

Stark County Board of Developmental Disabilities

Policy 4.07 Job Descriptions	Effective: 6/25/19
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JOB DESCRIPTIONS

POLICY

The Board believes that job descriptions are fundamental to all human resource activities. Human resource activities such as workforce planning, performance management, disciplinary or corrective action, employee recognition, and compensation and benefits are dependent on the existence of job descriptions and policies that support job descriptions. The Board desires to provide a written job description of the roles and responsibilities and scope of authority for each employee and for every employment position.

Each job description shall include at a minimum: the job title, job code, division, department, FLSA status, EEO classification, a short summary, who the position reports to, essential functions and responsibilities, qualifications, education, experience, physical requirements, and any Affirmative Action, EEOC/ADA or other legal requirements.

Written job descriptions shall be reviewed and modified as necessary, and job descriptions shall be developed for new positions that have been authorized prior to initiating the hiring process.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources
4/27/13	04-33-13	
6/28/16	06-28-16	
6/25/19	06-31-19	