

I. PURPOSE

To maintain consistency and accuracy in describing job classifications.

II. POLICY

All new classifications require a classification specification that is approved by the Director of Human Resources.

III. PROCEDURE

- A. To begin development of a new or revised class specification, the department head makes a request to the Personnel Department.
 - B. The Personnel Department and the department work together to determine the duties, responsibilities and qualifications of the classification. This is accomplished through audits and questionnaires. The following information will be required to complete the class specification:
 - title
 - definition
 - typical tasks
 - employment standards
 - knowledge and abilities
 - C. Based on the information gathered and documented above, the Personnel Department will develop class specifications.
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Job Description, Continued

- D. The Personnel Department and the department head must approve class specifications. Personnel will review the final document with the appropriate employee associations and bargaining units. If the employee association or bargaining unit disagrees with the decision, they may review with the Personnel Manager and then the Director of Human Resources or designee. If, after the decision, there is still no agreement, the class specification will be forwarded to the Board of Directors for approval.
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