



International Faculty and Staff Services

INTERNATIONAL DIVISION

UNIVERSITY OF WISCONSIN-MADISON

Detailed Job Description

Immigration petitions, such as H-1Bs, required detailed job descriptions that accurately reflect the daily and/or weekly duties an employee performs. According to USCIS, the University's standard job descriptions are generalized and abstract (the below excerpt is from a Request For Evidence on an H-1B):

"This type of generalized description may be appropriate when defining the range of duties that may be performed within an occupational category, but it does not adequately convey the substantive work that the beneficiary will perform. Without a meaningful job description, the record lacks evidence sufficiently concrete and informative to demonstrate that the proffered position requires a specialty occupation's level of knowledge in a specific specialty."

Standard job descriptions often do not include the field of research in which the duties are performed nor do they establish the depth, complexity, level of specialization, or substantive aspects of the duties for which the employee is responsible.

To mitigate this risk, complete pages 2-3 of this document. **IMPORTANT:** Some fields should match the official job requisition you completed with HR, such as required education, years of experience, etc. Copy those fields into this form first, then go back and provide more details.

Tips:

- Do not tailor the job requirements to the employee. If you had to advertise openly for this position, only list the minimum job requirements to successfully perform this job. Inflating minimum job requirements to match what your employee has may result in inflating the prevailing wage that you are required to pay for H-1B or E-3 petitions.
- Detailed duties must be at least a paragraph or two.
- Summaries of the department, center, or unit will not suffice either. Be specific to this job.
- USCIS officers are not experts in this field. Don't be overly scientific or technical in the description of duties. Some of that is, of course, okay to help establish the depth and complexity, such as referring to the official name of a technique, but be mindful of this.
- Job experience and training is post-degree. Example: if lab experience can be gained while someone is pursuing their degree, it should not be included here.
- Supervision is very narrowly defined by the National Labor Relations Board (NLRB). Because the UW is decentralized, rarely does anyone, even faculty, meet the NLRB's definition of a supervisor. The NLRB says a true supervisor is:
 - "any individual having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

Detailed Job Description

Employee Name: _____

Job Title: _____

Minimum degree required for this job and list field(s) of study required

- Field(s) of study must be directly related to the job duties.
- It is acceptable to put "or closely related fields" if appropriate.

Minimum job experience or training required after degree is obtained, if any.

- Specify how many months and/or years are required.
- If none, type "N/A".
- Is it experience or is it a skill? Ex: "experience using microscopes" is better listed as a skill below ("using microscopes").

Minimum special skills, licenses, or certifications required, if any.

- If none, type "N/A".
- Ex: Wisconsin medical licenses may be required for some SMPH faculty job; Wisconsin veterinary licenses may be required for some SVM faculty jobs.

○ mmarize the job.

- While summarizing the department or unit may provide some context, focus on summarizing the job itself.

Describe, in detail, the duties this individual will perform:

- Do not be vague or overly scientific.
- 1-2 paragraphs; a couple sentences will not suffice.

Methodologies used:

Equipment and software used:

Will this individual supervise other permanent employees?

- If yes, list the number of workers this individual will supervise and the job titles of those workers.
- Student hourlies and trainees, such as postdocs or research associates, are not permanent employees.