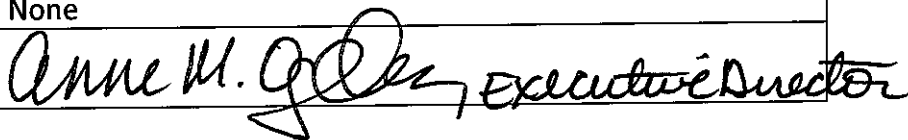


**Catholic Charities Disabilities Services
Agency Standard & Procedure**

Standard Category	Human Resources
Standard Title	Job Descriptions
Original Issue Date	
Latest Revision Date	September 28, 2011
Number of Pages	2
Attachments	None
Approved by: Anne M. Ogden	

Standard

Job descriptions define the functions, qualifications and requirements of a position, as well as clearly identify roles and responsibilities. Job descriptions are based on objective information obtained through job analysis, an understanding of competencies and skills required to accomplish needed tasks, and the needs of the organization.

A job description will include the following components:

- Essential functions of the job
- Minimum position requirements
- FLSA status (exempt or non-exempt)
- Title
- Reporting relationship
- Program name and/or location

The "Master copy" of the job description for each position should be approved by the Agency Executive Director or designee and kept on file. Any revision to the job descriptions are to be updated with a new revision date and re-signed. Additionally, the agency will ensure that supervisors annually review the job description for any necessary updates/changes.

Each agency will be responsible for ensuring that employees sign two copies of their job description. One signed copy will be placed in their personnel file and the other copy will be given to the employee.

Agency procedure

1. Master copies of job descriptions are maintained electronically in the Human Resources folder. The most up to date copy, signed only by the Executive Director or designee, is

maintained in the Human Resources department. Each employee has a copy of the job description for their current position(s), signed by both the employee and the Executive Director or designee, within their personnel file.

2. Newly hired employees are asked to sign a copy of their job description as the agency's proof of receipt, which is kept in their personnel file. They are given an additional copy of the job description for their personal records.
3. Job Descriptions are reviewed and updated each time there is a change in personnel with that job title. This ensures that employees are not given a job description that is outdated or that does not accurately reflect their work responsibilities. If there are substantive changes, all other employees with the same title are provided the updated copy and asked to sign the new job description as well. For positions that do not experience a personnel change that would require review of the job description during the course of the year, the Human Resources Director or designee, in conjunction with the appropriate department director, will review and update those job descriptions annually with the start of the new fiscal year.