NOVA SCOTIA

Public Service Commission

Employee Duty List and Guide

Guide to Completing the Employee Duty List Form

The Employee Duty List form you receive will be used to prepare an up-to-date description of your position so that your job can be properly evaluated. Any information you provide on the Duty List form therefore should be as clear, concise, and complete as possible.

The same form will be sent to other bargaining unit employees throughout the provincial government to ensure that the same information base is used to prepare job descriptions, regardless of department. By properly filling out the form, you will be supplying important details needed to prepare your position description.

Note: the Duty List should describe your duties and responsibilities, not your performance. A separate process is used to evaluate performance.

We suggest you use the following approach to prepare your Duty List. It will simplify the process considerably.

- The most difficult part is getting started. Simply begin by listing all your tasks and pertinent details about your job on a separate piece of paper.
- Arrange all tasks into groups with a common purpose. These groups then become duties.
- Arrange these duties in order of importance and briefly describe each.
- Quality is more important that quantity. Most jobs have 5-8 main duties. If you have listed more than 8, rethink how you have labeled them. Often two duties can be combined as one.
- Assume the reader knows nothing at all about your job. Keep the language you use as simple and clear as possible. You want the reader to fully understand your duties.
- Divide your duties into two groups: Daily and Occasional. Daily duties are those you perform most days; list those first. Occasional duties are those you perform only once in a while; list those last.
- Roughly estimate the percentage of time you spend on each task. This figure does not have to be exact.
- Describe the important parts of your job. Omitting unnecessary details. Do not overestimate certain parts of the job while overlooking other aspects.
- Once you have completed the Duty List to the best of your ability, ask a friend or co-worker to read it and then to explain what he/she understands your duties to be, in order of importance. You may decide to amend the list once you have done this.
- Ask your supervisor for help if you have any problems or questions concerning the form. Remember: your completed Duty List will be used to prepare a final job description for your position – so now is the time to clear up any problems or questions.

By following this approach you should be able to prepare a Duty List that accurately reflects your responsibilities and duties. Such a list will go a long way towards helping in the preparation of an up-to-date description of your position so that it can be fairly evaluated.

Employee Duty List

Please Type

Position Title: Department:

Title of immediate
Supervisor: Division:

Titles and number of employees you supervise (if any):

List below the work you perform. Arrange your list under the headings Daily and Occasional so that your duties are listed in order of importance. Estimate the percentage of time spent on each of your major duties.

% Time	Work Performed

Prepared by

Name of Employee (print)

Employee's Signature

Date