|  |  |  |  |
| --- | --- | --- | --- |
| A picture containing logo  Description automatically generated | Subject of Procedure: | **Job Descriptions** | |
| Manual Section: Human Resources Number of Pages: 1 | | Procedure Number: **135** |
| Originating Unit: Human Resources | | Effective Date:  November 1, 1998  Rev. Date: Oct 25, 2022 |

**Scope:**

This procedure applies to all employees

**Definitions:**

**Procedural Requirements:**

1. Current Positions

A written job description exists for each position in the agency. Changes to any job description require the approval of the Director of Human Resources.

1. New Positions

A job description must be written for any new job and evaluated and placed on the wage and salary scale by the Director of Human Resources, prior to advertising or filling the position.

1. Responsibilities
2. Human Resources is responsible for periodically reviewing the job descriptions to ensure that they accurately reflect the duties and responsibilities of the job. Reviews will also be completed at the request of the Department Director.
3. The supervisor is responsible for reviewing the job description with the new employee.