

FORM 30 PREPARATION GUIDANCE

1.) The Form 30 is a Commonwealth of Massachusetts document. The format restricts the content of the position description to one (two-sided) page. Please confine the content of the job description to this format.

2.) Words and phrases like the following are not helpful in describing the actions taking place within a job and should not be used on a Form 30. These words hold no meaning when a Form 30 is being reviewed for proper position classification.

- 1.) Responsible for**
- 2.) Manage**
- 3.) Coordinate**
- 4.) Handle**
- 5.) Create**
- 6.) Oversee**
- 7.) Assist**
- 8.) Works with**

Use words and phrases that clearly define the actions taken by an employee to accomplish his work.

3.) Adjectives like the following are not useful in describing work duties and requirements listed on a Form 30.

- 1.) Complex**
- 2.) Outstanding**
- 3.) Considerable**
- 4.) Difficult**

It is best to state the work duties and qualifications simply without using subjective descriptors. What may seem “complex and difficult” to one person may be “simple and require little effort” on the part of another person depending on the skills set, experience and individual qualities an employee brings with him to the job.

4.) If acronyms are used in the text of a Form 30 then the acronym should be defined with at least one reference to the full name it represents. It is preferable to cite the reference the first time the acronym appears in the text.

5.) Section 3 of the Form 30 is meant to be a very brief summary of the basic actions performed in the job. Confine the summary to one or two short sentences. The use of more than two simple sentences in this section is excessive. Describing detailed information about a workplace, department, program, office or agency in section 3 or elsewhere on the Form 30 is not appropriate. Handouts, mission statements and other printed materials are the appropriate means of communicating additional and more detailed information to applicants and employees.

6.) Section 6 of the Form 30 is meant to be a brief listing of the major job duties of the position. It should be a list short enough to fill the designated portion of the Form 30 and include specific verbs to describe the actions taken to accomplish each duty. Remember that Section 6 is not meant to be a procedures manual. Keep statements of duties simple and brief. If the list of duties extends beyond the designated space (the lower half of the first page of the form) then the list of duties is too lengthy. Pare the list back by removing excessive details and condensing or eliminating the minor and less consequential job duties.

7.) Knowledge of computer systems, programs, departments, rules, regulations, procedures and policies specific to the University (i.e. PeopleSoft, Spire and ProCard) and related experience should not be listed in sections 7 and 9 of the Form 30. They may however be included in section 8 as qualifications acquired on the job or they may be inserted in the remarks section of the form and specified as preferences.

8.) Working conditions are not job duties or qualifications and therefore should be placed only in the “Remarks” section of the Form 30. Likewise preferred qualifications are not requirements and that is why they should be referenced only in the “Remarks” section and clearly specified as preferences.