

Position Descriptions Deliverables

Certificates/licenses requirements
Contractor status guide
Education/experience requirements
Electronic copy of each description
Exempt/nonexempt determination guide
Exempt/nonexempt status designation
Fair Labor Standards Act (FLSA) status
Full, part-time or temporary job status
General position summary
Immediate supervisor designation
Job questionnaire use introduction
Job description questionnaire guide
Job environment considerations
Job title
One hard copy of each description
Personnel supervised by position
Physical demands
Physical location of job
Primary functions summary
Prioritized primary functions
Responsibility for others
Review-by-others level/kind
Skills classifications
 Language development skills
 Mathematical development skills
 Reasoning development skills
Standardized 2-page description format
Supervision received/provided
Supplemental functions summary
Use of client-developed prerequisites
Use of client-developed prime function

Additional and expanded
HR services are tailored
for specific client needs


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Position Description Development



PHRST offers *a la carte* human
resource management through select
Professional Human Resource
Service Teams

Position Description Development

What Is Needed

Experienced managers know that position descriptions serve many functions: listing job functions, setting prerequisites, clarifying physical requirements of the job and work area, guiding training, setting performance goals, defending organizations in disputes, etc. Often organizations do not have the expertise or time to develop descriptions. PHRST relieves this burden by preparing foundation job tasks, setting out requirements and guidelines, fully developing descriptions and assisting on descriptions through completion.

State-of-the-Art

PHRST HR practitioners discuss the scope of the project with you up front. We learn the jobs' prerequisites and develop their primary functions according to your needs. Descriptions developed provide organizations with exempt/non-exempt recommendations and incorporate ADA considerations. You receive hard copies of the finalized descriptions and electronic copies for future adjustments. Our descriptions are user-friendly, ADA compliant, prepared in accordance with HR professional standards and easily adjustable.



Knowledge, Skill & Ability

Our position description development team is staffed by HR specialists and led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional standards with technical expertise to deliver business-focused, real world solutions in a final format which you easily install and manage.

When, Where & For How Much

Project completion requires approximately one workday per description. Jobs may have to be site-analyzed for accuracy. Depending on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee is \$500 per description, comprising a \$300 initiation fee and a \$200 final charge. Expenses are documented and billed at-cost to clients. Multiple descriptions may be completed on an engagement basis at a reduced project rate in groups of ten descriptions.

About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.