



Job Description Template

Purpose

Use this HR@Work Tool to create clear, consistent job descriptions that support hiring, performance management, compensation, and compliance.

Job Description Defined

A Job Description is a summary of the essential duties, activities, responsibilities, reporting relationships, qualification requirements, the physical and mental effort required to perform a job and the working conditions under which the job must be performed.

Job descriptions are key foundational documents for any business. They directly support hiring decisions, guide objective performance reviews, anchor internal pay equity, and may serve as an organization's primary line of defense in legal and regulatory compliance.

Job Posting Defined

A Job Posting is not a Job Description. It's a marketing tool for advertising and recruiting potential candidates for a job opening. Creating a powerful job posting starts with a well-written job description.

Job Description Template

The Template that follows was designed to capture the information required for determining comparable jobs under the Massachusetts Equal Pay Act (MEPA).

MEPA Requirements

Under MEPA, comparable jobs are those requiring similar:

- **Skill:** The experience, training, education, and ability required to perform the job.
- **Effort:** The amount of physical or mental exertion needed to perform the job.
- **Responsibility:** The degree of accountability, decision-making, and duties involved in the role.
- **Working Conditions:** The environmental and physical surrounding of the job (e.g., hazards, temperature, shift differentials).

Under MEPA, employers may only pay employees different wages for comparable work if the difference is based on one or more of the following six statutory factors:

- Seniority system
- Merit system
- Quantity or quality of production/sales
- Geographic location
- Relevant education, training, or experience
- Travel requirements



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When Should you Update a Job Description?

Review job descriptions whenever:

- A new position is created
- Job duties change significantly
- The position is vacant
- Compensation is reviewed
- The organization restructures

Additional Resources

For information on MEPA, visit the Massachusetts government website at:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section105A>

For free detailed sample job descriptions, visit <https://www.onetonline.org/>



Job Description Template

Part 1. Identifying Information

Job Title: Enter the job title
Department: Enter the Department or Departments in which this job will be performed
Reports To: Enter the job title of the immediate supervisor to whom this job will report
Last Revised: Enter the date this job description was last revised
Approved By: Enter the name of the person who approved this Job Description
Date Approved: Enter the date this job description was approved

Part 2. Position Summary

Enter a brief summary of this job’s primary responsibilities and reason for being. The summary should be a short paragraph of no more than three sentences.

Part 3. Essential Job Functions

List the essential functions and duties of the job in this section. Essential function statements should always begin with an action verb. As a best practice, list job functions so that the most essential (in criticality and amount of time spent) are listed first. Generally, 10 to 12 essential function statements are sufficient for any job.

Percent of Time	Essential Job Functions

Part 4. Supervisory Responsibility

Does an individual in this job have direct reports, including responsibility for hiring, promoting, evaluating performance of staff, and disciplining staff?

- ☐ Yes
- ☐ No

If yes, list each job title of staff reporting to this position and number of staff in each job title.

Subordinate Job Title	Number of Staff

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Total Staff Supervised	

Part 5. Responsibility/Accountability

Describe the degree of discretion or accountability involved to perform the essential functions and responsibilities of this job, for example, types of decisions made, extent to which decisions carry weight versus recommendations, functional advisory responsibilities, nature of influence over staff members in other groups, etc.

Part 6. Skills Required

Describe the minimum skills required to perform this job competently, including experience, training, education, and abilities -- not the skills an employee in this job may happen to have.

Part 7. Experience Required

Describe type of experience and number of years of experience required (if any) to perform this job.

Part 8. Education Required

Check minimum education required to perform this job and other information regarding any degree requirement.

- ☐ High school
- ☐ High school plus
- ☐ Associates degree (Specify type of degree: _____)
- ☐ Bachelor's degree (Specify type of degree: _____)
- ☐ Master's degree (Specify type of degree: _____)
- ☐ Ph.D. (Specify type of degree: _____)
- ☐ Other (Specify other: _____)

Part 9. Training Required

List any specific training required to perform this job.

Part 10. Licensing and Certifications Required

List any licenses and/or certifications an individual must have to perform this job.

Part 11. Abilities Required

Describe abilities (e.g., skills, knowledge, behavioral competencies, and capabilities) required to perform this job such as customer service skills, accounting skills, etc.

Part 12. Physical Effort Required

Describe the physical effort required to perform this job, for example, lifting, carrying, pushing, pulling, stretching, climbing, standing, stooping, using fine motor skills, working in fixed or awkward positions or circumstances as well as extent of concentration required with one or more senses (hearing, seeing, smelling, tasting, and touching).



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Part 13. Mental Effort:

Describe the mental effort required to perform this job such as degree of concentration or focus required, conditions that cause job anxiety or stress (e.g., tight deadlines, fast work pace, isolation, repetitious work, emotionally disturbing experiences, multi-tasking).

Part 14. Working Conditions

Describe the physical working conditions under which this job is performed and indicate intensity, frequency and duration of each condition described, for example, chemicals or mechanical use, workplace hazards, excessive noise, temperature extremes, dirt, dust, and other conditions posing risk of injury or illness. If not applicable, state “normal office environment.”

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