

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NUMBER: 3.1

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SUBJECT: JOB DESCRIPTIONS

DEPARTMENTS AFFECTED: ALL DEPARTMENTS

APPROVED BY:

ISSUE/REVISION DATE: 12/1/90, 6/17/96, 6/1/98

EFFECTIVE DATE: 12/1/90

PURPOSE: To ensure that a job description is written for each new position, reviewed annually and updated as changes in responsibilities arise. Specific uses of a job description include:

- Recruitment and Interviewing
- Performance Appraisal
- Supervisor/Employee Communication
- Training
- Government Compliance
- Organizational Analysis
- Manpower Planning
- Compensation Surveys and Analysis
- ADA Compliance

POLICY: A written job description, describing the essential functions and responsibilities of the position, is required for every position. These job descriptions must adhere to all ADA (Americans with Disabilities Act) guidelines.

Job descriptions must be completed using the attached format by the individual or individuals most familiar with the position. Completed job descriptions require a review for accuracy and approval of the department manager/director responsible for the position, and the Human Resources Manager.

Job descriptions are reviewed annually, at the time of the employee's review, by the department manager or supervisor to assure that all information is current. Significant changes in a position require the initiation of a revised job description.

The Human Resource Department is responsible for reviewing all job descriptions for completeness and salary classification. The Human Resource Department will also keep a copy of all job descriptions on file and in person's personnel record.

Requests for new positions, promotions of existing positions or salary upgrades due to changes in job responsibilities and/or requirements will not be considered unless supported by a current job description.