

## R2A2 DEFINITIONS and GENERAL NOTES

**ROLE:** The purpose or function of the job that the individual holds.

**RESPONSIBILITIES:** Responsibilities represent the primary tasks and activities which will achieve the outcome expected of the role. These are the obligations to ensure initiation, implementation, and completion of an activity, endeavor or assignment.

**ACCOUNTABILITIES:** Being held answerable to a specific person for fulfilling a responsibility for which the individual has authority to act.

**AUTHORITIES:** Decision-making powers and controls required to accomplish work responsibilities without concurrence or approval of others. These describe the autonomy, influence and impact of the job.

**MULTIPLE ROLES:** R2A2s that an individual holds; e.g. a Department Head is also a Supervisor.

**JOB DESCRIPTION/POSITION SUMMARY:** The description of the specific tasks and requirements associated with carrying out the responsibilities of an individual's work. Defines and clarifies the nature of the work. This is more detailed than a Generic R2A2, and takes into account the discipline in which the job resides (e.g. accountant, engineer). It builds on the Generic R2A2, describes the essential functions of the position, and is the foundation for performance evaluation.