prolonged and critical investigation, having for its aim the study of new facts and their interpretation, the revision of accepted conclusions or theories that may be affected by newly discovered facts, or the practical application of such new or revised conclusions. Example: Technical research to develop new products for the company.

RESPONSIBILITY

Accountability to some higher authority for certain activities in a given sphere and for a given time.

REVIEW

Consider or examine facts or results for accuracy, completeness, and suitability.

REVISE

Prepare a newly edited version of; changes or modify.

SCOPE

Extent of authority, responsibility, activity, or influence.

SELECT

Choose that which appears to be best suited for a specific purpose.

SELLING

Creating general and specific demand or acceptance for the company's products or services through direct contact with potential customers, with or without securing agreements to buy.

SENSITIVE	Matters involving contacts more than normally susceptible to adverse reaction or involving important policy matters.
SPECIALIST	One who devotes him or herself to some special branch of activity in his business or profession.
SPECIFIER	One whose job includes as a major function the preparation of specifications.
SPECIFY	State precisely or in detail, or name explicitly. Frequently, the function of specifying is shared with others, in which case it is more precise to use the noun specifications and state a job's function in relation thereto, i.e., originates, analyzes, endorses, approves, etc., <u>specifications</u> for
STAFF	Positions or personnel which exist to help line or operating departments do their work more effectively; usually established to take advantage of specialized talent or knowledge.
STUDY	Apply thought to any subject of investigation, in order to arrive at the most suitable conclusion.
SUPERVISE	Personally oversee or control work performance and conduct of others, where there is opportunity for control or inspection of work performed. Not to be interchangeable with "lead".
SUPERVISION	Indicates the incumbent performs a variety of routine duties within established policies and procedures or by referral to supervisor's guidelines.
SURVEY	Examine or look at in a comprehensive way; inspect carefully.
TRAIN	Teach, demonstrate, or guide others in the performance of assigned work.
TRANSCRIBE	Transfer information (words or figures) from one form or method of preparation to another, without changing its substance or nature.
VACANT POSITION	An active, unfilled position for which it has been determined that open recruitment may proceed.
VERIFY	Confirm or establish the authenticity of data by examination or other means.