

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Specialist, Operations	12458		12Apr2012

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position understands or learns specific tasks associated with an Operational program or project of the Church, and completes them in a successful and timely manner. In many cases, these tasks are somewhat unique to an Operations program or project and may require a certain level of education or experience in order to do the job well.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Works on assigned tasks to provide goods or services in a timely manner. Many of these tasks are unique within the operations of the Church.
- Develops a work plan or schedule of specific tasks that routinely need to be accomplished.
- Communicates with the immediate supervisor on changes or upgrades in the assigned tasks so they can be accomplished.
- Identifies and take additional training or instruction that may be necessary to avoid task-related problems.
- May be assigned problem-solving tasks that assist operations in becoming more effective and efficient.
- Typically report to an Operations Supervisor or an Assistant Operations Manager.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Have a good work ethic and reasonably good communication skills (verbal and written)
- Have sufficient education and experience (2+ years) in the field of the assigned task; or be willing to accept training in order to successfully accomplish the work.
- Be willing to accept directions from supervision in a positive manner.