



SAMPLE ANNOTATED JOB DESCRIPTION

JOB TITLE: CONTROLLER	CLASSIFICATION RANGE:	
	POSITION STATUS:	Regular
DEPARTMENT: Finance & Accounting	FLSA STATUS:	Exempt
REPORTS TO: [POSITION'S SUPERVISOR JOB TITLE]	FULL/PART TIME:	Full-Time
APPROVED BY: Department Director	Date	
APPROVED BY: Human Resources Director or Designee	Date	

Commented [SM1]: From your classification and compensation plan

Commented [SM2]: Regular, PRN, Temporary, Term, Intern, etc.

Commented [SM3]: Exempt or Non-Exempt

Commented [SM4]: Or applicable title

I. POSITION FUNCTION SUMMARY:

Under general supervision, the Controller reports to [COMPANY NAME] [POSITION'S SUPERVISOR] and is responsible directing the financial affairs of the organization and prepare financial statements with supporting schedules, for the guidance of management. The Controller is responsible for the organization's financial plans and policies, its accounting practices, the conduct of its relationship with the financial community, the maintenance of fiscal records and the preparation of financial reports. The position involves supervision over general accounting, property accounting, cost accounting, payroll, and budgetary controls.

The employee will provide vision and leadership and supervision to general accounting, accounts payable, accounts receivable and payroll in the daily administration of the Finance and Accounting Department and other related duties. Performs advanced accounting functions in maintaining the fiscal records and systems as required. Performs general fund accounting, maintains accounting records. Leads, directs, and supervises reporting personnel including work procedures, workloads, and work schedules by directing the workflow in such a manner as to promote productive efficiency of employees, a safe working environment, and managing the work unit in keeping with applicable laws and [COMPANY NAME]'s policies, guidelines, and EEO/affirmative action policies.

Department Job Assignments: This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an employee in this position depending on the Department Job Assignment.

Commented [SM5]: This is a short synopsis of the key elements of the job – think of it as what you would put into a display ad for the position.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed, and they are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the employee. The incumbent will be required to follow any other instructions and to perform any other reasonably related job duties and responsibilities duties, requested by their supervisor. [COMPANY NAME] reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this Job Description may be updated accordingly. This Job Description does not constitute a written or implied contract of employment.

Commented [SM6]: This would be included ONLY in job descriptions for those job titles appearing in more than one department – they are typically non-exempt positions. E.g., an "Administrative Assistant" position would be pretty standard independent of the department, but there may be specific things that an Administrative Assistant would do differently if assigned to HR, as opposed to Finance.

Commented [SM7]: Standard disclaimer statement for all positions

GUIDANCE FOR WRITING ESSENTIAL FUNCTIONS FOLLOWS

Not every job duty that will be performed by the incumbent needs to be listed on the job description. It should focus on the required and measurable outcome of the job's tasks, rather than on merely listing the tasks themselves. Don't attempt to set down every little detail of the job unless it is an essential function of the position.

Write the essential functions behaviorally with action verbs. Use outcome metrics in writing essential functions, such as: **quality, quantity, frequency, timeliness, compliance, cost-effectiveness, efficiency, etc.** In the examples of essential job functions are below, note that each includes performance standards, metrics, and outcomes:

- *Administers HR/employment records management program (RMP), ensuring that all files and records (**quantity**) are accurately (**quality**) filed within two working days of receipt or creation (**timeliness**).*
- *Maintains, retains, and purges HR/employment records in accordance with approved retention schedule, and all applicable legal/regulatory requirements (**compliance**).*
- *Evaluates patient status as appropriate to accurately diagnose, life role, age development, functional status, length of stay and expected discharge environment; records and reports information using [Company] patient intake system.*
- *Ensures that sacks weighing up to 50 lbs. are transported promptly from loading dock to storage room and placed on storage racks according to company standards.*
 - **NOTE that this essential function states "are transported," but does not specify how the sacks are to be transported. The "how" is not necessarily relevant to the essential function of the job, unless there are applicable SOPs, specific required methods, etc.**
- *Monitors peripheral equipment and error messages displayed on monitor of terminal to detect faulty output; responds immediately and appropriately to alarm messages so that the error can be promptly addressed and corrected.*

The use of the term "essential function" should be part of the job description, and it should explicitly state what the essential elements are that an individual is to perform in terms of outcomes and performance standards. This will also provide future guidance as to whether the job can be performed with or without an accommodation.

In summary, to assess whether an essential function is well-written, imagine you are supervising the incumbent(s) in a job position, and ask yourself:

Can I clearly assess how well (standards) the person is performing this essential function?

If your answer is, "yes," then you probably have a well-written essential function of the job.

Accounting and Finance Duties & Responsibilities

EXAMPLES OF ESSENTIAL FUNCTIONS FOR AN ACCOUNTING POSITION:

1. Ensures accurate and timely compilation of financial information detailing assets, liabilities, and capital, and oversees the accurate and timely preparation of the income statement, balance sheet, profit and loss statement and other reports to accurately summarize current and projected organization financial position.

Commented [SM8]: It is helpful to organize essential functions under sub-headings. So, for example, for a Maintenance Supervisor, you might use sub-headings like:

- Maintenance Services Administration
- Preventative Maintenance & Safety
- Maintenance & Repairs: Facilities and Equipment
- Landscaping Maintenance
- Recordkeeping and Reporting

2. Manages annual audit process, assisting external auditors at year-end by providing explanations of supporting materials and procedures, and preparing any other necessary data promptly, in response to auditor requests.
 3. Completes monthly close accurately, in a timely manner, and in accordance with GAAP accounting standards, providing required and requested reports to management and the Board of Directors.
 4. Develops, analyzes and interprets statistical and accounting information in order appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
 5. Forecasts on a monthly basis, short-term and long-term cash requirements and obligations on a 6-month rolling calendar, as a basis for maintaining adequate funds for daily operations with excess funds earning rate of return commensurate with the risk the organization maintains.
 6. Ensures effective and efficient bill payments and ensuring that all bills are paid timely, and according to the credit terms, to meet standard of being "current" with all accounts and having proper approvals on all supporting documentation prior to payment.
7. ETC.

Supervisory Duties and Responsibilities

8. Promotes and encourages teamwork, collaboration, innovation, creativity, and commitment to continuous improvement through effective leadership skills and practices, to develop a team of engaged employees committed to achieving individual, team, and organizational goals and objectives.
9. Manages and supervises the employees in the work unit, providing needed and appropriate support to each direct report in compliance with applicable laws and regulations, and with [Company Name]'s policies, guidelines, work rules, and procedures.
10. Upholds and enforces all [COMPANY NAME] policies protocols, work rules and SOPs, to ensure compliance with applicable laws, regulations, and applicable standards.
11. Leads, directs, and supervises reporting personnel including work procedures, workloads, and work schedules by directing the workflow in such a manner as to promote productive efficiency of employees.
12. Collaborates with direct reports to identify their professional developmental needs; and actively invests time in coaching and developing them and providing other resources to help them to grow and develop skills and knowledge, and to improve performance and productivity.
13. Promptly addresses performance, conduct and/or behavior problems collaboratively with direct reports to correct problems; properly documenting corrective action, performance improvement plans, and disciplinary actions in a timely manner and following [Company Name] policy, and the principles of positive progressive corrective action/discipline.
14. Ensures a safe working environment in assigned area, and ensures compliance with applicable OSHA and other laws, regulations, and work rules concerning environmental safety and health of employees.

Commented [SM9]: This section would ONLY be included in all job descriptions for supervisory personnel – nowhere else.

Team Lead Worker Duties and Responsibilities

25. Promotes and encourages teamwork, collaboration, innovation, and commitment to continuous improvement through effective leadership skills and practices, to develop a team of engaged employees committed to achieving individual, team, and organizational goals and objectives.
26. Schedules, organizes, and prioritizes projects, assigns work tasks to team members, procures required materials, files work orders, and maintains written or electronic records of projects.
27. Conducts weekly and as-needed team meetings to update members on best practices and work expectations, to establish work goals and objectives, to delegate tasks and set deadlines, and to address other issues or team needs.
28. Serves as a resource to team members, providing coaching/training, addressing team member

Commented [SM10]: This section would ONLY be included in all job descriptions for lead workers – nowhere else.

questions/problems, and overseeing team member work to ensure timeliness, quality and other applicable compliance.

29. Monitors team performance based on such metrics as work quality, adherence to time schedules and safe work practices; reports on performance metrics to the area supervisor monthly or as needed to provide feedback and input into performance reviews.
30. Supports area supervisor or manager and performs management duties when they are absent or out of the office.
31. Ensures a safe working environment, and ensures compliance with applicable OSHA and other laws, regulations, and work rules concerning environmental safety and health by employees.

General Duties and Responsibilities

15. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy, and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
16. Provides assistance, information, guidance, and resources to individuals and diverse groups of City residents, customers, clients, and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy, and consideration at all times regardless of circumstances.
17. Maintains regular, dependable attendance and punctuality, and physical or virtual presence as may be required at the assigned worksite; must interact directly with people at the worksite on a regular basis.
18. Complies with and actively supports all applicable workplace environmental health and safety policies, work rules, and practices, giving maximum effort to performing job functions in a manner that protects the health and safety of the employee, co-workers, and the general public.
19. The incumbent in this position may have access to sensitive and proprietary organization data, personal client/customer data, personal employee data, and/or other sensitive information, and an essential job duty is the maintenance of strict confidentiality of such information in accordance with [COMPANY NAME] policy, and federal/state/local laws and regulations (e.g., HIPAA, FACTA, etc.).
20. Performs other duties as assigned and which are deemed necessary or desirable by [COMPANY NAME].

Commented [SM11]: This section would appear in ALL job descriptions – these are examples of standard essential functions that everyone would be accountable for.

III. [COMPANY NAME] CORE VALUES, BEHAVIORS, & PRACTICES:

As a requirement of their employment, all [COMPANY NAME] employees are expected and required to support and demonstrate [COMPANY NAME]'s core values and behaviors, and to perform the essential functions and elements of this position competently. Employees are expected to demonstrate these values and behaviors through their behavior and performance throughout the course of the introductory period of employment and continuing throughout employment with [COMPANY NAME]. The values, behaviors, and competencies that need to be demonstrated by all [COMPANY NAME] employees include but are not limited to:

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring [COMPANY NAME] policies and all regulatory requirements.
- **Customer/Client focus:** Striving for high external and internal customer/client satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer/client, rather than on self, department, or organization.
- **Clear Communication:** Expresses oneself clearly and effectively when speaking and writing to individuals and groups; listens attentively and ensures all parties involved understand communication; responds in a timely manner using appropriate communication methods.
- **Interpersonal Skills:** Interacts effectively with others using discretion, empathy and self-regulation when working toward resolution of divergent interests; recognizes and appreciates the unique traits of others.
- **Professional Expertise:** Achieves a proficient level of ability or knowledge in job-related areas; continues to grow with the changing requirements of the job and maintains an awareness and application of [COMPANY NAME]'s policies, procedures, and objectives in one's effort.

Commented [SM12]: This section is one you could consider including in all job descriptions – these are samples of behaviors and practices you may want to hold people accountable for. I would say that a majority of organizations choose not to include this section, rather they will include this sort of thing in policies, or other work rules for employees.

Included is a long list of examples that you can add to, or eliminate as you see fit for your organization. You would normally include up to about 8 to 12 or so that you identify as critical

- **Adaptability:** Adjusts to changing circumstances by altering attitudes and behaviors; displays resilience and flexibility in response to setbacks and stressful situations with energy and optimism.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Takes action to influence events, generate ideas for improvement, takes advantage of opportunities, and does not wait to be told what to do next.
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement in personal and professional growth & development, performance, and productivity.
- **Team Player:** able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside [COMPANY NAME].
- **Decision Making:** Uses sound judgment to make good decisions based on information gathered and considers all pertinent facts and alternatives before deciding. Commits to decision.
- **Performance Standards:** Sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness and follows up on work outputs.
- **Problem-Solving:** Analyzes problem by gathering and organizing all relevant information. Identifies cause and effect relationships and comes up with best solution.
- **Integrity:** Shares complete and accurate information. Maintains confidentiality and meets own commitments and adheres to organizational policies and procedures.
- **Motivation:** Displays energy and enthusiasm, commits additional effort, and maintains a high level of productivity and self-direction.

IV. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has an above average level of line responsibility and a high level of authority to make independent decisions over an assigned function. A person in this position regularly takes responsibility for a key operation or function due to their level of accountability.

Budgetary/Financial Authority and Accountability:

Position has an above average level of accountability for budgetary or financial decisions, and decisions will have a moderate degree of impact on resource utilization within [COMPANY NAME]. Position is responsible for a moderate level of impact on an operating budget for the Department.

Equipment/Asset/Material Authority & Accountability:

Position has a moderate level responsibility for equipment & other assets, materials, and supplies; proper utilization is required plus accountability for first-level maintenance may be required.

V. POSITION SPECIFICATIONS:

Fair Labor Standards Act Provisions:

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the organization's policies and procedures pertaining to overtime hours.

OR

This position is exempt under the provisions of the Fair Labor Standards Act and is not subject to the organization's policies and procedures pertaining to overtime hours.

- ***This position is FLSA-Exempt under the Executive Exemption (29 CFR § 541.100) - This position's primary duty is the management of the enterprise itself, and/or a department or subdivision in addition to exercising independent judgment (authority to formulate, affect, interpret, or implement management policies or operating practices; carries out major assignments in conducting the operations of the business) and discretion more than 50% of the time. Under the executive exemption, positions must directly supervise 2 or more full-time employees and have the ability to make employment and disciplinary decisions. Has***

Commented [SM13]: Clearly, the language in these sections is going to vary from position to position.

Commented [SM14]: For non-exempt positions

Commented [SM15]: For exempt positions

authority to hire or fire other employees, OR the employee's suggestions as to hiring, firing, promotion, or other change of status of other employees are given particular weight.

Commented [SM16]: Use the appropriate exemption language here – see FLSA regulations or other reliable source for short description.

Independence of Action; Supervision Received:

The Controller works under the general supervision of the Executive Director. Employee performs high level, complex accounting work, and performs a high level of analysis and problem-solving with a high degree of independence and discretion. Work is performed in areas of significant importance to the general operations of the business, and with authority to formulate, recommend, and implement accounting policies and practices.

Commented [SM17]: Language will vary depending on the nature of each job.

Supervision Exercised:

The Human Resources Assistant is responsible for own work and has no supervisory authority or responsibility; although the Human Resources Assistant may be responsible for organizing and reviewing the work of volunteers or others working on special projects s/he is overseeing that are assigned by the position's supervisor.

Commented [SM18]: Sample for a non-exempt position.

The Controller has supervisory authority over the Finance and Accounting Department staff, with proper delegation to other supervisors within the department. The Controller provides training and supervises the work of professional, clerical, and technical personnel as assigned. Supervises accounting staff and participates in their selection, training, and evaluation; determines work procedures, schedules, and priorities. In addition to direct supervisory authority of this position, the Controller may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by [COMPANY NAME]'s [POSITION'S SUPERVISOR].

Commented [SM19]: Sample for an exempt supervisory position.

Coordination and Cooperation with Internal and External Parties:

It is the responsibility of every employee to represent [COMPANY NAME] by responding to the public, citizens, its employees, and others promptly, professionally, and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Every employee must be able to establish, maintain, and foster positive and harmonious working relationships with all those contacted in the course of work.

Internal:

Responds to requests for information from the Executive Director, and the Finance Committee of the Board of Directors; and works with other department staff on issues and special projects that may have a moderate impact on provision of [COMPANY NAME]'s programs and services.

External:

Employee has a significant amount of independent contact with external parties. Under the direction of The Executive Director, works with external contractors, funding source officials, auditors, city/county agencies, and others to provide accurate services.

Commented [SM20]: Include the key parties that each position interfaces with.

VI. POSITION QUALIFICATIONS AND REQUIREMENTS:

As a requirement of their employment, all [COMPANY NAME] employees are expected and required to perform the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the training and introductory period of employment and continuing throughout employment with [COMPANY NAME]. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Commented [SM21]: Note that there are not a lot of KSAs included here, there is a separate section for KSAs that are more general in nature. The KSAs in this section need to be specific to each position.

Education, Experience, and KSAs:

Required:

- Bachelor's degree from an accredited four-year college or university in business or public administration, accounting, or directly related discipline.

Commented [SM22]: A common error we see is that "required" qualifications are over-stated for a position, which can result in unintentional discrimination by shutting out otherwise qualified applicants.

- College-level coursework in cost accounting, finance, agriculture economics, management or relative field of study.
- Three (3) yrs. experience in FLSA exempt-level finance or accounting, non-profit fund accounting, budgeting, credit and collections, and finance in medium size organization.
- Three (3) years supervisory experience in a finance & accounting environment including account payable, account receivable, general accounting, audit teams, and/or payroll.
- Knowledge of public accounting and finance principles and practices, the financial markets, banking, and investments.
- Demonstrated ability to conduct effective analysis and reporting of financial data.

Preferred:

- A Master’s degree in Accounting, Finance or Business.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation.
- Preferred certification from **the Society for Human Resource Management (SHRM) or equivalent.**
- Previous exempt-level finance and accounting experience with a Community Action Corporation.
- Previous exempt-level finance and accounting experience with state or local government.
- Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation.
- Knowledge and working understanding of federal, state, and local laws, regulations, and ordinances governing municipalities.
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Commented [SM23]: An example of a certification – obviously, these should be specific to each position, and in some cases may be required.

Substitution:

- An Associate’s degree from an accredited two-year college or university in business or public administration, accounting, or directly related discipline, plus five (5) years of FLSA exempt-level experience in non-profit finance and/or accounting may be substituted for the Bachelor’s degree requirement.
- Ten (10) years of FLSA exempt-level experience in non-profit finance and/or accounting, including work with federal grants and contracts may be substituted for the Bachelor’s degree requirement.

Commented [SM24]: Usually only needed for upper-level management and professional positions.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors, co-workers, residents, and city/county agencies.

Commented [SM25]: This will be specific to each job.

Preferred:

Bi-lingual (English/Spanish)

Core Competencies Required (KSAs):

- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Economics and Accounting** — Knowledge of and ability to apply economic and accounting principles and practices (GAAP), the financial markets, banking, and the analysis and reporting of financial data.
- **Administration and Management** — Knowledge of business and management principles involved in

Commented [SM26]: A very important section to think through carefully – this is valuable information you can use to screen and rank applicants for positions.

Commented [SM27]: These are some pretty common KSAs that we see. If you are going to include this section, be sure that you customize them for each job as appropriate. Some may be common to all jobs, but most will be different from job to job.

As a rule of thumb, you wouldn’t normally have more than 7 or 8 KSAs in this section, although upper-level positions may have more than that. Don’t bother with trivial, obvious things like “Computer Skills – must be able to use MS-Office.” On the other hand, if you are going to test a clerical position for key entry speed and accuracy, that would be included, with the minimum standard you expect.

strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

Certification, Licenses and Registrations:

- Certifications required in accordance with standards established by departmental policy.
- Must have (or obtain within 3-months from the date of hire) and maintain a current, valid State of New Mexico driver’s license; must have and maintain an insurable driving record under [COMPANY NAME]’s vehicle insurance policy.
- An employee using their personal vehicle for [COMPANY NAME] business they must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by [COMPANY NAME].

Commented [SM28]: This is a catch-all phrase, but it presumes that each department will be maintaining this information.

Again, these certifications will mostly be job specific. So, for example, you might require an HR manager to have the SHRM – SCP certification; or a landscaper might be required to have state-approved pesticide certification.

Training/Professional Development Requirements:

- Must successfully complete all [COMPANY NAME]-required safety and other training within required timeframes.
- Must obtain required health and safety training within 90 days of the date of hire.
- Must successfully pass and maintain training certification in all state, [COMPANY NAME], and/or other training requirements of the position and job assignment.
- Additional training requirements for this position may be mandated by [COMPANY NAME].

Commented [SM29]: These two things are pretty standard as written for all positions when an incumbent may be driving on company business.

Tools and Equipment Used:

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools and equipment:

- Standard office equipment, including desktop computer and standard MS-Office applications.
- [COMPANY NAME] accounting system and software
- Must be able to operate [COMPANY NAME] vehicle.
- Operates standard power tools, e.g., power drills, circular saws, compressors, nail guns, and sprayers.

Commented [SM30]: Again, these are catch-all phrases that assume the actual job-specific training requirements are maintained by the department or company.

Commented [SM31]: These will be job specific. For many jobs, this is a short list.

Other:

- Additional drug screening and background investigations may be required depending on the job assignment, regulatory or policy requirements, job transfer, or in accordance with [COMPANY NAME]’s Drug-Free Workplace policy.

VII. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Commented [SM32]: Make sure the things are carefully written for the job, and not simply “cut and pasted” for all jobs. This section is particularly important under for return-to-work certifications related to the ADAAA, FMLA and Workers Compensation.

Physical Effort and Demand:

- None to insignificant physical demand is required to perform the work; an employee in this position

frequently sits at a desk or workstation.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry.
- Must be able to make individual, small group, and large group presentations as required by position.
- Must effectively convey ideas, images, and goals to diverse group of personalities.

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the essential functions of the job.
- Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts, draw valid conclusions, and initiate appropriate course of action.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

Environment/Working Conditions:

- The work environment is primarily in an office setting, or remote work at home. Little to no hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job employees.

Travel Requirements:

- This position requires regular travel within the City and County, as well as to other areas in New Mexico, and out-of-state.

Safety-Sensitive Position Designation:

- This position is not classified by [COMPANY NAME] as "safety sensitive."

Conditions of Employment

- Employees are required to comply with [COMPANY NAME]'s policy on current influenza and other vaccination requirements.

Continued on next page.

VIII. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

Commented [SM33]: On the first day of work, the supervisor must review this in depth with the new employee and get required signatures. The original signature copy goes into the employment file, and a copy is given to the employee.

	I acknowledge that I have been given access to a print and/or electronic copy of the Employment Policy Manual and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
	I understand that neither the City Council nor management of [COMPANY NAME] can guarantee my employment, and that [COMPANY NAME] can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of [COMPANY NAME].
	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by [COMPANY NAME].
	I acknowledge that [COMPANY NAME] also reserves the exclusive right to transfer, assign, or locate the employee to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis and shall be done to meet the business needs of [COMPANY NAME].
	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with [COMPANY NAME].

Accepted and Acknowledged by:

Employee Signature Date

Print Employee Name

Witnessed by:

[COMPANY NAME] HR Representative Signature Date

Print [COMPANY NAME] HR Representative Name and Job Title