

# Admin Tips for Defining Job Duties with Navigator OT



Navigator OT

## Selected Job Duties

Below is a list of all the duties you selected. If this list is complete, please answer the following questions about each duty. If you need to remove a job duty, you can select "None" from first drop down.

The total time spent should not exceed 100%, even if multiple duties are handled **concurrently**. The total time spent **can** be less than 100%.

You are currently allocating: **90%**

Selected Job Duty	Approx. Time Spent	Importance	Authority
Following established manuals, guidelines, policies or procedures	40%	Critical	Always Followed
Managing or directing the safety or security of employees or property	40%	Very Important	Almost Always Followed
Solve unique or complex issues that do not have a standard resolution	10%	Very Important	Sometimes Followed



## JOB DUTIES

Choose job duties as if you were drafting a job description

Choose only 3 to 5 job duties

Select the job duties that employees spend most their time performing



## APPROX. TIME SPENT

Approximate the percentage of time spent performing the job duty each week

Choosing "None" or "Less than 5%"

- Minimum to no impact on the analysis
- Probably choosing too many job duties

The app provides you with a running total, and warns if you go over 100%

- You may have less than 100%
- Less than 50% = non-exempt in certain states



## IMPORTANCE

Not every duty an employee performs is of equal importance

A job duty that takes up 40% of an employees time can be of lesser importance



## AUTHORITY

Think about this question as the "anti-micro management" question – the more a manager overrules decisions or recommendations from his direct reports the closer you get to "never followed."