

## **Definition/Purpose of a Classification Specification**

*Classification Specifications* summarize the typical duties, responsibilities, and qualifications that apply to all positions within a particular job title (i.e. Secretary). It should be noted that not all the duties listed will be performed by all employees for multiple incumbent classifications. It is not intended to specifically identify every duty performed by an employee. Detail such as specific software packages (i.e., Wordperfect, Access) or specific types of equipment (Dell computer), are normally not a part of the Classification Specification. A Position Description on the other hand, which is required when filling a position, summarizes the duties and responsibilities performed by an individual employee (i.e. Secretary in the Department of XYZ) and would list details such as specific software, and equipment required.