



Glossary of Common Terms for Position Descriptions

Administer

To direct or manage. To give or apply in a formal way.

Analyze

To study and make recommendations on an appropriate course of action.

Architect

One who designs, plans or devises.

Configure

To design, arrange or shape for specific applications or uses.

Deploy

To put to use or action. To distribute a product or resources systematically or strategically.

Design (Logical)

To conceive or invent. To formulate a plan for, relying heavily on logical tools such as data modeling, process modeling, conceptual designs, and business rules.

Design (Physical)

To conceive or invent. To formulate a plan for, relying heavily on physical design tools, key assignments, etc.

Document

To provide written evidence or information.

Incidental

Not a primary function or essential to the main purpose of the position. Typically comprises less than 30% of the work.

Lead

To provide day-to-day guidance, training and direction for staff in addition to other duties. Assigns, instructs and reviews work. Is fluent in assigned area.

Maintain

To keep current or up-to-date, or to keep in good repair.

Manage

To direct, control or handle.

Preferred Qualifications

Desired education, skills or experience beyond the basic minimum requirements for a job.

Primary Duty/Function

A substantive element of, and purpose for, the position. Typically comprises at least 30 % of the work.

Operate

To perform a function.

Required Qualifications

Education, skills or experience essential to perform the basic duties of a job.

Routine

A prescribed and detailed course of action, as in a routine or standardized procedure.

Second Line Supervisor

Supervises other supervisors.

Supervise

To hire, train, evaluate performance and initiate corrective action, or effectively recommend these actions.

Support

To provide for or maintain by supplying administrative or technical assistance.

Test

To create and/or follow a predefined set of criteria with the express purpose of discovering if the outcome is what was requested and expected.

Train

To coach in or become proficient with specialized instruction and practice.