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At NJCASA, we are committed to supporting our member programs in building strong, sustainable teams that advance their mission and serve their communities effectively. To help streamline the hiring process, we have developed this guide to provide best practices for crafting clear and engaging job descriptions and postings. The included template ensures consistency across postings on NJCASA’s Careers page, making it easier for job seekers to find and understand opportunities within our network. If your program prefers to use its own template, please ensure it includes the same key details outlined here.

For additional assistance with drafting a job description, job posting, or conducting position analysis, please contact NJCASA’s Human Resources Specialist, Monique Short, at mshort@njcasa.org. We are here to help ensure your hiring process is as effective and inclusive as possible!

**Contents:**

* [Job Description/Posting Guidance](#Guidance) – Provides context for key criteria that should be included in job descriptions and job postings
* [Information Resources](#References) – Links to articles and guides to provide additional information on this and related topics
* [Job Posting Template](#Template) – This fillable template can be used to draft your job posting. Postings can be submitted to Kelly Klinger (kklinger@njcasa.org) and Monique Short (mshort@njcasa.org) to be posted on NJCASA’s Career’s page.

**Developing Job Descriptions and Postings**

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| **Organization Name** | If your program is part of a larger organization, list your program first, followed by the primary/parent organization. |
| **Job Title** | Include key phrases that accurately describe the role. |
| **Classification** | * “Full-Time” or “Part-Time”
* “Exempt” or “Nonexempt” based on the [Fair Labor Standards Act (FLSA)](https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime) which determines whether the role is eligible for overtime.
 |
| **Pay/Salary Range** | Indicate the hourly or salary range for the position.  |
| **Schedule/Hours** | Indicate days of the week, shift hours, and total hours per week. Indicate if meal break periods are paid or unpaid. |
| **Organization Overview** | This provides applicants with a general understanding of your program.* Summary of organizational objectives and the communities served.
* Include your organization’s mission, vision, and values statements and details about your company culture.
 |
| **Position Summary and Objectives** | Describe the role’s primary objectives, how it fits into your organization and interacts with others on the team, and the expectations about the way it will contribute to the overall mission. |
| **Primary Responsibilities** | Define the scope of work and essential functions of the role.* Outline the primary tasks and duties related to the essential functions of the role and necessary for achieving the objectives mentioned in the Position Summary and Objectives.
	+ A summary of nonessential tasks and duties can be included without itemizing each one.
* If applicable, provide a summary of travel, including frequency and range.

While organizations still include “Other duties as assigned,” this can cause concerns about inflating responsibilities (“scope creep”). Using a statement that provides context as to what may cause changes to the duties and responsibilities of a role not only establishes appropriate expectations but also demonstrates intentionality and transparency. Example:*“This job description provides a general overview of the role’s responsibilities and essential functions. Duties and expectations may evolve over time to reflect individual growth and meet organizational needs. Additional tasks relevant to this role’s essentials functions may be assigned, as necessary.”* |
| **Experience / Qualifications** | * Differentiate between required skills and experience and those that are preferred or “nice to have.” This distinction provides clarity and reinforces the essential functions of the role.
* Be intentional about education requirements. If a degree is required, be specific about the area of study the applicant should have.
	+ If able, accept years of service in place of a degree which will likely attract more seasoned candidates with real-world job experience.
* If the role requires travel (other than commuting to the office), indicate if candidates need to have their own personal vehicle and if proof of a valid driver’s license or insurance are required. *Do not include if travel isn’t directly related to the essential functions of the role.*
* Identify soft skills, as well as relatable and transferable skills that could enable someone to be successful in the role.
* Include any **essential** physical demands that are required to execute assigned tasks and duties, such as long periods of sitting or standing, lifting objects of or above a certain weight, or driving.
	+ [Avoid including physical or mental demands that are not essential](https://equity.osu.edu/training-and-education/guidelines-physical-and-mental-job-requirements), as they could exclude individuals with disabilities who would be able to perform the job functions with or without reasonable accommodation.
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| **Reporting Relationship** | * Indicate to what position or person this role reports.
* If it is a supervisory or managerial position, indicate how many direct reports the role will oversee.
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| **Location/Workforce Structure** | * Describe the type of workforce structure (fully remote, in-office only, hybrid remote/in-office).
* Include in what city/town the office is located.
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| **Benefits Summary** | List out your top benefits and perks, such as* Paid time off, including company holidays
* Employer-sponsored health benefits
* Access to voluntary benefits and Employee Assistance Program (EAP)
* Retirement plan
* Tuition assistance
* Flexible hours and/or remote work options (if offered)
* Rewards programs
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| **How to Apply** | Provide a link or email address to which candidates should send their resume and indicate if a cover letter is required. |
| **Nondiscrimination Statement** | Go beyond standard language and personalize to reinforce your organization’s values. |
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**Information Resources:**

**Job Descriptions and Postings**

[*How to Write a Job Description*](https://www.indeed.com/hire/how-to-write-a-job-description)– Indeed

[*How to Write an Effective Job Description*](https://www.shrm.org/topics-tools/tools/how-to-guides/how-to-develop-job-description) *–* SHRM

[*A Guide to Writing a Great Job Description*](https://sbshrs.adpinfo.com/blog/a-guide-to-writing-a-great-job-description) – ADP

[*Guidelines for Physical and Mental Job Requirements*](https://civilrights.osu.edu/training-and-education/guidelines-physical-and-mental-job-requirements)– The Ohio State University

**FLSA Exemption Tests (Dept. of Labor, Wage and Hour Division)**

[*Salary Basis Test (DOL Guidance)*](https://www.dol.gov/agencies/whd/fact-sheets/17g-overtime-salary) – The employee must be paid a predetermined, fixed base salary that is not subject to reduction because of variations in quality of work or number of hours worked.

[*Salary Thresholds Test (DOL Guidance)*](https://www.dol.gov/agencies/whd/overtime/salary-levels) – The predetermined salary must meet a minimum salary threshold, which differs for highly compensated employees (HCEs).

[*Duties Test (DOL Guidance)*](https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime) – Job’s must satisfy a “duties test” under at least one of five (5) primary job categories: Executive, Administrative, Professional, Outside Sales, or Computer Employee.

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| **Organization Name** |  |
| **Job Title** |  |
| **Classification** |  |
| **Pay/Salary Range** |  |
| **Schedule/Hours** |  |

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| **Organization Overview** |
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| **Position Summary and Objectives** |
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| **Primary Responsibilities** |
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| **Experience / Qualifications** |
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| **Reporting Relationship** |
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| **Location/Workforce Structure** |
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| **Benefits Summary** |
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| **How to Apply** |
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| **Equal Opportunity Employer Statement** |
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