

Pine Technical College

Policy and Procedure

Policy No.: 500 **Date:** 8/17/98 **Revision Date:** 8/17/2000

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Subject: Job Description Development/Revision

Authority:

Purpose:

The purpose of this policy is to define and communicate the process of job description development and revision.

Policy:

This policy does not apply to faculty job descriptions.

Job description development and/or revision will be initiated by the supervisor of a position and/or the incumbent employee. Assistance will be provided by the Human Resource Manager. Job descriptions will be complete and will comply with MnSCU requirements (see attached).

New or significantly revised job descriptions must include written correspondence from the supervisor providing rationale for the new or revised position, including funding sources. An organizational chart is also required. When complete, the job description, written correspondence, and organizational chart are provided to the Human Resource Manager, who will forward them to MnSCU for classification. Communication and implementation of the classification process is the responsibility of the Human Resource Manager.

All job descriptions will be reviewed on an annual basis. Minor revisions may be made without reclassification by MnSCU. All job descriptions will be maintained in the Human Resource office.

Procedures:

The supervisor of a position and/or the incumbent employee initiate the process of job description development and/or revision.

A job description is drafted by the supervisor/employee, with assistance provided by the Human Resource Manager, to include the following:

Position Purpose

Reportability - To whom does the position report and, if applicable, what positions are supervised?

Dimensions - Who are the internal and external customers served by this position?

Principle Responsibilities, Tasks, and Performance Indicators

Percentage of time spent on each responsibility

Priority - Indicated as A, B, or C, with A being the highest priority responsibility

Discretion - How much discretion does the individual in this position have to perform the responsibility? Indicated as A, B, or C, with A being the highest level of discretion.

Relationships - A narrative of the relationships the individual in this position must have with internal and external stakeholders and the nature and frequency of those relationships.

Knowledge, Skills, and Abilities required to function in the position.

Freedom to Act

If the position is new or if the job description has been significantly revised, the supervisor provides written correspondence providing the rationale for the new or revised position, including funding sources, and an organizational chart. When complete, the job description, written correspondence, and organizational chart are provided to the Human Resource Manager, who will forward them to MnSCU for classification. The Human Resource Manager will communicate to the supervisor and, when applicable, the incumbent employee, when the job audit package is forwarded to MnSCU.

All job descriptions will be reviewed by the supervisor and employee on an annual basis during the employee's performance evaluation. Minor revisions may be made to the job description without reclassification.

Classification decisions made by MnSCU are provided to the Human Resource Manager, who will communicate them to the supervisor and, when applicable, to the incumbent employee. Adjustments in compensation related to reclassification will be made according to applicable contract guidelines by the Human Resource Manager.

Vacancies will be posted and filled according to applicable contract guidelines.

Appeals will be handled according to applicable collective bargaining agreement guidelines. Official job descriptions will be maintained in the Human Resource office.

Responsibilities:

Responsibility for the job description development and revision process is as indicated in the policy and procedure sections above.

Dissemination:

The Human Resource Manager will provide a copy of this policy to all supervisors, who will be responsible for communicating it to the employees in their respective departments.

Reviewed by Executive Cabinet: 8/17/98

Reviewed by Faculty Senate: 9/2/98

Reviewed by:

Approved: 8/17/98