

# Community Based Care of Brevard, Inc. Policy and Procedure Manual

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**Series:** HR- Recruitment & Selection COA: HR 3.01  
CFOP: NA  
**Procedure Name:** Job Descriptions & Selection Criteria  
**Procedure Number:** HR-2204  
**Revision #/Date:** (2) 03/07  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff , Independent Contractors,  
Temporary staff

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**SUBJECT:** Job Descriptions and Selection Criteria

**PURPOSE:** To ensure that written job descriptions accurately reflect the minimum qualifications, 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. To provide a systematic basis and methodology to review and update job descriptions. To assure thorough communication pertaining to job functions, business and technical expectations and qualifications.

**PROCEDURE:**

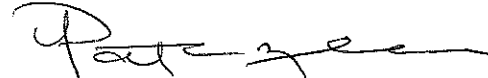
1. CBC of Brevard will have written job descriptions for each position that clearly state the position's essential functions, responsibilities, job expectations and requirements including business, technical, education and behavioral.
2. Job descriptions will include the expectation of each employee's sensitivity to the service population's cultural and socio-economic characteristics. It is expected that staff will be able to recognize, respect and respond to the unique, culturally-defined needs of persons and families served.
3. CBC of Brevard job descriptions will be reviewed at least annually and/or updated as necessary based on additional duties or significant changes to the essential functions. The annual process will minimally involve the immediate supervisor for the position and the Chief Personnel & Administrative Officer.
4. All job descriptions will include: job title, reporting relationship, FLSA status, Division, salary grade, status, position statement, technical requirements, core behavioral competencies, education and experience requirements and physical requirements.
5. Supervisors will initiate the development of new job descriptions or the revision of existing job descriptions by contacting the Chief Personnel & Administrative Officer to schedule time to review the document.
6. Approved job descriptions for new positions must be completed prior to beginning the recruitment process.

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7. It is the practice of CBC of Brevard to recruit and select candidates for positions based on no less than the stated minimum requirements for the position wherever possible.
8. The annual job description review process will be initiated by the Chief Personnel & Administrative Officer.
9. This review will be conducted minimally by the supervisor and/or Division head with the Chief Personnel & Administrative Officer.
10. Changes to current job descriptions, as needed, are then incorporated into a new document utilizing the job description tool and the document will be reviewed for approval by the Division head and the Chief Personnel & Administrative Officer.
11. Manager level positions and above will be reviewed by the Chief Executive Officer.
12. The new job description will then be evaluated based on the salary administration program to determine if the grade level remains appropriate or if an adjustment is required.
13. The Chief Personnel & Administrative Officer will make this determination and recommend any change to the supervisor and Division head and to the Chief Executive Officer. Any grade level change required and approved will be incorporated at this time.
14. Newly established positions will automatically be assigned a grade level as part of the job description process.
15. Where job titles have multiple incumbents each such position will document any specific job duties for a particular incumbent that may be different from the other incumbents.
16. Any exceptions to this procedure are limited and will only be granted after a complete review by the Chief Personnel & Administrative Officer with final approval by the Chief Executive Officer.
17. The immediate supervisor is responsible for obtaining the necessary signatures on the original job description and for returning this to the Chief Personnel & Administrative Officer or designee to be placed in the employee personnel file. The job description will be retained in the job description Software database and posted on the Agency share drive.
18. Each employee will be provided with a copy of the job description and the professional development plan will be directly tied to the stated functional requirements of the position.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/9/09