

City of Norman
Job Description Review

Job Title	Reference Link	Review Findings	Recommendations
Administrative Technician IV - Central Files	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>
Assistant City Attorney II	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does provide essential job functions. However, it does not provide non-essential job functions. These must be separate out.</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>This job descriptions does not provide physical requirements.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>

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Building Inspector	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words climb, standing, and walking.</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>
Customer Account Specialist - Utility Services	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>

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Engineering Technician I	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>
Maintenance Worker	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>

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Mechanic I	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>
Multimedia Specialist	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>

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Stormwater Compliance Inspector	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>
Systems Support Technician	Client Provided	<p>The headings for the job descriptions are not what we recommend. The general headings that are listed are as follows: "Basic Function", "Essential Functions", "Technical Competencies", "Human Competencies", "Conceptual Competencies", "Skills/Abilities", "Physical Requirements", "Knowledge", "Experience", "Work Environment" and/or "Reporting Relationship".</p> <p>This job description does not provide essential job functions or non-essential job functions. These must be separate out.</p> <p>When talking about the actual job duties, there is some discriminatory language being used in various job descriptions. Such as the words type, verbal, oral, lift, carry, pull, push, standing, walking, gripping, grasping, fingering, talking, hearing descriptive vision, sitting, squatting kneeling, bending, stooping, climbing, etc...</p> <p>There is not any type of disclaimer regarding the right to change and/or reassign duties.</p> <p>There is no statement regarding reasonable accommodation including who to contact for the accommodation. It also does not provide a non-discrimination statement.</p>	<p>Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications.</p> <p>When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift", use "move", "transport", "position", "install", "remove", "hoist" and/or "transfer". See the Appendix D for Equivalent Language Guidance.</p> <p>The City should include disclaimer language on all job descriptions to remind employees and applicants that the description is subject to change.</p> <p>All job descriptions should provide physical requirements to ensure clarity.</p> <p>The City should develop a consistent City-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.</p>