

JOB DESCRIPTIONS/RESPONSIBILITIES: 5230P

Job descriptions are maintained in the Human Resources office. Each job description shall include the essential functions of the job.

When substantive changes in the assignment occur and a revision to a job description is warranted, or when a new position is being created, the supervisor, in consultation with the staff member(s) affected, will list the tasks that comprise the job and determine the skills, personal characteristics, educational background and training necessary to successfully perform the job. In order to accomplish this task, the supervisor and staff member(s) will be asked to:

- A. Define the job (What will or does the staff member do?);
- B. Identify the essential functions of the job;
- C. Explain the nature and extent of the supervision and guidance that is rendered to others;
- D. State how and to what extent the actions, recommendations and decisions of the staff member affect the organization or public;
- E. Describe the supervision and guidance received in the performance of the assignment;
- F. Describe the degree to which the staff member must be a self-starter, exercise judgment and create solutions to problems;
- G. State the knowledge, skills and abilities required by the job;
- H. Identify personal contacts and/or interactions other than with supervisors or subordinates.

Job descriptions shall be prepared with the following format:

- Title of Position
- Position Summary
- Major Responsibilities
- Other Responsibilities
- Required Qualifications
- Preferred Qualifications
- Work Schedule
- Work Conditions
- Reporting Relationship
- Representation (if applicable)
- Level of Compensation
- Disclaimer