

College Operating Procedures (COP)



Procedure Title: Job Descriptions
Procedure Number: 05-0202
Originating Department: Office of Human Resources

Specific Authority:

Board Policy
Florida Statute 1004.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 1/15/10; 11/1/10; 1/14/14

Purpose Statement: To outline the process for the development and maintenance of job descriptions, as well as to provide definitions of key terms used in College job descriptions.

Guidelines:

The purpose for the job description is to provide a document which includes the essential functions and responsibilities to be performed by an employee in a specific position at the College. Job descriptions are developed by the hiring manager with assistance from the Office of Human Resources or the Office of Human Resources and upon establishment of a position; the job description is maintained by the Office of Human Resources. Job descriptions are reviewed and updated on a periodic schedule.

Supervisors and employees may also request a review and revision of a job description through the Office of Human Resources if the essential functions of the position have changed. Depending on the extent of change, the position may require a reclassification and subsequent change to the established pay grade. A determination of impact on compensation will be determined by the Office of Human Resources following an analysis of the position, along with a review of internal and external equity factors.

The use of job descriptions is strongly recommended for use as a communication device to set performance expectations between the supervisor and employees or applicants.

The following is a list of the definitions and explanations of terms used in College job descriptions:

Job Title	This is a working title which is used with the approval of the administrative supervisor and the Office of Human Resources Pay Grade. This represents the pay grade level assigned to the position for the purpose of compensation. Grades are determined during the job description development and review process using factors
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related to the scope and level of work the position is expected to perform. Pay grades are outlined in the College's Board approved Wage and Salary Schedule FLSA Status. This is the exempt (exempt from overtime regulations) and non-exempt (not exempt from overtime regulations) status determined within the guidelines of the Fair Labor Standards Act for the position.

Job Purpose

This statement is a summary of the general responsibilities of a position and includes a statement showing the relationship of the position to the College mission.

Essential Functions

This is a description of the duties and responsibilities for the position. Job descriptions are not intended to outline all functions performed by the position as it cannot represent an exhaustive list of duties; however, it will include those that are most important for the successful accomplishment of the role.

Minimum Qualifications

This is a description of the minimum educational and experience requirements necessary to perform in the position. These requirements are the basis for search and selection.

Preferred Qualifications

This is a description of those educational and experience requirements that are desirable for a position. This section is optional and will only be included if requested by the hiring manager.

Critical Skills/Expertise

This is a description of those personal attributes that are required for employees to be successful, contributing members of the College community.

Work Conditions/Physical Requirements

This is a description of the types of working conditions to which the position may be exposed. This section also outlines physical requirements and working conditions that are necessary to perform the essential functions of the position. Employees with disabilities are encouraged to contact the Office of Human Resources to determine if the essential functions of the job can be performed with or without reasonable accommodation.