

**Chapter: Selection and Hiring**  
**Title: Job Descriptions**

**Effective Date: 12/1/11**  
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**New**

ACA Standard(s): N/A

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(a) **Policy.**

The Texas Juvenile Justice Department develops a job description for each new position, and job descriptions are revised when a position's responsibilities change.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the PRS Glossary.

(c) **Procedures.**

(1) **Development.**

- (A) A job description should accurately reflect the duties, responsibilities, and minimum qualifications for the position. A hiring authority must contact the employee classification area of Central Office Human Resources when there is a need to develop a new or revised job description. Central Office Human Resources will ensure the duties and responsibilities are in alignment with the position's state title and classification and Fair Labor Standards Act classification (exempt or non-exempt).
- (B) Each new or revised job description is reviewed and approved by the appropriate supervisor and the appropriate Central Office administrator. A final copy is maintained by Central Office Human Resources and made available to local human resources administrators (HRAs). Supervisors may obtain a copy of a current job description from the local HRA.

(2) **Review of Job Description by Supervisor and Employee.**

- (A) Within one week of hire or new assignment (i.e., promotion, lateral transfer, or demotion) into a position with a different job description, the supervisor will discuss the content and purpose of the job description with the employee. The employee and the supervisor will sign the job description indicating that it has been read and understood.
  - (B) The supervisor will provide a copy of the signed job description to the employee and provide the original signed job description to the local HRA for maintenance in the employee's personnel file.
  - (C) The supervisor and employee have a shared responsibility to help identify inaccuracies in the job description.
    - (i) If for any reason an employee believes that his or her job description does not accurately reflect his/her duties, the employee should bring the matter to the attention of his/her supervisor.
    - (ii) If the supervisor believes a job description does not accurately reflect an employee's duties, the supervisor should notify the local HRA in writing. The HRA will forward the written notification to the employee classification area of Central Office Human Resources for consideration and coordination of any changes to the job description.
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