

Section/Number: Human Resources – 002	Approval Date: (DD/MM/YY)
Subject: Job Descriptions	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to a job description that contains a written statement of duties and qualifications.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Each position in the Community Government will have a job description. 2. Job descriptions will be used as the basis for describing the job, recruitment and selection, performance evaluation and training and development. 3. The Department Manager is responsible for ensuring that job descriptions are reviewed and, if necessary, updated on an annual basis or before a position goes to competition. 4. Employees will have the opportunity for input into the job description, however, the Manager must approve any changes to a job description. 5. The manager and the incumbent will review the job description at least once each fiscal year. 6. The incumbent will recommend changes (if appropriate) to the manager. 7. The manager will determine whether the changes are warranted and the appropriate changes will be made to the job description. 8. The job description will be submitted to the Senior Administrative Officer for final approval. 9. The incumbent, manager and Senior Administrative Officer will sign the approved job description. <ol style="list-style-type: none"> 9.1. The incumbent will sign that he/she had read and understand the job description. 9.2. The manager and Senior Administrative Officer will sign to approve the job description. 	

10. The incumbent will be provided with a copy of the revised job description and one copy will be placed in the position file.
Attachments
N/A
References
N/A