


HUMAN RESOURCES DESKTOP PROCEDURES				
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	APPROVED BY:		DATE REVISED	
	Chief Human Resource Officer		July 15, 2015	

Purpose

The purpose of this procedure is to outline the process for the development and maintenance of Position Descriptions as well as to provide definitions and explanations of applicable terminology.

Procedure

- A. Position Descriptions provide a document which includes the position title, core functions and responsibilities, and minimum qualifications matching each position to and placing it into the correct class and job.
- B. The Human Resources department is responsible for establishing and maintaining position descriptions reflective of the organizational needs of the College. The intent is to assure that the same title, pay range, qualification requirements, examinations, selection procedures, training programs, performance standards, etc., are applied uniformly to all positions that are substantially similar in tasks, responsibilities, and skills.
 1. The following is a list of the definitions and explanations of terms used in developing a Position Description:
 - a. Job Classification Description - Describes in brief and concise statements the scope and level of responsibility of a class of jobs at the College and is approved by the District Board of Trustees.
 - b. Position Description - Identifies a specific full-time position in one of the job classifications at the College and defines specific competencies required for performance in a position, as well as specific functions which need to be performed by an employee in order to achieve the results expected from a position.
 - c. Characteristic Duties and Responsibilities - A description of the duties and responsibilities as listed in the Board-approved position classification description for a position in the College.
 - d. Minimum Qualifications Required - A description of the minimum educational and experience requirements necessary to perform in a position.
 - e. Supervision Received - A statement describing the scope of the supervision received and the title of the supervisor.
 - f. Supervision Exercised - A statement including both the area supervised as well as the immediate positions supervised.
 - g. Unique Duties and Responsibilities - A description of the unique duties and responsibilities which are peculiar to one specific position in the College. Unique duties and



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responsibilities in and of themselves shall not be cause for a change in classification and must be compatible with characteristic duties and responsibilities.

- h. FLSA Status - The exempt/non-exempt status determined within the guidelines of the Fair Labor Standards Act for the position.