


**Wood County Board of Developmental Disabilities
POLICY**

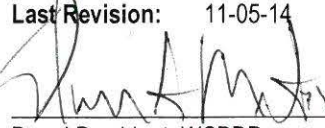
Policy #: 01-ALL-ALL-0011
Effective Date: 02-22-88
Person Responsible: Superintendent

Subject: Position Descriptions
Last Revision: 11-05-14

Approvals/Date:


Superintendent, WCBDD

12/11/17
Date


Board President, WCBDD

12/11/17
Date

It shall be the policy of the Wood County Board of Developmental Disabilities that the Superintendent or designee shall establish, maintain, and administer a system for Position Descriptions. A position description is required for each Ohio Civil Service classified and non-classified position that exists at the Wood County Board of Developmental Disabilities. It is created by the department when a new position is being established, and revised and updated whenever an existing position has changed significantly. The position description serves as the official record of duties and responsibilities assigned to a position, the competencies (skills, knowledge and abilities) required to successfully perform the job, and the minimum degree of education and work-related experience required to be hired into the job. The position description should be reviewed annually.

A position description is essential to determine the appropriate classification (for classified employees), set clear job expectations, assist supervisors and employees with setting goals and objectives, and manage employees' job performance effectively. It also provides necessary information for recruitment and selection, and is helpful in developing orientation/training programs and ensuring consistency and equity among positions.

The Human Resource Department is responsible for insuring the accuracy of each job description, including compliance with the American's with Disabilities Act (ADA), EEO Policy, Affirmative Action Policy, and other regulatory guidelines. All official signed position descriptions are kept in Human Resource Department and are available to all employees on the Intranet.

References: CARF I – 1 – 4
CARF I – 1 – 6

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