

WORKING TITLE GUIDELINES

PURPOSE / DESCRIPTION

The Working Title Guidelines provide guidance for hiring managers to accurately represent the scope of a position to potential candidates and employees, providing a consistent understanding for recruitment, classification, and operational decisions. Working titles are intended to more specifically and accurately reflect either the work or the mission of the unit to which the position is assigned.

GENERAL DESCRIPTION

Working titles indicate an employee's functional responsibility, particularly when the classification title alone is not sufficiently descriptive. Classification titles are broad and are used to distinguish a grouping of similar positions across a variety of settings, whereas a working title is specific to an actual position in an identifiable work unit. For example, the classification "Office Assistant 1 or 2" may not be sufficiently descriptive, particularly if there are several positions with the same classification title in the same work unit and each has a different function. A working title such as Receptionist, Front Counter Representative, or Customer Service Representative may be appropriate if this is the case.

GUIDELINES

Working titles are commonly used on business cards and in other correspondence and should reflect, as clearly as possible, the nature of work performed. They should also be distinct enough to differentiate the job from others and be consistent with other titles where similar work is done in other areas of the County.

Working titles may be used to better communicate an employee's area of responsibility; they have no impact on wages, benefits, or working conditions. Working titles should be consistent with the classification title and should not be indicative of a range of responsibilities or level of authority that is not consistent with the classification title.

Use of "inflated" working titles can blur lines of responsibility and lead staff to take on responsibilities that are not appropriate to their positions or, conversely, they can confuse staff as to who is the appropriate supervisor or administrator.

Some additional things to keep in mind:

- Do not give a working title if the "official" title is pretty self-explanatory.
- Do not use as a working title any other "official" job or class title.
- Do not "borrow" a title from another job type.
- Do not use titles that imply status or authority beyond that which the position has or is assigned.

There is a space provided on the Position Description Form for the working title if it is different from the classification title.