

POSITION DESCRIPTIONS

PURPOSE: To maintain an accurate description and record of all existing positions at the College for the purpose of employment, wage and salary analysis, job analysis and evaluation, and employee performance evaluation.

POLICY: The College shall prepare and maintain written position descriptions and specifications for each approved position. Descriptions and specifications are established from Job Classification Questionnaires and shall follow a uniform and prescribed format.

DATE APPROVED: July 7, 1999

PRACTICES & PROCEDURES:

- I. The Human Resources Office is responsible for preparing position descriptions based on the content of the job questionnaire. Subsequently, the Human Resources Office shall issue position descriptions to the appropriate departments as they are written or re-written.
- II. Position descriptions are structured in the following manner to display:
 - A. The specific duties and responsibilities.
 - B. The general conditions under which the job is performed.
 - C. The location where the job is to be performed.
 - D. How the duties and tasks are performed and the specific responsibilities carried out.
 - E. The amount of supervision generally required in the performance of the job.
- III. The supervisor has the responsibility of conducting employee job orientations and performance evaluations using the position description as a tool.
- IV. The Human Resources Office shall maintain a central file of all position descriptions.

