Title:  #IV-13A. Position Descriptions

Date:  June 1, 2016 (Replaces version dated June 12, 1986)

Individual position descriptions, which indicate qualifications and job responsibilities, are kept current for all classified, non-classified, and faculty-equivalent academic professional positions at the college. Copies of all position descriptions are filed in the Human Resources Office and in the personnel folder of each employee.

Supervisors have the responsibility of keeping position descriptions current. All descriptions should be reviewed not less than once each year at the time of annual employee performance reviews.

The appropriate job description form can be obtained from the Human Resources Office.

A position description for faculty can be found in Answer Book #IV-13D.

Responsible Administrator: Director, Human Resources, 304-424-8212