

Multnomah Education Service District

Code: **GAB-AR**
Adopted: 4/2/86
Amended: 10/12/94; 10/10/05; 8/01/11
Reviewed:

Position Descriptions

Proposed new position descriptions or proposed changes/modifications in existing position descriptions may be initiated by supervisory personnel but shall be submitted through the lines of authority to cabinet directors.

Process

1. The cabinet director, upon review and approval, shall submit the position description along with other required position classification information to the director of human resource services.
2. For those positions for which there is a classification review procedure, all approved new and/or changes/modifications to position descriptions shall be reviewed for purposes of classification or reclassification.
3. Position descriptions for new positions or changes/modifications of existing position descriptions shall be subject to approval by the superintendent.
4. The director of human resource services:
 - a. Shall initiate and coordinate the job classification review procedure appropriate to the new or changed/modified position description.
 - b. New position description job classifications and/or any changes/modifications to job classification are subject to review through the appropriate labor management process.
5. The superintendent, upon review and approval, shall send the new or changed/modified position description to the director of human resource services where the position description shall be coded and retained in the human resource services department.
6. The director of human resource services shall prepare copies of the changes/modifications to the position description for the file and for distribution to the appropriate supervisors and cabinet directors.