

<b>Subject:</b>	<b>POSITION DESCRIPTIONS</b>
<b>Section:</b>	<b>PPG# 2430</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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### **Position Descriptions**

The staff is subject to the policies of the department. The chief shall be responsible for developing position descriptions to assure that staff members know what is expected of them and how these expectations may be achieved.

Position descriptions shall be:

- Reviewed by a staff member at the time of employment and signed to reflect understanding of duties;
- Made part of the staff member's personnel file;
- Reviewed annually in conjunction with the annual performance review; and
- Reviewed with the staff member as new services are added or as operational changes take place.

Position descriptions shall be provided to all new staff members or when a position description has been revised.