

Payscale Job Description Management



Connect your job descriptions and compensation strategy

Do you realize that failing to maintain accurate and up-to-date job descriptions can jeopardize your organization's ability to compensate employees fairly, hire top talent, and comply with legal regulations?

Job description management is critical for the sustained growth of any business, touching upon every aspect of People functions from recruitment efforts and compensation initiatives, to compliance.

For Payfactors users, Payscale Job Description Management delivers fast and consistent job descriptions, streamlines collaboration with your team, and aligns your job descriptions with your compensation strategy.

Centralize and standardize job descriptions

Streamline collaboration with your team

Align job descriptions with your compensation strategy



Build new descriptions starting with a library of 5,000 verified job descriptions including FLSA exemption language.



Create flexible templates for each job and job family to ensure consistency while still having flexibility.



Save time and reduce errors by comparing content and version history side-by-side with new changes highlighted, and route your descriptions in bulk.



Access salary data from Payscale data sources, surveys, or imported data, and align your job descriptions with the correct salary range.



Access descriptions directly in your pricing work to align all the relevant information in one place.



Get the right description to all stakeholders with a direct feed to your ATS and HRIS.



Align across key stakeholders by routing descriptions for collaboration and approval.



Access all version history within the platform without disrupting your workflow.

Request a demo



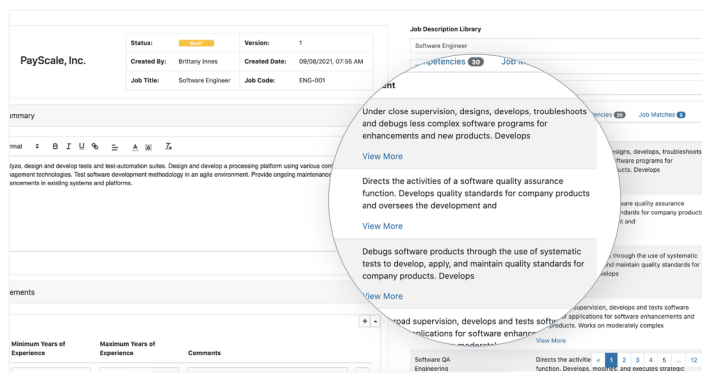
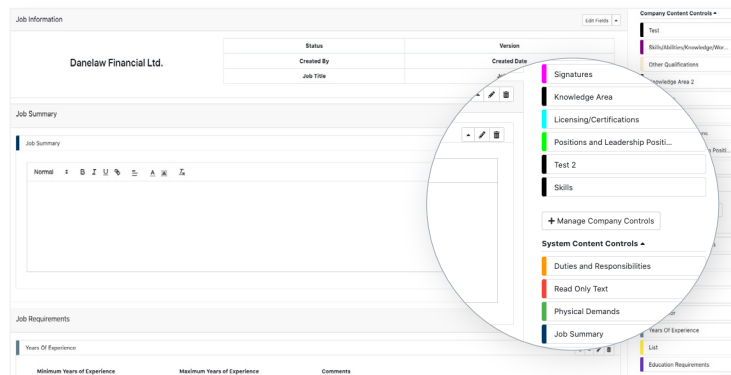
Is your organization still managing job descriptions manually in 2022?

Payscale's annual **Compensation Best Practices Report (CBPR)** found in 2021 that sixty percent of participating organizations have full job descriptions for every job. However, eighty percent of those say they use Word, Excel, or PDFs to manage and maintain them. In 2022, less than half (49%) of all organizations surveyed have a centralized management system for creating and maintaining job descriptions. The antiquated approach to job description management leads to static documents that become outdated, incomplete, and duplicative - putting organizations at risk.

Key features

Unlimited job description templates

Ensure consistency with your brand by customizing templates with your logo and standardize all job description with customizable fields. Feed directly to your Applicant Tracking System and HRIS to get the right description to all stakeholders.

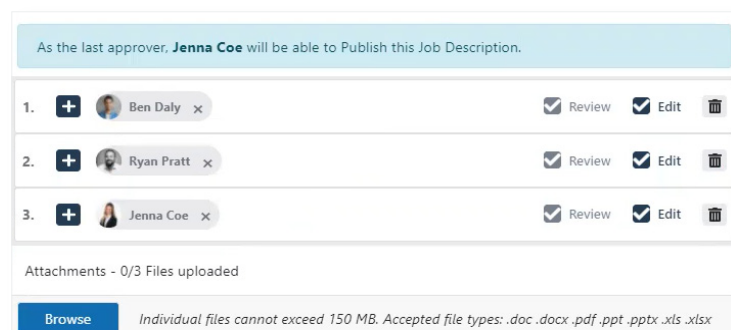


Content library

Find sample job summaries, duties, skills, education, and job matches and see the source including third-party surveys, Payfactors market data, or imported data.

Approval workflow

Collaborate easily and securely with your team by setting up standard approval workflows that automatically populate the right users and grant them different levels of access, whether or not they are in the platform.



Accountant I (2422) Payfactors Job Summary: Prepares, analyzes, and reviews financial statements using accounting principles. Job Duties: Keeps records of account entries by compiling and analyzing accounting activities. Prepares reports such as balance sh... View More	
Accountant I (1008) Hay Group General Industry Compensation Report effective 2018-05-01 General Characteristics This is a basic accounting position typically occupied by a recent graduate or a longer-term employee who has risen through the bookkeeping ranks. This is the first level of position requiring an unde... View More	
Accountant - Entry (210.316.360) Mercer All MBD Modules effective 2017-03-01 Follow established procedures and guidelines to accurately maintain the organization's financial records and transactions.	

Salary data and job matches

Access your job descriptions directly in your pricing work to align all the relevant information in one place and accurately market price your roles.

FLSA Questionnaire

If necessary, the FLSA questionnaire can be used by exemption level (executive, professional, administrative, etc.) to confirm that the correct exemption status is assigned.

FLSA Questionnaire
Published

Completion of this questionnaire may assist in determining the exemption status of a position under the Federal Fair Labor Standards Act. Select the appropriate exemption (Executive, Administrative, Professional, Computer-Related, Outside Sales and Highly Compensated). Then check all boxes under the selected exemption that are applicable. To qualify for an exemption, all boxes must be checked for that exemption. To access the Department of Labor (DOL) online resources regarding exemptions and overtime pay, including FLSA regulations and key definitions, please [click here](#).

Status:	Incomplete	FLSA Version:
Created By:		Created Date:
Modified By:		Modified Date:

EXECUTIVE
ADMINISTRATIVE
PROFESSIONAL
LEARNED PROFESSIONAL
CREATIVE PROFESSIONAL
COMPUTER-RELATED
OUTSIDE SALES
HIGHLY COMPENSATED

☐ Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed. To link to the DOL salary basis information, click [here](#).
☐ Is paid at least \$684 weekly.
☐ Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
☐ Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
☐ Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.
*To view DOL Executive Exemption information, click [here](#).
*To view DOL FLSA can be a fact-intensive inquiry, click [here](#).

Whether a position is exempt from overtime under the FLSA can be a fact-intensive inquiry and depends on an employee's actual, day-to-day job duties and responsibilities. Moreover, classifications can change frequently as a result of regulatory changes and judicial opinions, and they may differ under applicable state law. Accordingly, while this tool is intended to assist in the classification process, it should not be construed as or substituted for legal advice. Employers are advised to consult with counsel to determine the appropriate FLSA and state law classifications of their employees.

About Payscale

As the industry leader in compensation management, Payscale is on a mission to help job seekers, employees and businesses get pay right, and make sustainable fair pay a reality. Empowering more than 53 percent of the Fortune 500 in 198 countries, Payscale provides a combination of data-driven insights, best-in-class services and innovative software to enable organizations such as Angel City Football Club, Perry Ellis International, United Healthcare, Vista and The Washington Post to make fair and appropriate pay decisions. Pay is powerful. To learn more, visit www.payscale.com.