

POLICY

A Job Description is developed and maintained for all regular college positions. New Job Descriptions are approved by the Board of Trustees, as are revisions to current Job Descriptions if the revisions impact the budget.

The Job Description includes, but not necessarily is limited to, the following items:

1. Job Title
2. Salary Classification
3. Salary Guide Level
4. Position Control Number
5. Effective Date
6. Narrative Description
7. Functional Responsibilities
8. Qualifications
9. Contract Duration
10. Funding Source
11. Reporting Relationships

Appropriate procedures shall be developed to implement this policy.

ADOPTED: July 24, 1972
Revised: May 28, 2002
Revised: April 23, 2012

PROCEDURE

The area Vice President is responsible for facilitating a new Job Description as well as requesting appropriate changes to an existing Job Description when changes are required.

The area Vice President consults with the immediate supervisor named on the Job Description. The area Vice President prepares and submits the new or revised Job Description to the Assistant Vice President of Human Resources.

The Assistant Vice President of Human Resources reviews the Job Description and submits it for approval by the President's Leadership Team (PLT). To the extent possible, the PLT review is completed no later than seven (7) days in advance of the next scheduled Personnel Agenda meeting.

The Assistant Vice President of Human Resources makes revisions resulting from PLT review and prepares the Job Description for presentation to the Board of Trustees. Revised Job Descriptions that do not impact the College budget do not require Board approval and are ready for implementation after PLT approval.

Following approval by the Board of Trustees, the Assistant Vice President of Human Resources sends the new or revised Job Description to the immediate supervisor, the area Vice President, and the employee.

ADOPTED: September 25, 1984
Revised: April 30, 1996
Revised: April 25, 2000
Revised: April 23, 2012