

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: **JOB DESCRIPTIONS**

Policy Statement: A job description is a formal document describing the nature, scope, physical requirements, and responsibilities of a specific job within the organization. Job descriptions are used for purposes of training and development, annual performance appraisals, promotions, recruiting, and hiring. Job descriptions are prepared by Human Resources with input from the supervisor and the Dean.

Human Resources is responsible for:

- Administering the overall job description program;
- Monitoring job descriptions for proper format;
- Maintaining a central file of all current job descriptions; and
- Ensuring that all full time positions have a job description.

Supervisors and deans are responsible for reviewing and approving job descriptions for their departments. All full time positions within GCCC must be evaluated and assigned a grade and classification. All new positions must be evaluated and approved by the President before the position can be posted. When the duties of a position change significantly, it may be necessary to reevaluate the job's description and/or classification.

Procedures: Job descriptions are developed and maintained in the HR Office. Job descriptions should be reviewed annually by the employee and supervisor. Minor changes should be reported to the HR Office. If a position needs to be significantly altered to meet the needs of the department or the college, the supervisor must work in conjunction with the appropriate administrator to document the changes needed and the reasons for the change. Any significant change to a job description could affect the federal classification of a position. An increase or change of duties may affect the compensation for that position which would also affect the college budget. Therefore, a supervisor does not have the authority to significantly change a job description or to alter the duties or responsibilities of an employee without approval of the President. Major changes to a job description must be done in consultation with the HR Director. The President will determine if the request should be approved and the timeline for implementation.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [Click here to enter text.](#)

Keywords: job description, classification, position, duties

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