

Chapter: Selection and Hiring	Effective Date: 5/15/21
Title: Job Descriptions	Page: 1 of 2
	Replaces: PRS.05.05, 12/1/11

(a) **Policy.**

- (1) A job description is developed for each new position.
- (2) A job description is reviewed and, if necessary, revised:
 - (A) before posting a job vacancy;
 - (B) when the position's job functions, minimum qualifications, physical demands, or working conditions change; and
 - (C) at least once every five years if a review has not occurred within that period for other reasons.
- (3) A job description should accurately reflect the job functions, minimum qualifications, physical demands, and working conditions for the position.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the [PRS Glossary](#).

(c) **Procedures.**

(1) **Developing a New or Revised Job Description.**

- (A) When a new or revised job description is needed, a manager contacts the supporting human resources administrator, who in turn notifies the classification area of Central Office Human Resources.
- (B) Central Office Human Resources ensures:
 - (i) the job functions and minimum qualifications are in alignment with the position's state title and classification; and
 - (ii) an appropriate Fair Labor Standards Act determination is made (i.e., exempt or non-exempt).
- (C) The appropriate supervisor and the appropriate Central Office administrator review and approve each new or revised job description.
- (D) Central Office Human Resources maintains the final versions of all job descriptions and makes copies available on the M: drive in the folder named *Job Descriptions*.

(2) **Five-Year Reviews.**

Central Office Human Resources ensures each job description is reviewed at least once every five years. For job descriptions that have not been reviewed and are approaching the five-year mark, Human Resources staff coordinate a review with the appropriate supervisor. The classification area of Central Office Human Resources reviews any proposed revisions as described in (c)(1) above.

(3) Review of Job Description by Supervisor and Employee.

- (A) No later than seven calendar days after hire, assignment into a position with a different job description, or final approval of a revised job description for a current position:
- (i) the supervisor:
 - (I) discusses the job description with the employee; and
 - (II) explains that the job description is used as part of the performance evaluation process;
 - (ii) the employee and the supervisor sign the job description, indicating it has been read and understood; and
 - (iii) the supervisor provides a copy of the signed job description to the employee and provides the original to the human resources administrator for maintenance in the employee's personnel file.
- (B) The supervisor and employee have a shared responsibility to help identify inaccuracies in the job description.
- (i) If an employee believes the job description does not accurately reflect his/her duties, the employee should notify his/her supervisor.
 - (ii) If the supervisor believes a job description does not accurately reflect an employee's duties, the supervisor should notify the human resources administrator in writing. The human resources administrator forwards the notification to the classification area of Central Office Human Resources for consideration and coordination of any changes to the job description.
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