

PERSONNEL POSITIONS:
QUALIFICATIONS OF DUTIES

DNA-R
(LOCAL)

JOB
DESCRIPTIONS

Job descriptions are reviewed at the beginning of employment with a new employee and reviewed annually with an incumbent employee prior to or during the annual evaluation. Suggested changes should be referred to the appropriate supervisor(s) for his/her recommendations and then to the appropriate dean for approval. A revised copy of the job description should be submitted to human resources for updating of the master copy.

The job description represents the most essential duties of the job but does not exclude other work assignments nor does it preclude the right of the college to alter the content or status at any time.

Copies of employee job descriptions are located on the "EmployeeInfo" drive. Job descriptions are in folders identified by the appropriate dean's name and sub-divided into folders under supervisory personnel's name.