

POLICY 3
POSITION CLASSIFICATION

Rule 3.01 - Position Descriptions

All Civil Service positions must have position descriptions. The duties and responsibilities of each position are determined by appropriate unit managers and supervisors who are responsible for preparing position descriptions or for assuring that they are prepared. Each position description shall be signed by the incumbent of a filled position and, in all cases, the immediate supervisor or head of the unit whose signature will certify the accuracy of the description. Copies of position descriptions will be on file in employing units and in the campus human resources office.

Regulations

3.011 **Position Description Content**

Position descriptions will be written in accordance with the format approved by the campus human resources office. Information will include but not be limited to the following:

- A. Class title/proposed class title
- B. Position Civil Service number
- C. Position location
- D. Function
- E. Organizational relationship (statement or diagram)
- F. Duties and responsibilities
- G. Signature of incumbent
- H. Signature of supervisor/unit head
- I. Date

3.012 **Employee Position Description Copy**

Each employee will be given a copy of his or her position description.