

summary should always commence with a phrase indicating one of the four levels of supervision received which are:

- (a) **Under Supervision:** This level involves the greatest amount of supervision and control from above. The employee's assignments, his objectives and the sequence of detailed steps in his work are prescribed for him. However, he is held personally responsible for the accurate and proper application of the steps after he is thoroughly familiar with the technique of his job. The word "supervision" does not imply that the employee works directly under someone's eye but does imply that each stage of his work is reviewed and checked. He is a trained employee in work of a given class. He is presumed to be able to recognize instances which are out of the ordinary and consequently upon which he obtains advice or further instructions.
- (b) **Under General Supervision:** On this level, control from above is a general control not intimately bearing upon the details of the employee's work. The employee is accountable for accomplishing the prescribed objectives, with freedom from control or oversight while work is in process. The employee is expected to solve most problems of detail except those of an unusual nature, that come up in the course of his work. His work is generally reviewed on completion for adequacy and compliance with instructions.
- (c) **Under Direction:** A person on this level has been directed to achieve a definite objective. The organization of the work and the methods of producing the desired results are his responsibility. He is expected to overcome all problems of a technical or subject matter nature and to meet and to solve such general problems as are governed by the plans, policies, procedures, and purposes of his defined area of work. On general problems of wider scope he is expected to consult his colleagues and seek advice from superiors. Although making no decisions which affect policy, he may from time to time make recommendations on policy as it relates to his area of work.
- (d) **Under General Direction:** The degree of control exercised over the work at this level is very broad and takes the form of consultation and discussion with other senior officers on general management matters. The officer normally contributes to policy formulation and long-term management planning. He is expected to make decisions in respect to expenditures of substantial amounts and to approve budgets for designated activities within the organization. Any review of the officer's work takes the form of an assessment of the reports he writes, of the proposals he makes, and of the efficiency of the operation he controls. He normally reports to the Deputy Minister or Assistant Deputy Minister.

The Job Summary provides an important introduction to the job giving the reader a summation of the content, purpose, and scope of the job. It should distinguish the essential characteristics of the position and be so constructed that the reader can visualize the general duty requirements and the environment in which the duties are performed without reference to any of the subsequent sections of the description. It should be adequate for advertising purposes when recruiting to fill vacancies.

Factor Descriptions or Job Specifications

Most of the classification standards or job evaluation plans now being used by classification committees are based on a group of factors such as knowledge, skill and responsibility requirements, which distinguish between the difficult and the less demanding jobs. Factor descriptions or specifications are short descriptive paragraphs added to the job description to provide further information concerning the application of each factor to the job. They serve as a link between the duties described and the factors of the evaluation plan for the use of the classification committee in evaluating each factor of the job. Examples of factor descriptions may be found in the bench-mark position descriptions included with all classification standards now in the possession of personnel officers.

Guide for Job Description Writing

- (1) Keep sentences short, simple, and to the point.

The less trouble the reader has with your writing, the more attention he can give to what you are writing about.

- (2) Use only words and phrases that are necessary and contribute to the description.