

Section I - General

- A. A position description is a written report which outlines the education, experience, functions, duties, responsibilities and working conditions of a position, not a description of a person who holds the job.
- B. All position descriptions for the City will be maintained in a standard format that will inform the employee of their duties; the manager and personnel department with the information required to establish a grade and pay rating for the position.
- C. Position descriptions are designed:
 - 1. To establish a rational basis for the salary structure.
 - 2. To clarify relationships between jobs, thus avoiding overlaps and gaps in responsibility.
 - 3. To help employees on all levels acquire greater understanding of their present jobs by analyzing their duties.
 - 4. To help revise the organization structure on any level.
 - 5. To evaluate job performance by comparison between what the employee does and what the job description says should be done.
 - 6. To introduce new employees to their jobs.
 - 7. To assist in hiring and placing employees in the jobs for which they are best suited.
 - 8. To maintain continuity of all operations in a changing work environment.
 - 9. To provide data as to proper channels of communication.
 - 10. To serve as a basis for human resource planning.
 - 11. To improve the work flow.

Section II - Content

The position description must contain at minimum, the following information:

- A. Education - The basic education or knowledge which an employee should have acquired to do the job satisfactorily. Include special requirements such as license or certifications.
- B. Experience - The time usually required for a person with the specified educational background to acquire the necessary ability to do the job under normal supervision. Specify if experience may be used in lieu of education, i.e. 2 years in specific experience equals 1 year education.
- C. Function - This part describes the major functions of the position to include reporting channels, complexity, supervisory and operational requirements needed to conform with City policies.
- D. Duties - All specific activities performed in relation to the job. Provide clear and concise statements for each duty required. When applicable, include budgetary responsibilities, contact with others, working conditions, physical factor, number of people supervised, supervision received, etc.
- E. Physical and Mental Demands of the Position

Section III - Finalization

Both the supervisor and employee holding the position must work together in the preparation of the description. Be factual and make sure all duties are listed.

The Personnel Department will review the job description with all persons concerned to ensure that it is complete and accurate. The description will then be signed and distributed to applicable department heads and to all of those affected by its contents. The Personnel Department will maintain the record copy.

Section IV - Review

Position descriptions should be reviewed by the supervisor, employee and personnel representative periodically and revised as required to ensure the description is up-to-date. The Personnel Department will schedule position description reviews by departments; however, supervisors and employees may request a review if a position has undergone a major change.