

For UPSEU Members Seeking Reclassification or Upgrades

DESK AUDITS

In writing the details of the responsibilities of your position for a reclassification request or in a desk audit, employees often under report the nature of the work they perform. The following is a list of action verbs that you may find useful in describing the details of your work responsibilities. It is intended to help you avoid the use of ambiguous or indefinite expressions

ACTION VERBS

Definitions of Selected Functional Verbs

Adapt

Modify or change to fit specific or new situations.

Administer

Manage or direct. (Generally requires some additional explanation to show specific detail. See Manage)

Advise

Offer an informed opinion or give specialized information to others.

Analyze

Identify the elements of a whole and critically examine and relate these component parts separately and/or in relation to the whole.

Allocate

Assign or apportion for a specific purpose or to a particular person.

Appraise

Judge as to quality; compare critically with established standards.

Approve

Exercise final and decisive authority, causing action to use money, person power, materials, or equipment.

Arrange

Make preparations for; put in proper order.

Assemble

Gather from various sources in a pre-determined order.

Assign

Specify or designate tasks and duties to performed by others.

Assist

Help or aid others in the performance of work where a senior employee assumes responsibility for the outcome of the work.

Authorize

Approve or commit an act implying subsequent action by others.

Calculate

Make mathematical calculations.

Commit

Pledge or assign to a particular course of action.

Compile

Put together information or assemble data in a new form.

Conduct

Manage or carry on. Emphasis is on concept of immediate supervision or personal leadership.

Consult

Seek the advice of another; confer; refer to.

Control

Direct, regulate, or guide the use of money, methods, equipment, materials. Also, the process of monitoring activities to ensure conformance with planned results.

Coordinate

Regulate, adjust or direct the related actions of others in order to attain desired results.

Create

Produce through imaginative skill.

Delegate

Entrust to another person tasks or duties that require exercise of some of the authority of the person originally responsible.

Determine

Fix conclusively or authoritatively; decide; make a decision.

Develop

Disclose, discover, perfect, or unfold a plan or idea, in detail, gradually. Implies study and/or experiment unless otherwise stated.

Devise

Form in the mind by combinations of ideas, new applications of principles, or new arrangements of parts.

Direct

Govern or control work operations by establishing objectives, practices, and methods.

Distribute

Deliver documents, records, etc., to their proper destinations by mail or personal delivery.

Draft

Write or compose papers or documents in rough, preliminary, or final form - often for clearance and approval by others.

Edit

Revise and prepare as for publication.

Establish

Set up; institute; place on a firm basis.

Estimate

Forecast future quantities, values, sizes, extents, etc., either on the basis of judgment or calculations.

Evaluate

Appraise; consider the value of.

Execute

Put into effect or carry out methods, plans, etc.

Facilitate

Make easy or less difficult, usually by doing something to advance the accomplishment of an act.

Forecast

Predict future events based on specified assumptions.

Formulate

Develop or devise a statement of policy or procedure; put in a systematized statement as in a statement \ of procedure.

Implement

Carry out or fulfill by taking action.

Improve

Make better.

Inform

Communicate knowledge to others.

Initiate

Set going or introduce for the first time, as a plan, policy or procedure.

Inspect

Examine materials, equipment, reports, work, etc., to determine quality, suitability for use, etc.

Instruct

Teach, demonstrate, or by other methods impart knowledge to others.

Interpret

Explain to others (orally or in writing) the meaning or significance of something.

Investigate

Uncover facts by systematically finding them, conducting a searching inquiry, and examining various sources.

Maintain

Keep in satisfactory condition; keep up to date or current.

Manage

Plan, organize, direct, control, and evaluate operation of an organizational unit, with responsibility for the output.

Negotiate

Confer with others to reach an agreement.

Obtain

Gain possession of; acquire.

Organize

Arrange in functioning order through systematic planning.

Oversee

Supervise a function or operation as distinct from supervising people.

Participate

Take part in.

Perform

Carry out or execute some action; carry out to the finish; accomplish.

Plan

Devise, for a purpose, the outline of a procedure, or the general arrangement of a number of things.

Post

Transfer or carry information from one record to another.

Propose

Recommend or suggest for consideration or adoption.

Provide

Supply for use; furnish.

Recommend

Present a matter to another person for action or approval.

Refer

Send or direct to a person or place for action, approval, etc.

Research

Specific inquiry involving prolonged and critical investigation, having for its aim the study of new facts and their interpretation, the revision of accepted conclusions or theories that may be affected by newly discovered facts, or the practical application of such new or revised conclusions.

Example: Technical research to develop new products for the company.

Review

Consider or examine facts or results for accuracy, completeness, and suitability.

Secure

Gain possession or control of.

Select

Choose that which appears to be best suited for a specific purpose.

Specify

State precisely, or in detail, or name explicitly.

Study

Apply thought to any subject of investigation, in order to arrive at the most suitable conclusion.

Summarize

Make an abstract; brief.

Supervise

Personally oversee or control work performance and conduct of others, where there is opportunity for control or inspection of work performed.

Train

Teach, demonstrate, or guide others in the performance or assigned work.

Verify

Confirm or establish the authenticity of data by examination or other means.