



Learning Series

Task vs. Responsibility

As a result of the TTC Project, employees will have new, standardized position descriptions (PD) that focus on job **responsibilities** rather than day-to-day **tasks**.

What is the difference between **responsibilities** and **tasks**?

RESPONSIBILITIES	TASKS
What a position is responsible or accountable for completing	How an individual completes the work of a position
Most or all positions with this title perform this work	One or some positions in a title perform this work
Core function to a position regardless of where the work is performed	Specific to an individual position based on where the work is performed
Consistent over time	Change over time
Accomplishments of a position	Tools individuals use to meet accomplishments

EXAMPLES

RESPONSIBILITIES	TASKS
Utilizes basic equipment and supplies to clean assigned facility areas and remove waste and recyclables <ul style="list-style-type: none"> ✓ What the position is responsible or accountable for completing ✓ Most or all positions with this title perform this work ✓ Core function to the position regardless of where the work is performed 	Empties office trash receptacles daily Washes entrance doors each morning before 8:00 a.m. <ul style="list-style-type: none"> ✓ How an individual completes the work of the position ✓ One or some positions in the title perform this work ✓ Specific to the individual position based on where the work is performed
Implements the unit personnel resource allocation plan including hiring, training, supervision, scheduling, and resolution of personnel issues <ul style="list-style-type: none"> ✓ Core function to the position regardless of where the work is performed ✓ Accomplishments of the position 	Supervises 3.0 FTE within the work unit Delivers annual performance evaluations to staff using the PMDP <ul style="list-style-type: none"> ✓ Specific to the individual position based on where the work is performed ✓ Tools individuals use to meet accomplishments
Serves as the unit liaison to internal and external stakeholder groups providing organizational information and representing the interests of the unit <ul style="list-style-type: none"> ✓ What the position is responsible or accountable for completing ✓ Consistent over time 	Attends Quarterly Business X Conference, weekly Rotary breakfast, and disseminates organizational updates and activities to these groups <ul style="list-style-type: none"> ✓ How an individual completes the work of a position ✓ Change over time

More on tasks and responsibilities: https://hr.wisc.edu/training/ttc/task-vs-responsibility/story_html5.html