

## Items to Consider

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### Tools

Consider the various sources that may have some ideas on job expectations/duties.

- Old duty statements
  - Job specs
  - Job analysis – DGS as well as others; Corrections are posted on their website
  - SME – you can't do it without one (or more)
  - Other analysts – networking
  - Internet – other departments, public and private sector HR sites
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### Grouping Tasks

You may want to consider how you group tasks. Think of tasks by programmatic area or functional area.

- Programmatic: elements of the program such as project management, project development, health and safety
- Functional: skills, knowledge, tools that may be required on the job; customer service skills/activities, writing skills/activities, budgeting skills/activities

Several programmatic areas may require the same skill sets. Rather than repeat the skill sets over and over, you might consider grouping tasks by functions.

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### Structure

Keep in mind that while the tasks statements are to be complete and clearly state the expectations, the duty statement is not the manual for the position.

What goes into the duty statement? Those elements of the position or the process that the incumbent will be held accountable for.

Example: There are many steps in reviewing an RPA. How an analyst goes through the steps may not be the issue. In the process the analyst will be held accountable for steps such as advertising the JOB, approving the allocation, verifying eligibility.

The identified elements make it to the duty statement.

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