



**Series:** 1200 Human Resources

**Policy Name:** Job Descriptions

**Policy Number:** 1208

**Origination Date:** 11/01/2013

**Revision Date:** July 1, 2018

**Regulation:**

**Policy:** It is the policy of Communities Connected for Kids to assure complete communication with regards to job functions and job qualifications.

**Procedure:**

1. Communities Connected for Kids shall have a written job description for each position that clearly states the position's responsibilities, minimum qualifications, duties and lines of authority.
2. Communities Connected for Kids will recruit and select candidates for positions based on at least the minimum qualifications as indicated on the job description.
3. Each employee will receive a copy of his or her job description upon hire and will sign a receipt that they understand their job description.
4. A copy of the job description signed by the employee will be placed in the Human Resources File.
5. Performance and compensation evaluations shall be based on the employee's performance as it relates to his or her job description.
6. Communities Connected for Kids shall reserve the right to revise and update job descriptions regularly, and as needed to comply with actual job requirements, taking into consideration the service population's cultural and socioeconomic characteristics.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018