

Chapter:	Human Resource Management		
Title:	Position (Job) Descriptions		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec.	Adopted Date: 04.2024 Review Date: 04.2024	Related Policies: Equal Employment Opportunity Recruiting and Hiring Supervision

Purpose:

Hopeful Horizons (HH) has established that all employees shall have a position (job) description, this policy steps forth the specific requirements.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy: Each HH employee shall have a current position description that defines the scope of the work, qualifications, and duties of the job the employee is expected to perform.

- A. **Development and Approval:** Position descriptions are defined by the applicable program supervisor in consultation with Human Resources (HR). All written position descriptions require the approval of HHS' Chief Executive Officer (CEO).
- B. **Standard Format:** Position descriptions shall be prepared in a consistent format with standard content requirements. HR shall establish standard templates for leadership, supervisors and staff that incorporate HH core values and HH core job responsibilities for each position. The supervisor and employee shall incorporate specific job duties/responsibilities and qualifications for each position. HR shall retain the official version of all position descriptions.
- C. **Receipt and Acknowledgement:** A new employee's position description shall be discussed with them, by their immediate supervisor, as part of the new employee orientation process. The employee shall have the opportunity to ask clarifying questions about the position description and once they have a full understanding of the duties and expectations, shall sign it to acknowledge their receipt and understanding.
- D. **Routine Review and Update:** The supervisor and employee shall review the position description as part of the employee's annual performance review to confirm the description remains current and to ensure the performance evaluation accurately reflects all aspects of the employees duties.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. Position (Job) Description: a description that documents the responsibilities, skills, competencies, essential functions, and duties associated with an employee’s position and defines the qualifications and requirements to perform those duties.

Other Related Materials:

Employee Performance Review Procedure

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
04.2024	This is a new policy.	R. Lucovich, HR Spec.