

2.004.

Position Descriptions

Each C.E.S. position authorized by the Representative Council shall have a job description. Job descriptions are prepared by the supervisor and are subject to the approval of the Executive Director.

Job descriptions shall contain the necessary description of the duties and responsibilities of the position and the qualifications required. Employees may be asked to perform duties within the general scope of the position, which are not stated specifically in the job description. A statement to this effect shall be included in the job descriptions.

Job descriptions shall be maintained on file in the Personnel Office and shall be updated from time to time as needed.

ADOPTED: August 21, 1990  
REVISED: October 22, 1992  
REVISED: June 1, 2000

2.004A.

Position Descriptions Procedures

It is the intent not to proliferate job descriptions for similar responsibilities. Therefore, an attempt will be made to create generic rather than unique job descriptions for a given title/classification. When special responsibilities exist they should be addressed as part of the addendum sheet rather than under separate job descriptions.

Job descriptions shall not be considered valid unless signed by the Executive Director.

REVIEWED & AUTHORIZED: June 1, 2000