



## Policy: Job Descriptions

**ChildNet Number: CN 009.082**  
**Original Approved Date: November 19, 2010**  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s): HR 3.01**

### Statement of Policy

Job descriptions accurately reflect the minimum qualification, essential functions and responsibilities of a position to promote clarity of expectations and shared understanding and to document the requirement of each incumbent to demonstrate sensitivity to the service population. ChildNet provides a methodology to review and update job descriptions. Job descriptions ensure thorough communication pertaining to job functions, business and technical expectations and qualifications. Job descriptions are reviewed, amended as needed, and signed annually.

**Board Chair Signature:**

**Date:**

11-30-10



## Procedure: Job Descriptions

**ChildNet Number: CN 009.082**

**Original Approved Date: November 19, 2010**

**Procedure Revised Date(s): August 22, 2014, February 21, 2018**

**Procedure Sunset Date:**

**COA Standard(s): HR 3.01**

### Statement of Procedure

- A. ChildNet has written job descriptions for each position that clearly state the position's essential functions, responsibilities, job expectations and requirements including business, technical, education and behavioral qualifications.
- B. Job descriptions include the expectation of each employee's sensitivity to the service population's cultural and socio-economic characteristics. It is expected that staff is able to recognize, respect, and respond to the unique, culturally-defined needs of persons and families served.
- C. ChildNet job descriptions are reviewed and updated as necessary based on additional duties or significant changes to the essential functions. The annual process minimally involves the immediate supervisor for the position and the head of Talent Management or designee.
- D. All job descriptions include: job title, reporting relationship, FLSA status, salary grade, position statement, technical requirements, education, experience and physical requirements and sensitivity behavioral requirement.
- E. Directors or designee initiate the development of new job descriptions or the revision of existing job descriptions by contacting the Talent Management Department.
- F. Approved job descriptions for new positions are completed prior to beginning the recruitment process.
- G. It is the practice of ChildNet to recruit and select candidates for positions based on no less than the stated minimum requirements for the position whenever possible.
- H. Changes to current job descriptions, as needed, are then incorporated into the new document and the document is reviewed for approval by the Director of the department and head Director of Talent Management or designee.



- I. Executive level job descriptions are reviewed and approved by the Chief Executive Officer (CEO).
- J. New job descriptions are evaluated to determine if the grade level remains appropriate or if a re-grading is required. The head of Talent Management or designee makes this determination and recommends any change to the supervisor and/or Director of the department and the CEO. Any grade level change required and approved is incorporated at this time.
- K. New positions are assigned a grade level as part of the job description process.
- L. Exceptions to this procedure are limited and are granted after a complete review by the head of Talent Management with the final approval by the CEO.
- M. The immediate supervisor is responsible for obtaining the necessary signatures in the original job description and for returning it to Talent Management to be placed in the employee personnel file.
- N. Each employee is provided with a copy of the signed job description which is directly tied to the stated functional requirements of the position.

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

02-27-18