

## ***Position Description***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0401</i>
<b>Revised Date</b>	<i>July 13, 2022</i>	<b>Approved Date</b>	<i>January 25, 1996</i>

## ***Introduction***

N/A

## ***Purpose***

A clear understanding of the general overview of position duties and responsibilities is essential to the productivity of employees and the success of SMDHU. Clear, up-to-date delineation of position duties, responsibilities and required qualifications is necessary for the agency to effectively recruit and develop staff. This information also assists staff in functioning in line with agency expectations.

## ***Legislative Authority***

N/A

## ***Policy Definitions and Interpretation***

N/A

## ***Policy***

There will be a written Position Description for each position, or class of position, in the health unit. Each Position Description will delineate reporting relationships, position duties and responsibilities and minimum qualifications needed to function effectively in the position. Minimum educational qualifications and experience for positions are determined by Executive Committee.

Position Descriptions may be subject to change and are a general overview of the essential duties of the position. As such they do not include every duty or aspect of an employee's position requirement. Accordingly, employees are required to perform other duties as may be assigned to their role by their Direct Supervisor.

All Position Descriptions and titles are approved by the Manager of Human Resources in consultation with the applicable Vice President /Medical Officer of Health as evidenced by their signature. The Vice President Human Resources and Infrastructure may be consulted if required.

Position Descriptions signed off by the Manager of Human Resources and the applicable Vice President Medical Officer of Health (for direct reports) are maintained on file by the Human Resources Manager accessible to the Medical Officer of Health and Department Vice

Presidents. The Human Resources Manager also maintains an historical file of approved Position Descriptions.

An electronic file of current Position Descriptions is maintained by the Human Resources Manager. Copies of all current Position Descriptions are accessible to all staff via the Intranet.

The Direct Supervisor will review the Position Description with the employee upon hire and following any major revision to the Position Description. Documentation of this review, by signatures to the Position Description signed by both parties shall be filed with the employee's employment file.

The Human Resources Manager will ensure that Position Descriptions are reviewed as may be required and updated as necessary to reflect agency mission, goals and objectives, and the expectations of the position.

## ***Procedures***

### **A) New Position Description**

1. The Medical Officer of Health (for MOH direct reports), Vice President or designate outlines in writing the position duties and responsibilities and the minimum educational qualifications and experience needed to fulfill the demands of the position.
2. The draft is forwarded to the Human Resources Manager. After consultation and agreement with the Human Resources Manager the Medical Office of Health (MOH reports) or applicable Vice President and the Vice President Human Resources and Infrastructure the draft is submitted by the Human Resources Manager to Executive Committee for approval of minimum educational qualifications and experience
3. The Position Description is amended by the Human Resources Manager based on feedback from Executive Committee and signed by both the Human Resources Manager and applicable Vice President or Medical Office of Health (MOH reports).
4. The signed Position Description is sent to Human Resources for filing in the agency file. Position Descriptions that have been revised are maintained by the Human Resource Manager in an archival file.
5. An electronic copy of the approved Position Description is also kept in Human Resources by the Human Resources Manager.
6. The Human Resources Manager will arrange for the new position to be evaluated under the applicable Job Evaluation Plan to determine the salary rate for the position.
7. Once Job Evaluation is complete, the Human Resources Manager forwards the electronic copy of the approved Position Description to the Human Resources and Infrastructure Administrative Coordinator to arrange for the posting to the Intranet.

### **B) Revised Position Description**

1. The suggested draft revised Position Description is submitted to Human Resources through the Vice President / Medical Officer of Health to the Human Resources

Manager for consideration, along with a list of the major, significant, and substantial changes that have occurred related to the requirements and duties of the position since the position was most recently formally evaluated under the applicable Job Evaluation Plan.

2. If the Human Resources Manager in consultation with the applicable Vice President or Medical Officer of Health agree there have been major, significant and substantial material changes since the most recent formal Job Evaluation of the position, the revised position will be processed by the Manager of Human Resources and submitted for Job Evaluation under the applicable Job Evaluation Plan to determine the salary rate for the position.
8. Should the Human Resources Manager determine, after consultation with the applicable Vice President / Medical Officer of Health and if necessary the Vice President Human Resources and Infrastructure, there has not been major, significant and substantial changes to the position a copy of the revised Position Description will be sent to the Direct Supervisor for employee sign off and posted on the Human Resources internal intranet.

### **C) Employee Review and Sign Off**

1. Upon receipt of an approved or revised Position Description, the Human Resources Manager triggers the Direct Supervisor to review the Position Description with the employee.
2. The Direct Supervisor reviews the Position Description and accompanying job assignment, if appropriate, with the employee upon hire and following each revision to the Position Description.
3. Following the review, the employee and Direct Supervisor shall sign the Position Description and forward the signed Position Description to the Human Resources Manager for filing in the employee's Human Resources file.

### ***Related Policies***

Job Evaluation

### ***Related Forms***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B3.210

July 13, 2022, policy update