

Position Descriptions

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help administrators/supervisors determine which candidates to recommend for appointment; and
5. To assist administrators/supervisors in the evaluation of the employee's performance of position responsibilities.

“Essential functions” as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including but not limited to the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

“Attendance standards,” as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the College.

Job descriptions will be developed under the supervision of the President for each position in the College. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in the Human Resources Office. The job descriptions will be available for inspection by any College employee or patron. Each employee shall receive a copy of his/her job description. Each full-time employee shall affix his/her signature and date after having read the job description.

The President or designee will oversee that job descriptions are reviewed and revised, as needed.

Approved by President's Council: December 6, 2011
(Date)