




## Human Resources Policies and Procedures

Policy Title: <b>Job Descriptions</b>	Policy Number: 3.5
Effective: September 13, 2010	
Supersedes: Job Descriptions Policy effective October 30, 2005	
Approval: 	Page 1 of 3

### 1.0 Scope

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Full-time          | <input checked="" type="checkbox"/> Salaried     |
| <input checked="" type="checkbox"/> Part-time          | <input checked="" type="checkbox"/> Union        |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

- 2.1 To communicate the purpose and essential elements of each job through the maintenance of formal job descriptions.
- 2.2 Each job description will articulate and provide for integration of the values of the City of Ann Arbor into its operations.

### 3.0 Policy

The City will provide documentation for the development and maintenance of job descriptions for City of Ann Arbor employees. It is expected these job descriptions will be beneficial in applicant selection, employee performance evaluation and strategic planning.

#### DISCLAIMER

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#### **4.0 Responsibility**

Human Resources Services will monitor compliance with this policy at all locations. Each Service Area Administrator will implement this policy within his or her own area. It is the responsibility of each employee to follow this policy and abide by its intent.

#### **5.0 Definitions**

- 5.1 Job Description - The job description provides a clear statement of overall responsibilities and principal accountabilities assigned to each position.
- 5.2 Job Evaluation - The job description will be used as a source of accurate job content information for job measurement as a key element in the maintenance of the compensation program.
- 5.3 Performance Evaluation- The essential duties and related work defined within the job description will be utilized in conducting a job-related performance evaluation. These will provide a basis for discussing quality of observed performance.
- 5.4 Selection/Management Continuity - The information included in the job description will help to define how the position should operate. This definition will help to define the important knowledge, skills and abilities necessary for successful job performance and contribute to external selection as well as management's human resources continuity planning.
- 5.5 Training - The definition of job functions will help to focus training and development efforts.

#### **6.0 Procedures**

- 6.1 Job descriptions will be written in a standard format utilizing a standard form from Human Resources Services as follows:
  - A. Heading - containing basic facts, such as job title, Service Area/Unit, incumbent, who this person is accountable to.
  - B. Role Summary - a concise summary of the major end results the job is designed to accomplish.
  - C. Essential Duties – includes the essential duties and related work one would be required to perform in this position.
  - D. The Way We Work – the City's Common Performance Behaviors

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are intended to model the way we desire to do business in the City.

- E. Knowledge of - includes required know-how, and insight essential to the understanding of the position.
- F. Skills and Abilities – includes ability, experience and/or dexterity that is acquired or developed through training or experience, which is essential to the performance of the position.
- G. Equipment – includes types of equipment one would use in successfully performing this job.
- H. Training and Experience – includes formal or informal educational requirements and any other mandatory minimum requirements for entry into the job. Desired qualifications may be included.
- I. Licensing Requirements - includes certifications or licensing required to perform the functions of the job.
- J. Physical Requirements - includes intensity, frequency and duration of physical requirements and working conditions.

- 6.2 Job descriptions shall be reviewed annually by the evaluating supervisor during the formal employee evaluation process and at any time responsibilities or key factors change significantly.
- 6.3 The hiring supervisor will be responsible for drafting a job description and submitting it for job evaluation prior to filling a vacant position.
- 6.4 Assistance in the development of job descriptions is available from Human Resources Services staff.
- 6.5 Periodic audits of job descriptions will be conducted by Human Resources Services.

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