

## Tips and Common Mistakes When Writing Job Descriptions

1. Physical and Mental Requirements, Special Conditions of Employment – These requirements and conditions should be listed on the last page of the job description, as described on Page 6 of the “Guidelines to Writing a Job Description”. These requirements are often confused with Non-Essential Functions, which can go on the first two pages of the job description. The special requirements and special conditions should only be put on the last page of the job description.
2. Requirements for Travel – It is illegal to require that a person possesses a driver’s license and their own car in order for them to complete their job duties. The wording that is usable is “Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.”
  - a. If the person will be driving a County Vehicle, then a Driver’s License may be required. The wording that should be used is, “Must possess valid California Driver’s License to drive a County vehicle.”
3. Requirements for Degrees or Licenses – You cannot require a degree for Staff Positions. It is allowable to “prefer” a GED or degree, but it cannot be required, or a reason that someone is qualified or not for a position.
4. Requirements for Years of Experience – You cannot require specific years of experience for a Staff position. You can prefer a combination of education and experience, but not require it and determine if someone is qualified or not for a job.
5. When distinguishing Essential and Non-Essential functions on the job description, one should add the following wording at the end of the tasks section, “No more than 5-10% of the duties may be reassigned at any one time.”