JOB DESCRIPTIONS/ORGANIZATIONAL CHARTS C015

01/01/2007

PURPOSE

To provide guidelines for preparing job descriptions and departmental organizational charts.

DEFINITIONS

<table>
<thead>
<tr>
<th>Job Description</th>
<th>A list of basic functions and important duties required to be performed by an individual in a specific position.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Organizational Chart</td>
<td>A graphic illustration depicting each position under a department's administrative jurisdiction.</td>
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</tbody>
</table>

POLICY

Each department is to maintain a current job description and an organizational chart showing each position under its administrative jurisdiction. The job description will be made available to the employee filling the position.

Each department is to supply the appropriate Human Resources Office with copies of current job descriptions and an organizational chart for position control purposes.

PROCEDURE

To initiate a job description, follow the Position Requisition Process.