

# ROLE DESCRIPTORS

## Responsibilities vs. Tasks

In the new job framework, Indiana University will be using role descriptors which focus on job responsibilities rather than day-to-day tasks. They have a brief summary, 5-8 fundamental responsibilities, and career level work dimensions that provide the foundation for career development.

### KEY DIFFERENCES

Responsibilities	Tasks
<p><b>What</b> is a position is responsible or accountable for completing</p> <p><b>Most or all</b> positions with this title perform this work</p> <p><b>Core function</b> to a position regardless of where the work is performed</p> <p><b>Consistent</b> over time</p> <p><b>General work outcomes</b> of a position</p>	<p><b>How</b> an individual completes the work or a position</p> <p><b>One or some</b> positions with this title perform this work</p> <p><b>Specific</b> to an individual position based on where the work is performed</p> <p>Change over time</p> <p><b>Tools</b> individuals use to meet accomplishments</p>

### EXAMPLES

Responsibilities	Tasks
<p>Utilizes basic equipment and supplies to clean assigned facility areas and remove waste and recyclables.</p> <ul style="list-style-type: none"> <li>• <b>What</b> the position is responsible or accountable for completing</li> <li>• <b>Most or all</b> positions with this title perform this work</li> <li>• <b>Core function</b> to this position regardless of where the work is performed</li> </ul> <p>Implements the unit personnel resource allocation plans including hiring, training, supervision, scheduling, and resolution of personnel issues.</p> <ul style="list-style-type: none"> <li>• <b>Core function</b> to the position regardless of where the work is performed</li> <li>• <b>General work outcomes</b> of the position</li> </ul> <p>Serves as unit liaison to internal and external stakeholder groups providing organizational information and representing the interests of the unit.</p> <ul style="list-style-type: none"> <li>• <b>What</b> the position is responsible or accountable for completing</li> <li>• <b>Consistent</b> over time</li> </ul>	<p>Empties office trash receptacles daily.</p> <p>Washes entrance door each morning before 8:00 a.m.</p> <ul style="list-style-type: none"> <li>• <b>How</b> an individual completes the work of the position</li> <li>• <b>One or some</b> positions with this title perform this work</li> <li>• <b>Specific</b> to the individual position based on where the work is performed</li> </ul> <p>Supervises 3.0 FTE within the work unit.</p> <p>Delivers annual performance evaluations to staff.</p> <ul style="list-style-type: none"> <li>• <b>Specific to the individual position</b> based on where the work is performed</li> <li>• <b>Tools</b> individuals use to meet accomplishments</li> </ul> <p>Attends Quarterly Business X Conference, weekly Rotary breakfast, and disseminates organizational updates and activities to these groups.</p> <ul style="list-style-type: none"> <li>• <b>How</b> an individual completes the work for a position</li> <li>• <b>Change</b> over time</li> </ul>

### Why focus on responsibilities?

- Create transparency with a focus on the role not the individual
- Simplify by describing the primary purpose of why the role exists
- Allow more consistency with salary surveys informing alignment to external market
- Emphasize deeper understanding of career options that empower personal and career development

Responsibilities and the role descriptor, rather than specific tasks, provide the foundation for clarifying roles doing similar work across the university.

## RESPONSIBILITIES FOSTER ENGAGEMENT

### Engagement Q01: I know what is expected of me at work.

Leaders define expectations of performance, going beyond essential duties to include individual, team, and organizational goals. Consistent communication, through leader and team conversations of goals, priorities, areas of improvement, and development opportunities, reinforces engagement.

#### Tools for leaders to help facilitate these conversations:

Leaders can use both formal communication and informal feedback to clarify and reinforce both individual and team expectations.

Gallup says: "Supervisors have the single greatest impact upon employee experience, engagement, and performance."

Learn more at [hr.iu.edu/secure/performance-at-iu/index.html](https://hr.iu.edu/secure/performance-at-iu/index.html)

## COMPETENCIES

Understanding the impact of competencies in a role can lead to success on the job and foster engagement.

Gallup says: "Role clarity is much more than just a job description or a list of things to do."

Core competencies represent behaviors and skills that can help maximize the potential for each employee in their role. Career level competencies build on the core competencies and are consistent across career levels in all functions and families-a true guide to professional development!

Learn more at [hr.iu.edu/competencies](https://hr.iu.edu/competencies)