

Terms and Punctuation

How to Review for Allocating Criteria

Term/Word/Symbol/Phrase	Definition
And	<p>When you see this word in a job specification, it is:</p> <ul style="list-style-type: none"> • Connecting two separate ideas, duties or activities • Must be read as all inclusive. <p>In other words, both components are required activities or duties in order to meet the allocating criteria of the job specification.</p> <ul style="list-style-type: none"> • This and that • This idea and that duty • This activity and that idea, • This activity and that activity, etc.
Or	<p>When you see this word, it means that it is not all inclusive and gives you a choice.</p> <ul style="list-style-type: none"> • This or that • This duty or that activity
And/Or	<p>When you see this, it means you can have both or one or the other.</p> <ul style="list-style-type: none"> • This and that • This or that
/	<p>This is another way of indicating “or” and means it doesn’t need to be all inclusive.</p> <ul style="list-style-type: none"> • This or that
May	<p>Is permissible but not required. It means optional.</p>
Will, Shall, Must	<p>These three words are synonyms and when used in a job specification, it is the equivalent to saying it is required.</p> <ul style="list-style-type: none"> • Will perform • Shall perform • Must perform
Such as	<p>This phrase is used to introduce an example or series of examples. In job specifications this is often followed by examples of the type of duty or activity that must be</p>

	<p>performed in order to meet the allocating criteria of the job specification.</p> <p>It is not an all-inclusive phrase.</p> <p>The position does not have to perform the exact duties in the examples but has to perform a duty or activity similar to or consistent with the scope and level of the listed examples.</p>
Including	<p>When you see this word, it means this is a partial listing of the duties or activities required in order to be allocated to the class and level. “Including” may be considered all-inclusive unless there’s an “or” that separates the duties/activities.</p> <p>The things named are part of something larger, and the larger thing may also have other parts. For example, the alphabet includes the letters A through E, as well as J, K, and W.</p>
Including, but not limited to	<p>The difference between “including” and “including but not limited to” is it is not all inclusive.</p> <p>When you see this, it means this is a partial listing of the duties or activities required in order to be allocated to the class and level.</p> <p>The things named are part of something larger, and the larger thing may also have other parts. For example, the alphabet includes, but is not limited to, the letters A through E, as well as J, K, and W.</p>
Comma	<p>A comma links multiple duties or activities that must be met in order to be allocated to the class level based on the job specifications. The exception to this would be if there is an “or” or an “and/or” somewhere.</p>
Period	<p>When you have a sentence or a group of sentences without any qualifiers (such as, and, or etc.), then the position must meet all</p>

	<p>components for allocation purposes. For example:</p> <p>Definition FA 1 - This is the entry level of the series. Positions work under close to general supervision and are required to analyze and interpret reoccurring reports produced by an automated or manual financial system. Positions often assist higher-level professional staff in the design and implementation of financial systems, grants or contracts. Recommends the establishment of fiscal controls and financial review to improve agency business practices.</p> <p>In order to meet the allocating criteria, set forth in the above definition, the position must meet all eight (8) of the components outlined:</p> <ol style="list-style-type: none"> 1. This is the entry level of the series. 2. Positions work under close to general supervision 3. Required to analyze reoccurring reports produced by an automated or manual financial system. 4. Required to interpret reoccurring reports produced by an automated or manual financial system. 5. Positions often assist higher-level professional staff in the design of financial systems, grants or contracts. 6. Positions often assist higher-level professional staff in the implementation of financial systems grants or contracts. 7. Recommends the establishment of fiscal controls to improve agency business practices. 8. Recommends the establishment of financial review to improve agency business practices.
Semicolon	<p>Each statement separated by a semi-colon represents specific duties and activities you would find within that job that must be performed in order to meet the allocating criteria of the job specification.</p>

	The exception to this would be if there is an “or” or an “and/or”. Otherwise, it is explicitly used to indicate “and”.
Colon	Each statement after the colon represents specific duties or activities within that job that must be performed in order to meet the allocating criteria of the job specification. The exception to this would be if there is an “or” or an “and/or” somewhere after the colon. Another exception would be if the colon is preceded by phrases like such as, including or including, but not limited to.
Typically	Typically means normally, usually or in in general. In other words what is normally required except in special circumstances.