



Creating, Changing or Updating Position Descriptions

Revised March 29, 2015

Creating a New Position Description:

1. Notify EAVPHR of the position that you would like to create.
2. EAVPHR will add the position title to a spreadsheet of new/updated position descriptions that may be forwarded to Cabinet and to the Board of Trustees for approval.
3. Draft the position description.
4. Complete an Essential Function Physical Standards form for the newly drafted position description.
5. Send the draft position description, along with the Essential Function Physical Standards form to EAVPHR to ensure it meets the new template requirements.
6. Notify Human Resources when you are ready for the new position description to move through the formal approval process. All new position descriptions must be reviewed by the Superintendent/President's Cabinet and the Board of Trustees. Cabinet meets weekly (typically each Tuesday morning); the Board of Trustees meets monthly (typically on the second Wednesday of each month). Human Resources will email the new position description to the Superintendent/President's Office to place the item on the Cabinet agenda.
7. The Superintendent/President's Office will notify EAVPHR of any changes made to the new position description in Cabinet, or if the new position description was accepted as submitted.
8. All new classified or faculty position descriptions must be reviewed by the appropriate bargaining unit. The AVP of Human Resources will coordinate approval through the bargaining unit.
9. After Cabinet approval, the new position description will be submitted by Human Resources to the Superintendent/President's Office for inclusion in the Board of Trustees' next regular meeting agenda. The new position description will remain in the Draft folder on the Human Resources I:/ Drive and will only move to final status after Board approval is received. Human Resources will notate the Board approval date on the Word version of the final position description approved by the Governing Board.

Updating/Changing a Position Description:

1. Notify Executive Assistant to the Associate Vice President in Human Resources (EAVPHR) of the position description that you would like to have updated.
2. EAVPHR will send you a PDF file of the position description or you may obtain the current PDF version from the Position Description Webpage. The position title will be added to a spreadsheet of new/updated position descriptions that may be forwarded to Cabinet and to the Board of Trustees for approval.
3. Handwrite the desired changes on the position description.*
4. Complete an Essential Function Physical Standards if physical standards need to be revised on a revised position description.
5. Send the position description with changes, along with the completed Essential Function sheet, to EAVPHR so the requested changes can be made using the "Track Changes" feature in Word. At this time, the draft will be reviewed by EAVPHR to ensure it meets the new

template requirements (older job descriptions may still need to have template updates in addition to your content updates). EAVPHR will send you a PDF of the updated position description for your review.

6. Notify EAVPHR when you are ready for the updated position description to move through the formal approval process. All revised position descriptions must be reviewed and approved by the Superintendent/President's Cabinet and the Board of Trustees. Cabinet meets weekly (typically each Tuesday morning); the Board of Trustees meets monthly (typically on the second Wednesday of each month). Human Resources will email the updated position description to the Superintendent/President's Office to place the item on the Cabinet agenda.
7. The Superintendent/President's Office will notify EAVPHR of any changes made to the updated position description in Cabinet, or if the revised position description was accepted as submitted.
8. For classified or faculty position descriptions, any substantive changes must be reviewed by the appropriate bargaining unit. The AVP of Human Resources will coordinate approval through the bargaining unit, when appropriate.
9. After Cabinet approval, the updated position description will be submitted by Human Resources to the Superintendent/President's Office for inclusion in the Board of Trustees' next regular meeting agenda. The updated position description will remain in the Draft folder on the Human Resources I:/ Drive and will only move to final status after Board approval is received. Human Resources will notate the Board approval date on the Word version of the final position description approved by the Governing Board.

*You may request to have the Word version of the position description sent to you; however, please note that all changes must be tracked using the "Track Changes" feature in Word so they are properly marked for clarity when being reviewed and approved by Cabinet, the bargaining unit(s), and the Board of Trustees.