As part of the TTC project, the new job descriptions will change from including the day-to-day tasks to the **major responsibilities of the job.**

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| **Responsibility** | **Task** |
| **What** the position is responsible or accountable for completing | **How** an individual completes that work of the position |
| **Most or all** of the positions with this title perform the work | **One or some** positions in the title perform the work |
| **Core function** to the position regardless of where the work is performed | **Specific to an individual position** based on where the work is performed |
| Generally stays **consistent** over time | May **change** over time |
| The **accomplishments** of the position | The **tools** the individual uses to meet the accomplishments |
| Is **universal** across all positions | May be **specific** to the position |
| Valuable for **describing the position** | Valuable for **getting the work done** |

**EXAMPLES**

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| --- | --- |
| **Responsibility** | **Task** |
| Sends, receives, copies and distributes communications to the appropriate entities according to established policies and procedures   * Describes **what** the position is responsible or accountable for completing * Describes work **most or all** of the positions with this title would perform * Describes **core functions** to the position regardless of where the work is performed | Sends out all agendas for our weekly meeting by end of day on Mondays each week via email   * Work **specific to an individual position** * Likely to **change** over time |
| Analyzes financial reports and records, identifies discrepancies, investigates and recommends solutions as needed   * Describes **what** the position is responsible or accountable for completing * Describes work **most or all** of the positions with this title would perform * Describes **core functions** to the position regardless of where the work is performed | Audits the general ledger and cross check against AP/AR invoices   * Describes specifically **how** an individual completes that work of the position * Work **specific to an individual position** * Likely to **change** over time |
| **Responsibility** | **Task** |
| Develops comprehensive metrics and data analytics to evaluate and enhance data center operations   * Describes **what** the position is responsible or accountable for completing * Describes work **most or all** of the positions with this title would perform | Create and deliver monthly data center status report include notable projects, resource consumption numbers and customer forecasting   * Describes specifically **how** an individual completes that work of the position * Work **specific to an individual position** * Likely to **change** over time |
| Serves as the liaison to internal and external stakeholder groups to identify and maintain academic program-related partnerships   * Describes **core functions** to the position regardless of where the work is performed * Would likely stay **consistent** over time | Attends the monthly UW Health Community Outreach meeting to gain insight on programs that may provide value to our students after graduation   * Work **specific to an individual position** * Likely to **change** over time |
| Directs, implements, and monitors strategic planning initiatives to ensure appropriate use of financial, administrative, and staffing resources   * Describes work **most or all** of the positions with this title would perform * Describes **core functions** to the position regardless of where the work is performed * Would likely stay **consistent** over time. | Evaluates and makes changes to vendor options to control facility supply costs   * Describes specifically **how** an individual completes that work of the position * Work **specific to an individual position** * Valuable for **getting the work done** |
| Identifies, troubleshoots, resolves, and/or escalates routine and first level technical problems for various products and services under close supervision   * Describes work **most or all** of the positions with this title would perform * Describes **core functions** to the position regardless of where the work is performed * Would likely stay **consistent** over time. | Troubleshoots Outlook 365 problems that come through the ticketing system on your shift   * Describes specifically **how** an individual completes that work of the position * Could **change** over time * Work **specific to an individual position** |

Position descriptions will change from detailed and lengthy to clear and concise. Specific tasks associated with responsibilities should be documented in the online performance management tool.