

Section: COMPENSATION  
Subject: Job Descriptions  
Number: HR 3405


I. Institutional Regulations

- A. Job descriptions shall be required for all Regular nonfaculty positions. Positions having like duties and responsibilities may share a common job description.
- B. Job descriptions shall be used for job evaluation, recruitment, selection, training, performance appraisal purposes, and to determine physical requirements of a position. Job descriptions must be accurate to avoid distorted and inequitable pay relationships, ineffective and/or illegal recruitment and selection practices, and inappropriate training and performance appraisal activities. Accurate job descriptions shall be the responsibility of the supervisor.

II. Procedure

- A. An approved Position Action Request shall be required to establish a new job description or to change an existing job description, except in the following situation:
  - 1. The job description is merely being updated to reflect changes which are considered to be minor and which are not expected to impact the position's job evaluation rating.
- B. The Position Action Request shall be initiated by the supervisor and requires approval through the appropriate Vice President or other direct report to the President. The request will go to Cabinet for discussion and approval to review the classification of an existing position or create a new position. Once a new position has been graded, the position may be filled. The job evaluation process is defined in HR 3410.
- C. Unless job changes are minor, supervisors should exercise caution when allowing an employee to begin performing new duties before a request is approved. It is recognized that duties may evolve over time and that several minor duty changes may have already occurred before a description is updated.
- D. Supervisors shall be responsible for defining and assigning the duties and responsibilities of positions reporting to them but should, whenever possible, involve position incumbents in this process. If a supervisor does not write the actual job description, they must be sure that the description properly reflects the job. Job descriptions must reflect work that is actually being performed or that will actually be performed following the position's job evaluation.
- E. Human Resources shall be responsible for assigning final job titles and qualifications to job descriptions. If Human Resources determines that a number of positions are in a similar job category and have substantially similar duties and responsibilities, a generic job description may be prepared by Human Resources.
- F. Official job descriptions shall be kept on file in the Human Resources Department. Supervisors and employees will have access to job descriptions through the Online Recruitment system.

APPROVED:

  
\_\_\_\_\_  
Executive Director, Human Resources

Date: October 1, 2002  
Revised: January 1, 2005  
October 1, 2014  
February 21, 2017  
March 20, 2018