

Davis Technical College

Job Descriptions Policy and Procedures

Effective Date: 17 April 2014

Board Approval: 21 November 2002

Revised President's Council Approval: 3 March 2014

Revised Board Approval: 17 April 2014

1. Purpose

Job descriptions for similar employment positions should be fair and equitable for each position.

2. Policy

2.1. Written job descriptions are required for all employment positions. Job descriptions are made available to any administrator, faculty or staff member. Requests for copies of job descriptions shall be directed to a member of the Human Resources department, who will respond and provide as needed.

2.1.1. The job description details the position's job functions and tasks. The description also specifies the minimum qualifications, education, skills and experience required for the position. Job descriptions for faculty members will include the minimum requirement of at least a high school diploma or equivalent, and demonstrated competency in the technical area of instruction, plus any other requirements established by a governing board or regulatory agency.

2.1.2. New Job Descriptions - The responsible administrator or supervisor shall develop the job description in conjunction with the Director of Human Resources and submit such job description for approval by the President's Council. The Director of Human Resources shall maintain a file of approved job descriptions indicating approval signatures and date.

2.1.3. In the case where an employee works under the supervision of more than one administrator or supervisor, development of the job description shall be the responsibility of the administrator or supervisor to whom the employee is primarily assigned with input from the other administrator(s) involved.

2.2. Revising Job Descriptions

2.2.1. Each evaluation meeting shall be used as an opportunity for discussion and refinement of the job description.

2.2.2. Proposed job description modifications are to be submitted by the supervisor to the Director of Human Resources annually by January 15th on an official job description change request form. Job description modifications submitted without an official form will not be considered for approval.

2.2.3. In the case where an employee feels that a change or re-rating of the job description is in order, but the supervisor does not submit the job description changes or request for re-rating to the Director of Human Resources, the employee may make a written request to the Director of Human Resources by April 15 to have the job description reviewed.

2.2.4. No changes to job descriptions will be considered final until approved by the Director of Human Resources. Proposed changes to job descriptions deemed substantial by the Director of Human Resources will be submitted to the President's Council for review and re-rating prior to approval.

2.2.5. Modified job descriptions are to be used for fiscal year-end evaluations.