Describe the overview or primary purpose of the position in a single paragraph, if possible. Start by asking, “What are we paying this person to do?” If the primary purpose of the position is to coordinate a wide range of complex special projects, say so. Too often managers describe the mundane detail of how the job gets done rather than the objective. It is important to address the factors typically used in classifying the position, degree of autonomy, judgment and discretion, scope and complexity of assignments, and impact on the organization.