



Toolbench

Integrated tools for employee and organization success

Job Description Module

Make Job Descriptions The Centerpiece Of Your Human Capital Management Strategy

The **HRToolbench®** Job Description module makes online job descriptions convenient, easy and efficient through built-in, pre-configured benchmark job descriptions, competency libraries, and extensive pick lists that provide all of the content and are functionality necessary to create comprehensive job descriptions with minimal effort. Supervisors, employees and HR professionals collaborate to create and maintain comprehensive, up-to-date, detailed job descriptions for every employee in the organization. Following approval, employee job description information is automatically shared with other HRToolbench modules, helping to establish direct links between job description information and other key HR processes, including Performance Management, 360 Feedback, Succession Planning and Candidate Selection.

General Information			
Company:	HR Technology Solutions, Inc.	Supervisor:	Brown, Steve
Employee:	Martin, Virginia	Department:	Human Resources
Employee No:	22	Preparer Name:	Martin, Virginia
Detail Job Title:	Field HR Representative	Functional Job Title:	Plant Human Resources Manager
Effective Date:	8/26/2009	Location:	Buffalo
FLSA Status:	Exempt		
Position Summary			
Provides leadership, guidance and counsel to the company's field operations on policies involving labor relations, compliance issues such as affirmative action, EEO, safety and health, and workers' compensation matters.			
Essential Responsibilities			
(Critical) Provides guidance to the field operation concerning the layoffs, staff reduction, terminations of employees, and employee relations issues.			
(Very Important) Assists plant leadership with interpretation of labor agreement contract language. Acts as the company representative at third-party grievances. Presents company's case at arbitration.			
(Very Important) Acts as the company's ranking representative in dealing with federal agencies such as OSHA, EEOC, etc. and coordinates presentation of company's position to these agencies.			
(Important) Participates in the resolution of workers' compensation claims, and reviews and approves all settlement offers in workers' compensation cases.			

A detailed job description is maintained for every employee. Convenient edit screens and extensive pick lists make creating and updating job descriptions fast and easy.

General Competencies	
Customer Service Competency Source: HRToolbench Importance: Critical	Proficient
Demonstrates sensitivity to customer satisfaction; knows Level 3 Proficient: Follows up on inquiries and requests for customer needs and expectations. Responds quickly to assistance to resolve problems and / or to clarify customer; strives to exceed customer expectations; information about issues and services; facilitates meetings with appropriate subject matter experts and inquires concerning issues and/or services; identifies possible alternatives and solutions to problems.	
Professionalism Competency Source: HRToolbench Importance: Critical	Proficient
Priorities reflect a strong work ethic, putting work and Level 3 Proficient: Communicates organizational policy and project tasks in front of personal agenda. Work conduct norms to ensure that work group and project goals follow organizational policy. Including dress codes, are met, even in non-routine or moderately complex communication standards, and other norms associated with situations; consistently makes work the most important organizational behavior.	
Quality Focus Competency Source: HRToolbench Importance: Very Important	Basic+
Shows commitment to quality in products, services, and Level 2 Basic +: Somewhat greater than Basic: Meets processes; adheres to quality standards and expectations. quality standards in producing work; advocates quality improvements.	

General and functional competencies along with job-specific target proficiency levels are included on every job description. Competencies information flows automatically into other modules in the suite.

Integration with Other Modules

The **Job Description module** is the cornerstone of the HRToolbench talent management suite. Different kinds of information contained in an employee's job description flow automatically to other modules in the suite. For example, competency information flows into the Performance Management, 360 Feedback, Succession Planning/Career Path Planning, and Candidate Selection modules. The unique integrated design of HRToolbench optimizes the use of job description information by establishing a direct link between a job's defined responsibilities and competencies and the ways in which that information is applied to manage human capital.

Job Description



Candidate Selection



Performance Management



Compensation



Succession Planning



360 Feedback



About HR Technology Solutions and HRToolbench

HR Technology Solutions, Inc. was founded in 2002 to deliver superior, affordable, Web-based tools that enable organizations to attract, retain and motivate employees more effectively and profitably. We focus primarily on serving small to mid-size organizations.

Our flagship product, HRToolbench, is an integrated suite of HR modules that promotes organizational success by sharing information uniquely among six HR functions and processes, including Job Descriptions (competencies), Candidate Selection, 360 Feedback, Performance Management, Succession Planning, and Compensation. HRToolbench reduces the administrative time required to perform critical HR processes, encourages frequent and high quality communications between employees and managers, and supports strategic management of the workforce.

Our unique combination of HR consulting and Web technology expertise allows us to build and deploy "best practices" human resource management tools that embody the features, flexibility and affordability typically unavailable to small and mid-size organizations from competitor systems. We also provide HR consulting services, if desired, to develop custom competencies, design compensation and reward programs, and restructure organizations.

FEATURES	FUNCTIONALITY	BENEFITS
Over 200 pre-configured, comprehensive benchmark job descriptions are available to help shortcut preparation of an organization's functional job descriptions	<ul style="list-style-type: none"> Built-in benchmark job descriptions are available as source documents to create and customize functional job descriptions for use across an organization. Benchmark jobs encompass numerous functional disciplines and industries, or create internal functional job descriptions from scratch by selecting content contained in point-and-click databases. The content of pick lists can be easily edited and expanded to reflect any organization's business needs and terminology. Align functional jobs (internal benchmarks) with individual employees to set up employee detailed job descriptions and enable employees and supervisors to edit selected sections of the job description. Balance the organization's need for consistency in job descriptions with the flexibility to customize a job description to reflect local or individual practices. 	An employee or supervisor can create a new, updated job description at any time as a job's responsibilities and other elements evolve and change. Creating and updating job descriptions becomes a shared responsibility between the employee and supervisor, with HR oversight.
Comprehensive competency libraries (general and functional / technical) with accompanying behavioral anchors	<ul style="list-style-type: none"> Use built-in HRToolbench competency libraries that include over 350 general and function-specific (technical) competencies that can be added selectively to a job description with just few clicks. Select target proficiency levels required for job success, as well as the importance of the competency to the job. Each competency includes five pre-defined proficiency levels. 	An extensive library of competencies (general and functional / technical) with behavioral anchors to assign competencies required for job success.
Determine the exemption status of jobs using the built-in FLSA compliance tool	<ul style="list-style-type: none"> A Fair Labor Standards Act (FLSA) compliance tool for use by HR streamlines and simplifies the process of determining the exemption status of jobs. Select the appropriate exemption test category for a specific functional job, and enter FLSA test responses. The job's exemption status is instantly determined based on entered responses. A comprehensive record of saved exemption test results is maintained for every job. Each functional job's exemption status is then automatically assigned to the individual employee detailed job descriptions aligned with the functional job. Display and print a pre-configured FLSA audit report of the exemption status all jobs. 	A built-in FLSA compliance tool to quickly test and determine the exemption status of job descriptions. Print FLSA compliance audit reports on demand.
Meet ADA job description compliance requirements	<ul style="list-style-type: none"> Use comprehensive pick lists of content necessary to define a job's work environment and mental/physical and other challenges in accordance with the Americans with Disabilities Act (ADA). 	Content selected from pre-defined pick lists streamlines the process of defining a job's work environment and promotes consistency in the terminology reflected on all job descriptions.
Automated job description approval process and viewable audit trail for each job description from creation through final approval	<ul style="list-style-type: none"> Job description approvals are simplified by automatic emails and queuing of drafts to each approver in the chain. Submit a draft to the next approver with a single click, or return the draft to a previous approver with comments. Track the approval status of a job description by accessing the job's approval audit trail. Actions taken by each approver are dated and recorded. The next approver in the chain and the action required are also noted. Keep a permanent, detailed history of all completed approval steps and the approval dates of every job description. 	Monitor the approval status of any job description in real time and track each job description's approval actions. Maintain more accurate and up-to-date job descriptions by engaging employees and supervisors in a convenient and collaborative job description creation process with HR oversight.
Archived job description history maintained for every employee	All job descriptions created and approved for an individual employee are electronically archived and can be retrieved for viewing at any time by the employee, supervisor or HR administrator.	View each employee's job description history at any time.



HRToolbench is a product of HR Technology Solutions, Inc., a provider of Web-enabled, hosted tools that help to create and utilize workforce information in an easy, rapid, practical, interactive, strategic and cost effective manner.

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