



Introduction

What is the Employee Work Profile (EWP)?

A good job description can be used in many ways: It is used as a legal document if employment issues arise; it defines the ongoing job responsibilities for the employee; it identifies the required knowledge, skills, and abilities, needed to be successful; it is the basis for writing interview questions; it is used to set the appropriate classification for the job and therefore the appropriate level of pay; and it is used as the basis for the annual performance evaluation. It takes time to write a good job description, but a good job description that targets the right candidates, allows for a great hire, and clearly defines the responsibilities for the employee to be successful will save you a lot of time and money later on.

Which EWP to use?

Supervisory EWPs should generally be used only for those positions that direct the work and manage the performance of multiple classified staff (discuss with Workforce Planning). All other positions should use the non-supervisory EWP.

The following instructions apply primarily to the Supervisory and Non-Supervisory classified EWPs.

Who completes and signs the EWP?

For **current** positions:

- Completing the job description should be a joint effort of both the supervisor and employee, and written or reviewed at **the beginning of the evaluation cycle** to determine work plans and developmental needs. The evaluation cycle starts **October 25** and ends **October 24** of the following year. Updates to the EWP should be completed no later than **January 31**.
- When completed, the supervisor and employee both sign the form. It is recommended that supervisors save an electronic copy of all completed Employee Work Profiles. Files should be saved on a network or local drive.

For **new** positions:

- The EWP is completed by the supervisor and sent to Human Resources to be reviewed and classified.
- The EWP is reviewed by the supervisor and new employee within 31 days of hire.



Filling out the EWP:

Section I. Employee, Position and Organizational Information

1. **Employee Name and GID** - enter the employee's name and G#.
2. **Position Number/Suffix**
 - a. **Position Number** - enter the assigned position number. (When establishing a new position, this number will be assigned by the Budget Office.)
 - b. **Position Suffix** – the position suffix is usually 00, unless the employee has previously held the same position number
3. **Role Title & Code** - for **current** positions, enter the role title and role code. For a **new** position, enter the **proposed** role title and role code or leave blank. New positions are assigned a role title and code by the supervisor in consultation with Workforce Planning. Virginia's Department of Human Resource Management (DHRM) job organization structure can be found here:
<http://www.dhrm.virginia.gov/compensation/careergroups/families.html>.
If you have questions or need assistance, contact Workforce Planning.
4. **Pay Band** - enter the assigned pay band. To find this information, follow the directions listed above for **block #3**. Type in the assigned pay band for the State role title.
5. **Working Title if Different** - enter the employee's working title, if different from the State role title. Working titles should be developed in conjunction with Workforce Planning.
6. **SOC Title and Code** - will be assigned by Workforce Planning.
7. **FLSA Status** - This information designates a position as exempt or non-exempt from overtime under the Fair Labor Standards Act. **Non-exempt positions** must be paid **time and a half for hours worked over 40 per week**. FLSA status is determined by Workforce Planning for all positions, including those that may meet the 2016 Department of Labor expanded "Teachers/Academic Exemption."
8. **Position FTE and Employee Class** - enter the position's "Full Time Equivalent," or FTE, (ex: 1.0 for Full Time, 0.5 FTE for 20 hours a week) and Employee Class. If unknown, it will be completed by Workforce Planning.
9. **Position Group Code** - enter the EEO code associated with the position. If unknown, this will be completed by Workforce Planning.
10. **Level Indicator** - check the appropriate box. Definition: Managers are accountable for staff, budget and facilities; Supervisors evaluate and assign work to 2 or more FTEs. All others are employees.
11. **Location and Work Location Code** - enter "247" for George Mason University.



- 12. Criminal Conviction Background Check Required** – all salaried classified positions should have a background check. Some positions (such as purchasing, accounts payable, payroll) also require a financial background check, which should be indicated in the position requirements.
- 13. Telework Eligible** - check the appropriate box. Includes telework, compressed workweeks and alternate schedules.
- 14. Position Requirements Worksheet Required**- check the appropriate box (see **Section VIII** for further details).
- 15. Department** - enter the name of the department.
- 16. Supervisor's Role Title** - enter the supervisor's assigned role title
- 17. Supervisor's Position Number** - enter the supervisor's assigned position number.
- 18. Supervisor's Name** - enter the supervisor's name
- 19. Supervisor GID** - enter the supervisor's G#.
- 20. Date** - enter the date on which the EWP is effective. (This is the date the position is established or when updates are made to the work assignments and performance expectations.)
- 21. Designated Employee** – check the box if this position is to serve as a Designated Employee per VA DHRM policy 1.35 and University Policy 1137 during campus emergency

Section II. Primary Purpose of the Department

- Provide a brief statement describing the work unit or departmental objective(s), i.e. why does the department, school, etc. exist?

Section III. Primary Purpose of the Position

- Provide a **brief** statement – usually 2-3 sentences - that links the primary purpose of the organization found in **Section 2** to this position. Capture the most important service or product expected from the employee in the position. This will give an idea of the purpose of the position **without extensive detail**.

Section IV. List the Job-Related Qualifications for Entry Into This Position

- List the entry level qualifications for this position. Detail the **minimum** requirements, i.e. knowledge, skills and abilities, which a new employee must have on the first day of work. This information is useful when writing job advertisements, screening applicants and selecting candidates.



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Instructions for Completing the Employee Work Profile (EWP)

Knowledge, Skills and Abilities (KSAs).

Required KSA's are the qualifications that cannot be easily learned. Qualifications that can be acquired within a 6-month period of starting employment are generally among the preferred qualifications.

Knowledge - Information needed to perform the responsibilities, such as knowledge of generally accepted accounting principles and bookkeeping procedures.

Skill - Competence to perform a *psychomotor* act, such as operating a machine.

Ability - Competence to produce an *observable* product, such as ability to work effectively with clients, or ability to communicate abstract ideas.

Special licenses, registration or certification. Include only those licenses/certifications **required by law**, i.e. those required for such professions as nursing, medicine or law enforcement. All others should be listed as "preferred."

Education or training. Enter the educational background that would be required for entry into the position. Note that State policy prevents requiring a degree unless required by law (as above). If requiring a college degree for staff positions, it should be stated as "bachelor's degree in [appropriate area] and/or the equivalent level of training and experience."

Level and type of experience. Describe the level and type of work experience needed to qualify for this position. Note that State policy prevents requiring specific years' experience for classified staff positions. You may use phrases such as "substantial demonstrated experience" or "progressive career experience" or state as a preference ("minimum of 2 years preferred").

Section V. Major Job Functions/Core Responsibilities and Performance Expectations

In this section, describe the core responsibilities/work tasks and duties to be performed. It may be organized as broad sets of major duties or functions, or in order of importance, or by sequence of operations. Work tasks and duties must provide sufficient information to assign the position to the proper role, and to determine FLSA exemption status. Statements should be brief and do not have to include every detail of the position's



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duties. **It is not necessary to fill all the boxes provided.** Most positions will have five to seven core responsibilities/work tasks and duties. Additional boxes may be added.

- **Percent of Total Work Time.** Allocate a percent of work time for each work task and duty. The percent of work time for all Work Tasks & Duties, including supervisory, if appropriate, will total **100%**.
- **E or M.** Designate each Work Task & Duty as “**E**” (Essential) or “**M**” (Marginal).

Essential Duties are those that are critical, integral, necessary, crucial, primary, and/or fundamental. These essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodations.

Marginal Duties are those that are peripheral, minimal, extra, incidental, non-essential. These duties could be removed without destroying the basic purpose of the position.

- **Note:** supervisory duties are preprinted for supervisory positions and are required for all supervisory employees. These may be amended to reflect each department’s requirements.
- **Performance Expectations/Measures for Work Tasks and Duties.** Identify the qualitative and/or quantitative measures against which performance of each work task/duty will be assessed. An example of a **qualitative** measure of a task is an **accurate** report – the assessment measures the quality of the accomplished task. A **quantitative** measure of a task is one that associates a number with what is being assessed. An example of this would be 15 reports entered into a database in one hour. Expectations should be **specific, measurable, attainable, relevant and time-framed**.
- **Universal Performance Expectations.** Are preprinted on the forms and apply to all employees.

Section VI. Accountability

- Give examples of decisions (supervision, purchasing/signature authority, etc.) made by this position without the supervisor’s approval.



Section VII. Organizational Chart

- An organizational chart **must be included** with the work description.

Section VIII. Position Requirements Worksheet

- Check the appropriate box
- The position requirements worksheet can be found at <http://hr.gmu.edu/workforceplanning/classified.php> under Classified Forms
- Document **essential** and **marginal** physical requirements for use in the selection, training and determination of job accommodations. **A physical requirement for a job function is essential if its removal would substantially change the job.**
 - a) **Position Requirements.** Check all that apply to the position.
 - b) **Degree of Physical Activity.** Check the description that best represents the physical activity involved with the position.
 - c) **Physical Requirements.** Indicate “E” or “M.”
 - d) **Physical /Environmental Conditions.** Check the description that best describes the environmental conditions.

Section IX. Developmental Plan

- List any learning goals identified by the employee and/or the supervisor for current positions. For new positions list any training that a new employee to the position may require.
- Indicate specific training and development steps that need to be taken and by whom to accomplish the learning goals. This may include training, coaching, or other learning methods.

Confidentiality and Compliance Statement

- By signing the EWP, the employee acknowledges the confidentiality and compliance statement.

Review of Work Description/Performance Plan.

- The supervisor and reviewer sign and date the form first and then the employee signs. Comments may be added by the supervisor, reviewer or employee. The reviewer is usually the supervisor’s supervisor.