

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 help applicants determine the qualifications needed to fill a position;
3. To help administrators determine which candidates to recommend for appointment; and
4. To assist administrators in the evaluation of the employee's performance of position responsibilities.

“Essential functions” 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.

Job descriptions will be developed 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 recorded 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, sign and date after having read the job description. This document will be placed in the employee's personnel file.

The President will ensure that job descriptions will be reviewed and revised, as needed.

END OF POLICY

Legal Reference(s):

[OAR 589-008-0100\(1\)\(c\)](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

GD - Authority to Hire