

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.39	Effective Date 9/24/98 Revised 8/25/11 6/14/16	Page 1 of 6
POLICY	Approval		
Title POSITION DESCRIPTIONS			

1. PURPOSE AND SCOPE

The purpose of the policy is to establish a uniform and consistent manner for defining the duties and responsibilities for College positions. Job descriptions shall be made available to administrators, faculty, and staff of the institution.

2. POLICY

It is the policy of the College to establish position descriptions for each exempt and non-exempt position within the institution. The position description format provides a uniform and consistent framework for defining the essential functions and responsibilities of each position. The job description for each position shall serve as a qualifying guide for filling a position vacancy.

3. DEFINITIONS

3.1 Essential Functions: Job tasks which are fundamental to a position, not the marginal functions of the position. The individual who holds the position must be able to perform the essential functions unaided or with the assistance of a reasonable accommodation.

4. REFERENCES

- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Employee Evaluations policy (#520.51)

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1. Criteria for Changing or Creating Job Descriptions

1.1 A change in the scope of departmental functions or grade shall require the creation of new positions. In addition, when a vacancy occurs, the department director/manager is required to review the position to determine whether it should be maintained, altered, or even abolished before the vacancy is filled. A position description shall be prepared when either of the following occurs:

1.1.1 When an existing position is altered, revisions shall be made to the description as quickly as possible after the change.

1.1.2 When a new job or position is created, a new position description shall be made due to the change in the current organizational structure.

1.2 Management shall review position descriptions with employees at least once per year.

1.3 When analyzing the need for a new or revised position description, the vice president and president shall consider how the department is currently organized and how it relates to the overall structure.

2. Responsibilities for Preparation

The applicable vice president shall prepare or delegate to the proper subordinate any descriptions for new or revised jobs within the vice president's area of authority.

3. Preparation Instructions

Each description shall provide a clear, concise, and easily understood portrayal of the position.

3.1 It must be logically organized, using simple and straightforward language.

3.2 It must concern only the essential functions and responsibilities of the job, not the performance or characteristics of someone filling the job.

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3.3 It must include the job's purpose and function; its place in the College's organizational structure; the employee's authority and responsibility; and the process to which the job contributes.

4. Job Description Information

Each job description shall include the following information:

4.1 Position summary: Indicate the supervisory position (e.g., director) to which the position is directly accountable. Briefly describe the place this position holds within the framework of its unit, department, division, and College as a whole, including the functions and specific job titles this position supervises.

4.2 Essential duties and responsibilities: State the essential functions and responsibilities which the employee shall perform every day or at regular intervals. List these duties separately, striving for a concise, one sentence description of each specific task.

4.3 Education/experience requirements: List the qualifications the employee must have in order to qualify for the position and ensure that the qualifications match other position descriptions in the same grade.

4.4 Decision-making power: Describe circumstances in which the employee makes decisions about the work or checks his own or other's work.

4.5 Supervision: Indicate who, how, and in what circumstances this job supervises the jobs and actions of other employees.

4.6 Work conditions: Describe any extraordinary working conditions the job requires, such as lifting heavy material or wearing protective clothing.

5. Approvals

5.1 Revised job descriptions must be reviewed by the human resources representative and approved by the vice president to whom the position shall ultimately report.

5.2 New positions must be approved by the president.

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6. Employee Receipt

- 6.1 Supervisors shall provide employees with new and/or revised job descriptions.
- 6.2 Job descriptions are reviewed annually with employees during the evaluation process.

OGDEN-WEBER TECHNICAL COLLEGE POSITION DESCRIPTION	Position Title:	
	EXEMPT	EFFECTIVE:
Approvals:		
Vice President	Date	
Human Resources	Date	
President	Date	

POSITION SUMMARY

Supervisory position descriptions

1. Reports to _____. Directly supervises _____ (List people supervised in descending order - directors, managers, supervisors, professionals, etc.)
2. All other position descriptions
 - Reports to _____.
3. Second Sentence
 - Responsible for (planning, coordinating, developing, implementing).

ESSENTIAL FUNCTIONS

1. Use verbs to start sentence - maintain, develop, coordinate, evaluate, assist, etc.
2. Generally, the word “etc.” should not be used within an essential function.
3. It is recommended that, as much as possible, the essential functions be listed in priority order. The first four recommended essential functions for **directors/vice presidents** are usually:
 - a. Plan, coordinate and (direct/manage) the administrative (and programmatic) activities of the department.
 - b. Provide staff training, evaluate staff performance, and implement departmental changes as approved by the (next level supervision) and coordinated with the manager and human resources prior to implementation.
 - c. Develop departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.

- d. Develop and implement new and revised policies and procedures affecting (name of department or directorate). Coordinate with other departments to ensure compliance with overall College objectives.
4. The first four recommended essential functions for **supervisors/managers/directors** are usually:
- a. Plan, coordinate and (manage/supervise/oversee) the administrative (and programmatic) activities of the department.
 - b. Provide staff training, evaluate staff performance, recommend and implement departmental changes as approved by the (next level supervision) and coordinated with the manager, human resources prior to implementation.
 - c. Assist the (next level of supervision) in the preparation of the departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.
 - d. Assist in the development and implementation of new and revised policies and procedures affecting (name of department or directorate).
5. “Perform other duties as assigned” should not be included as an essential function. The following statement shall appear on all position descriptions at the end of the essential function section: “It is expected that incumbents shall perform other duties as assigned within their capabilities as determined by management.”

EDUCATION AND EXPERIENCE REQUIREMENTS

Ensure that the qualifications of each position description generally match other position descriptions in the same grade:

- a. Level of education
- b. Years of experience
- c. Years of managerial or supervisory experience
- d. Whether the position **MUST OR SHOULD** have supervisory experience
- e. Essential functions
- f. Certifications/Licensures