



EAST TENNESSEE STATE
UNIVERSITY

ETSU Job Description & Compensation Form Guide

A practical walkthrough for completing Job Description Questionnaires and In-Range Adjustment Requests

Purpose

- *This guide is intended to help employees and supervisors at East Tennessee State University accurately complete compensation-related forms in alignment with the ETSU Staff Compensation Policy and procedures.*



Which Form Do I Use?

FORM	USE WHEN...	PURPOSE
Job Description Questionnaire for Vacant and Newly Funded Positions (<i>Pre-Audit</i>)	Creating or funding a new or vacant position	Use before position is filled
Job Description Questionnaire for Filled Positions (<i>Audit</i>)	Re-evaluating a current, filled position	For job family/level changes, exemption review, job description updates
In-Range Adjustment	Requesting a pay increase within the same range	Use for change in duties, skill development, internal equity, retention, or counteroffer



Why These Forms Matter

- Ensure **pay equity** and job clarity
- Establish **market-aligned** compensation
- Support organizational **consistency** and compliance
- Build foundation for **performance and talent development**



Writing Job Content – Best Practices

DO	AVOID
<ul style="list-style-type: none">• Describe the position, not the person	<ul style="list-style-type: none">• Temporary or outdated tasks
<ul style="list-style-type: none">• Use clear action + subject + result structure	<ul style="list-style-type: none">• Personal traits or daily checklists
<ul style="list-style-type: none">• Focus on current, permanent duties	<ul style="list-style-type: none">• Inflated qualifications
<ul style="list-style-type: none">• Keep language clear and jargon-free	<ul style="list-style-type: none">• Using people's names instead of titles
<ul style="list-style-type: none">• Total duties must equal 100%	



Key Job Description Sections

Job Summary –

- Describe the purpose of the position in 3-5 sentences. Keep it clear, concise, and focused on the purpose of the position.

Primary & Secondary Duties –

- Include core functions (not a task list)
 - For each: include % of time spent and whether it's new
 - Group related duties and summarize them using action verbs
Example: *"Manages departmental calendar and coordinates all meeting logistics (15%)"*

KSAs –

- Describe what's needed to perform the role — not what the current employee happens to have
- Include both hard (technical) and soft (communication, judgment) skills

Qualifications –

- Required = must-have (i.e., degree, license)
- Preferred = nice-to-haves
- Avoid inflated requirements that may unintentionally limit talent pools

Physical Demands & Working Conditions –

- Standing, lifting, PPE, etc.



In-Range Adjustment Form – When to Use

Reason	Definition	Required Attachments
Change in Duties	Ongoing, meaningful increase in responsibilities	Updated PCQ
Skill Development	New licensure/certification applied in current role	Certification, transcript
Internal Alignment	Pay disparity with comparable roles	Internal salary comparisons
Retention	Risk of employee leaving due to market pressure	Job postings, retention data
Counteroffer	Competing external offer	Offer letter or summary

Reminder: Employee must have received a **“Meets Expectations” or higher** on their last performance review within 12 months.



Supervision & Contacts

Supervision Received:

- From routine to administrative direction

Supervision Given:

- None, Students, Temp Staff, Regular Staff, Functional Teams

Contacts:

- Internal & External — consider sensitivity, frequency, and complexity



Final Checklist

Before Submission, Ensure That...

- ✓ Job duties = 100%
- ✓ Qualifications are clear & justified
- ✓ Acronyms and technical language are defined
- ✓ Supporting documentation is attached (if required)
- ✓ Signatures are complete
- ✓ Org chart is current
- ✓ Content aligns with ETSU job family and compensation structure



Questions?

- Contact Human Resources: hr@etsu.edu; (423) 439-4457
- Find your HR Business Partner: [ETSU HR Business Partners](#)
- Visit our compensation website: [ETSU HR Compensation](#)

