

## ***Position Description***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0401</i>
<b>Revised Date</b>	<i>June 26, 2002</i>	<b>Approved Date</b>	<i>January 25, 1996</i>

### ***Introduction***

N/A

### ***Purpose***

A clear understanding of the position duties and responsibilities is essential to the productivity of employees and the success of the agency. 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 description for each position, or class of position, in the agency. Each position description will delineate reporting relationships, position duties and responsibilities and minimum qualifications needed to function effectively in the position. Minimum qualifications for positions are determined by Executive Committee.

All position descriptions are approved by the Medical Officer of Health as evidenced by his/her signature.

Position descriptions signed off by the Medical Officer of Health are maintained on file by the Human Resources Coordinator accessible to the Medical Officers of Health and Service Area Directors. The Human Resources Coordinator also maintains an historical file of approved position descriptions accessible to the Medical Officers of Health and Service Area Directors.

An electronic file of current position descriptions is maintained by the Human Resources Coordinator. Copies of all current position descriptions are accessible to all staff via the Intranet.

The director/manager will review the position description with the employee upon hire and following any major revision to the position description. Documentation of this review will be signed by both parties and filed with the employee's personnel file.

Executive Committee will ensure that position descriptions are reviewed annually 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, director or designate outlines in writing the position duties and responsibilities and the minimum qualifications needed to fulfill the demands of the position using the agency template HR0401(F1).
2. The draft is forwarded to the Association Director, Corporate Services for review and submitted to Executive Committee for approval of minimum qualifications.
3. The position description is amended by the Associate Director, Corporate Services, based on feedback from Executive Committee and forwarded to the Medical Office of Health for signature.
4. The signed position description is forwarded by the Medical Officer of Health to the Human Resources Coordinator for filing in the agency file. Position descriptions that have been revised are maintained by the Human Resource Coordinator in an archival file.
5. The Associate Director, Corporate Services forwards an electronic copy of the approved position description to the Human Resources Coordinator for agency filing.
6. The Human Resources Coordinator forwards the electronic copy of the approved position description to the Webmaster for posting to the Intranet.
7. If required, a job questionnaire is completed by the manager of the position based on the contents of the approved position description and forwarded to the job evaluation committee to determine position ratings, and position banding for salary determination (see Job Evaluation policy)

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

1. Revised position description is submitted through the director to the Medical Officer of Health for approval.
2. If revisions include changes in minimum qualifications required to do the job, proceed through steps 1 to 7 under A: New Position Descriptions.
3. If revisions alter skill, effort, responsibility or working conditions, proceed through steps 2 to 7 under A. New Position Description.

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

1. Upon receipt of an approved position description, the Human Resources Coordinator triggers the manager(s) to review position description with staff.
2. The manager 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 manager complete the standard memo to file HR0401(F2) and forward the signed memo to the Human Resources Coordinator for filing in the employee personnel file.

***Related Policies***

N/A

***Related Forms***

HR0401(F1) - Memo - Employee Review of Position Description

HR0401(F2) - Memo - Employee Review of Position Description and Job Assignment

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

Review/Revision History:

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