

Livingston County Michigan Human Resources Policy Manual

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| Section: | Compensation |
| Subject: | Position (Job) Descriptions |

A. POLICY

1. PURPOSE:

To establish policy and procedure for the development and maintenance of job descriptions for Livingston County employees. To develop and maintain a clear structure of job responsibility and work activity and to ensure that employees have an understanding of expectations for their position.

2. POLICY STATEMENT:

Livingston County will develop and maintain current job descriptions for all established and authorized positions.

Human Resources with the aid and assistance of supervisors and employees will be responsible for preparing and maintaining thorough position descriptions on all employees.

Each job description will contain the following criteria:

- Employee's Name
- Job Title
- Position ID #
- Name of Immediate Supervisor
- Title of Immediate Supervisor
- FLSA Status
- Location
- Department
- Effective Date of Salary Range and Grade
- Workers Compensation Code
- Summary of Position
- Essential Functions
- General Duties
- Supplementary Functions
- Licensing or Certifications
- Qualifications
- Staff Development/Training Required
- Working Conditions
- Criteria for Merit Increases
- Date Position Description was Established
- Date Position Description was Reviewed

Each employee shall receive a written position description at time of hire and at every change thereafter. Each employee will review, sign and date their position description. Copies of position descriptions will be kept in individual personnel files.

All position descriptions will be reviewed regularly by the immediate supervisor along with Human Resources to determine their continued accuracy, completeness, relevance and compliance with applicable laws. Position descriptions may be revised or altered at the sole discretion of Livingston County or appropriate elected official in conjunction with the Board of Commissioners as a means of operational efficiency and the changing nature of conducting business.

Vacancies will be filled on the basis of position descriptions. Prior to interviewing, applicants will be provided a copy of the position description.

New position requests must be approved by the Board of Commissioners through approval from the Personnel Committee and Finance Committee. A thorough position description will be prepared and a pay rate established for each position.

3. APPLICABILITY:
Applies to all county employees including union members, interns, and temporary employees.
4. DEFINITIONS:
5. REFERENCE AND LEGAL AUTHORITY:
6. SEE ALSO:
Hiring
Merit Step
Salary Administrative Guidelines
7. SUPERSEDES:
8. APPROVED BY:
Personnel Committee 2/16/05
9. RESOLUTION: No. 305-126 03/21/05
10. REVIEW HISTORY:

B. PROCEDURE

Should a new or revised job description be required within a department, the supervisor/department director will send a written statement outlining the job requirements and minimum qualifications to Human Resources.

Human Resources, upon receipt of statement requesting a new job description will:

- Determine whether a current job description can be used and advise the requestor of recommended job title.
- Revise the current job description to describe adequately the proposed job duties.
- Develop a job description, should a new one be required, and ensure that it contains the criteria listed above.
- Coordinate the new or revised job description with requestor.
- Submit a draft job description for recommendations to the appropriate management staff.
- Recommend salary grade based on job evaluation for approval by the Personnel Committee.
- Publish and distribute new or revised job description.