

**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #: 02-ALL-ALL-0857 (HR)
Effective Date: 11-05-14
Person Responsible: Human Resource Coordinator

Subject: Position Descriptions
Last Revision:

Approvals/Date:

Deanne J. Gumbert
 Superintendent, WCBDD 11/12/14 Date

Donna Benn 11/12/14
 Department Director Date

1. All employees will have accurate, written, and signed position descriptions in their personnel file. Position descriptions will reflect duties of the positions within each department. 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. This is a requirement for all classified and unclassified positions.
2. 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 through employee performance appraisals on form 03-ALL-ALL-0138. It also provides necessary information for recruitment and selection, and is helpful in developing orientation/training programs and ensuring consistency and equity among positions.
3. Departments will be responsible for writing and updating their respective position descriptions and forwarding them to Human Resources following established procedures. Position descriptions should be reviewed annually during the annual performance evaluation process. Managers should review position descriptions to ensure they reflect the current job responsibilities and updates should be made as needed.
4. All new positions and any positions in which job duties have significantly changed, it will be the responsibility of the department to update the current position description, indicate any additions or deletions, and forward it to the Human Resources for typing of the final draft. Once the changes have been made, the HR Dept. will send it to the Department Director for their review and initials approving of the changes and Department Director will return it to the HR Dept. The HR Dept. will send the initialed position description to the Superintendent for his/her signature along with a copy of the position description highlighting the changes. After final approval, the official position descriptions will be retained in the Human Resource Department for reference. All position descriptions are on the Intranet for supervisor and employee use/review. If a job undergoes a significant change in job responsibilities, Human Resources will re-evaluate the job to ensure the job is assigned to the appropriate pay scale.
5. The Human Resource Department will be responsible for insuring the accuracy of each position description, including compliance with the American's with Disabilities Act (ADA), EEO policy, Affirmative Action policy, and other regulatory guidelines.
6. All hiring managers will present a position description to the applicant before the interview and give them time to read it. This will give the applicant the chance to review the job duties and minimum qualifications required. Hiring Managers can go over the position description at the interview and answer any questions.
7. All newly hired employees will receive a copy of the position description and sign an acknowledgement form during the conditional offer of employment. Each employee is responsible for carefully reviewing his or her specific position description, understanding what is required of the job, and agreeing to do the job as outlined. A position description with the acknowledgement form stapled to the front will become part of the employee's personnel file.
8. Employees who feel that their position description needs to be updated should speak with their supervisor.
9. When a current position description has changed, the current employee(s) will sign the new position description acknowledgement. A copy will be given to each employee and one will be placed in each employee's personnel file with a stapled acknowledgment.
10. When an employee changes positions or is promoted, the HR Department will be responsible to send out two copies of the position description and the acknowledgement form to the Supervisor to go over with the employee and send back the signed copy for the personnel file.
11. The Superintendent has the authority to approve changes or exceptions to this policy at any time with or without notice, provided such changes are in compliance with legal or regulatory requirements and other policy guidelines.

- References: 01-ALL-ALL-0011
 01-ALL-ALL-0024
 01-ALL-ALL-0059
 02-ALL-ALL-0121 (HR)
 02-ALL-ALL-0122 (HR)
 02-ALL-ALL-0333 (HR)
 03-ALL-ALL-0138