

JOB DESCRIPTION CODE BOOK

How to Use This Code Book

- 1) Read the job description in full without coding anything.
 - 2) Using the data entry form and the descriptions in this document, enter the job description details into a uniform dataset.
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Job Description Filename

Enter the filename for the job description.

Position Title

Enter the job title.

Organization

Enter the company name.

General Questions

Is this a position with multifunctional responsibilities?

If the position is only one job, select No.

If the position is a combination of two or more jobs, select Yes.

What is the position compensation?

Enter the salary value or range listed. If benefits are included in the compensation, use that figure. If no salary is listed, enter Not Listed.

What kind of entry is this?

If this is an entry that is recruiting new applicants, select Job Advertisement.

If this is an entry that is not recruiting new applicants, select Internal Position Description.

If neither is applicable, select Other. If Other is selected, enter a short description in the text box.

Position Date

Enter the **year** the position description was posted or created. If no date is provided, enter Not Listed.

Short Position Description

Enter a short summary of the entry. Often, this will be included in the description itself. If it is not, please describe the position generally in 3-4 sentences. This could include primary tasks, reporting structure, and purpose within the organization. (Please note, any identifying information from these descriptions will be removed prior to distribution or publication.)

Functional Area

Select the main area of function. This will often be in the position description or responsibilities. If Other is selected, enter a short description in the text box.

- Acquisitions
- Manuscript Editorial
- Design & Production
- Operations
- Administration
- IT
- Marketing
- Other

Product Area

Select the main product type associated with the position. This will often be in the position description or responsibilities. If Other is selected, enter a short description in the text box.

- There is no distinction between types of books or types of journals, eg. textbooks are books.

Decision-Making Authority

Select the level of decision-making authority based on the tier descriptions below. Consider how critical the position is and how serious the result would usually be if the employee made a mistake that was not readily correctable.

Tier 0 Top position in the organization. CEO, President, Publisher, Press Director

- Extremely critical position
- Extremely serious if the employee made a mistake that was not readily correctable
- A lot of decision-making freedom
- Required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization daily.
- Decisions usually have very important results on other people or the image or reputation or financial resources of the organization
- Very high responsibility for work outcomes and results of other workers

Tier 1 Top position in the department

- Very critical
- Extremely serious if the employee made a mistake that was not readily correctable
- A lot of decision-making freedom
- Required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization once a week or more.
- Decisions usually have important results on other people or the image or reputation or financial resources of the organization
- Very high responsibility for work outcomes and results of other workers

Tier 2 Authority to make departmental or program decisions autonomously and/or in the absence of the department head

- Critical position
- Very serious if the employee made a mistake that was not readily correctable
- Some decision-making freedom
- Required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization once a month or more

- Decisions usually have moderate results on other people or the image or reputation or financial resources of the organization
- High responsibility for work outcomes and results of other workers

Tier 3 Departmental or program decisions subject to higher approval before implementation

- Somewhat critical position
- Serious if the employee made a mistake that was not readily correctable
- Limited decision-making freedom
- Required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization once a year or more
- Decisions usually have minor results on other people or the image or reputation or financial resources of the organization
- Moderate responsibility for work outcomes and results of other workers

Tier 4 Limited decision-making, e.g., product level

- Fairly critical position
- Fairly serious if the employee made a mistake that was not readily correctable
- Very limited decision-making freedom
- Never required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization daily
- Decisions usually have no results on other people or the image or reputation or financial resources of the organization
- Limited responsibility for work outcomes and results of other workers

Tier 5 Clerical positions

- Non-critical position
- Not serious at all if the employee made a mistake that was not readily correctable
- No decision-making freedom
- Never required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization daily
- Decisions usually have no results on other people or the image or reputation or financial resources of the organization
- No responsibility for work outcomes and results of other workers

Years of Experience

Enter the **minimum** number of years of experience required. Often, this will be included in the description itself. If no experience timeframe is provided, enter Not Listed.

Education Credentials

Select the level of education required. If no education requirements are provided, enter Not Listed.

Employment Type

Select the type of employment. If Other is selected, enter a short description in the text box. If nothing is listed, assume Full Time.

Employment Location

Select the employment location. Often, this will be included in the description itself. If no location details are provided, enter Not Listed. If the location is hybrid or onsite, list the appropriate geographic location. If the position must be onsite or remote but cannot be hybrid, select onsite

and enter “remote or onsite only.”

Work Skills

Skills are developed capacities that facilitate the performance of activities that occur across jobs.

How important is each skill to this position?

Using the definitions below, indicate how important each skill is to this position.

Content Skills Background structures needed to work with and acquire more specific skills in a variety of different domains.

Active Listening Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Mathematics Using mathematics to solve problems.

Speaking Talking to others to convey information effectively.

Writing Communicating effectively in writing as appropriate for the needs of the audience.

Process Procedures that contribute to the more rapid acquisition of knowledge and skill across a variety of domains.

Critical Thinking Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Monitoring Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Complex Problem Solving Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Resource Management Skills Developed capacities used to allocate resources efficiently.

Management of Financial Resources Determining how money will be spent to get the work done, and accounting for these expenditures.

Management of Material Resources Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Management of Personnel Resources Motivating, developing, and directing people as they work, identifying the best people for the job.

Time Management Managing one's own time and the time of others.

Social Skills Developed capacities used to work with people to achieve goals.

Coordination Adjusting actions in relation to others' actions.

Instructing Teaching others how to do something.

Negotiation Bringing others together and trying to reconcile differences.

Persuasion Persuading others to change their minds or behavior.

Service Orientation Actively looking for ways to help people.

Social Perceptiveness Being aware of others' reactions and understanding why they react as they do.

Systems Skills Developed capacities used to understand, monitor, and improve socio-technical systems.

Judgment and Decision Making Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Systems Analysis Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Technical Skills Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems.

Equipment Maintenance Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Equipment Selection Determining the kind of tools and equipment needed to do a job.

Installation Installing equipment, machines, wiring, or programs to meet specifications.

Operation and Control Controlling operations of equipment or systems.

Programming Writing computer programs for various purposes.

Quality Control Analysis Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Technology Design Generating or adapting equipment and technology to serve user needs.

Troubleshooting Determining causes of operating errors and deciding what to do about it.

Knowledge Areas

Knowledge areas are organized sets of principles and facts applying in general domains.

How important is each knowledge area to this position?

Using the definitions below, indicate how important each knowledge area is to this position. Each area should be understood as subject expertise, not job duties.

Ex: Administration and Management refers to an understanding of the science of human resources and project management, beyond the level of carrying out specific tasks.

Arts and Humanities Knowledge of facts and principles related to the branches of learning concerned with human thought, language, and the arts.

English Language Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Fine Arts Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

Foreign Language Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

History and Archeology Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

Philosophy and Theology Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Business and Management Knowledge of principles and facts related to business administration and accounting, human and material resource management in organizations, sales and marketing, economics, and office information and organizing systems.

Administration and Management Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Administrative Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

Customer and Personal Service Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Economics and Accounting Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

Personnel and Human Resources Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Sales and Marketing Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Communications Knowledge of the science and art of delivering information.

Communications and Media Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Telecommunications Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Education and Training Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Engineering and Technology Knowledge of the design, development, and application of technology for specific purposes.

Building and Construction Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Computers and Electronics Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Design Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Engineering and Technology Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Mechanical Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Health Services Knowledge of principles and facts regarding diagnosing, curing, and preventing disease, and improving and preserving physical and mental health and well-being.

Health Services Knowledge of principles and facts regarding diagnosing, curing, and preventing disease, and improving and preserving physical and mental health and well-being.

Medicine and Dentistry Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Therapy and Counseling Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Law and Public Safety Knowledge of regulations and methods for maintaining people and property free from danger, injury, or damage; the rules of public conduct established and enforced by legislation, and the political process establishing such rules.

Law and Government Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Public Safety and Security Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Manufacturing and Production Knowledge of principles and facts related to the production, processing, storage, and distribution of manufactured and agricultural goods.

Food Production Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

Production and Processing Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Mathematics and Science Knowledge of the history, theories, methods, and applications of the physical, biological, social, mathematical, and geography.

Biology Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Chemistry Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Geography Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Mathematics Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Physics Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Psychology Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Sociology and Anthropology Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Transportation Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Work Activities

Work activities are general types of job behaviors occurring on multiple jobs.

How important is each work activity to this position?

Using the definitions below, indicate how important each behavior is to this position.

Information Input Where and how are the information and data gained that are needed to perform this job?

Estimating the Quantifiable Characteristics of Products, Events, or Information

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Inspecting Equipment, Structures, or Materials Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Monitoring Processes, Materials, or Surroundings Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Interacting With Others What interactions with other persons or supervisory activities occur while performing this job?

Monitoring and Controlling Resources Monitoring and controlling resources and overseeing the spending of money.

Performing Administrative Activities Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

Staffing Organizational Units Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

Communicating with People Outside the Organization Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Communicating with Supervisors, Peers, or Subordinates Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Establishing and Maintaining Interpersonal Relationships Developing constructive and cooperative working relationships with others, and maintaining them over time.

Interpreting the Meaning of Information for Others Translating or explaining what information means and how it can be used.

Resolving Conflicts and Negotiating with Others Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Selling or Influencing Others Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

Coaching and Developing Others Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Developing and Building Teams Encouraging and building mutual trust, respect, and cooperation among team members.

Guiding, Directing, and Motivating Subordinates Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Providing Consultation and Advice to Others Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

Mental Processes What processing, planning, problem-solving, decision-making, and innovating activities are performed with job-relevant information?

Analyzing Data or Information Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Evaluating Information to Determine Compliance with Standards Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Judging the Qualities of Objects, Services, or People Assessing the value, importance, or quality of things or people.

Processing Information Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Developing Objectives and Strategies Establishing long-range objectives and specifying the strategies and actions to achieve them.

Making Decisions and Solving Problems Analyzing information and evaluating results to choose the best solution and solve problems.

Organizing, Planning, and Prioritizing Work Developing specific goals and plans to prioritize, organize, and accomplish your work.

Scheduling Work and Activities Scheduling events, programs, and activities, as well as the work of others.

Thinking Creatively Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Updating and Using Relevant Knowledge Keeping up-to-date technically and applying new knowledge to your job.

Work Output

What physical activities are performed, what equipment and vehicles are operated/controlled, and what complex/technical activities are accomplished as job outputs?

Documenting/Recording Information Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

Repairing and Maintaining Electronic Equipment Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

Repairing and Maintaining Mechanical Equipment Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

Controlling Machines and Processes Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Operating Vehicles, Mechanized Devices, or Equipment Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or watercraft.

Performing General Physical Activities Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

Work Styles

Work styles are personal characteristics that can affect how well someone performs a job.

How important is each work style to this position?

Using the definitions below, indicate how important each characteristic is to this position.

Achievement Orientation Job requires personal goal setting, trying to succeed at those goals, and striving to be competent in own work.

Achievement/Effort Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Initiative Job requires a willingness to take on responsibilities and challenges.

Persistence Job requires persistence in the face of obstacles.

Adjustment Job requires maturity, poise, flexibility, and restraint to cope with pressure, stress, criticism, setbacks, personal and work-related problems, etc.

Adaptability/Flexibility Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Self-Control Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Stress Tolerance Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

Conscientiousness Job requires dependability, commitment to doing the job correctly and carefully, and being trustworthy, accountable, and attentive to details.

Attention to Detail Job requires being careful about detail and thorough in completing work tasks.

Dependability Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Integrity Job requires being honest and ethical.

Independence Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Interpersonal Orientation Job requires being pleasant, cooperative, sensitive to others, easy to get along with, and having a preference for associating with other organization members.

Concern for Others Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Cooperation Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Social Orientation Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Practical Intelligence Job requires generating useful ideas and thinking things through logically.

Analytical Thinking Job requires analyzing information and using logic to address work-related issues and problems.

Innovation Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Influence Job requires having an impact on others in the organization, and displaying energy and leadership.

Social Influence Job requires having an impact on others in the organization or community, friendliness, and outgoing nature.

Leadership Job requires a willingness to lead, take charge, and offer opinions and direction.

Work Context

Work context is physical and social factors that influence the nature of work. Using the context definitions below, indicate how important each context is to this position.

How important is knowledge of specific niches for this position?

Knowledge of theories and principles of a very specific information field are key to performing well in this position.

How important are people skills for this position?

Skills specific to the ability to work with or talk to other people in an effective and friendly way.

How important are interactions requiring the employee to...

Importance of different types of interactions and role relationships with others both inside and outside the organization.

How often does this position require the employee to meet strict deadlines?

Importance of completing work by specific milestones.

How important is physical strength or dexterity for this position?

The relative importance of physical ability the employee will need as part of this job.

How important is repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to perform this position?

The relative importance of repetitive work the employee will perform as part of this job.

Name of Person Completing

Enter your name.

Email of Person Completing

Enter the best email to reach you with questions.