

Job Descriptions – (Almost) Everything You Need to Know

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Christine V. Walters, MAS, JD, SPHR, is a human resources consultant and author who speaks regularly at industry events focused on HR legal practices and emerging issues.

Christine has been engaged as an expert witness for the defense, presented at conferences across the country, and testified before U.S. Congressional and state legislative committees and federal administrative agencies. Christine has been interviewed and quoted in a variety of media, including television, radio, and print. In March 2011, her first book, "From Hello to Goodbye: Proactive Tips for Maintaining Positive Employee Relations" was published by the Society for Human Resource Management.

After working nearly 10 years in HR administration, Christine started FiveL Company in 1998 as a part-time practice while working full time at the Johns Hopkins University as program director and interim department chair. She discontinued FiveL Company when she joined the law firm of Saul Ewing LLP in 2000, but she restarted the practice when she ventured out on her own to provide full-time human resources and employment law consulting in September 2002.

Christine served as an adjunct faculty member of the Johns Hopkins University from 1999 until 2006, teaching graduate-, undergraduate-, and certification-level courses.

Christine demonstrates her commitment to supporting and advancing the needs and interests of the business community and the HR profession by currently serving in a number of volunteer leadership roles.

Christine is licensed to practice law in Maryland.

Session Description:

Should an employer have written job descriptions? Is an employer required to have them? Employment disputes often focus on an employee's (in)ability to perform the essential functions of the job. Questions arise as to what, when, and how to create and distribute job descriptions.

Join this interactive course as we review:

- What should and should not be included in a well-drafted job description;
- When a job description should be shared with an employee;
- What constitutes essential functions of a job; and
- When, and by whom, a job description should be updated.

Learning Objectives:

- Assess the pros and cons of having written job descriptions;
- Name and describe three key elements for well-drafted job descriptions; and
- Compare and contrast methodologies for developing job descriptions and how to keep them current.

Top Three Session Ideas

Tools or tips you learned from this session and can apply back at the office.



1. _____

2. _____

3. _____