

PROCEDURE

Series: HR- Recruitment & Selection **COA:** HR 3.01, 3.02, 3.03, 3.06, 3.07
CFOP:

Procedure Name: Job Descriptions & Selection Criteria
Procedure Number: HR-2204
Reviewed Date: 12/1/15,
Revision #/Date: (1) 03/07, (2) 2/16/13 (3) 8/11/14, (4) 6/5/19
Effective Date: 9/04

Applicable to: All Brevard Family Partnership Family of Agencies (BFP FOA) Staff.

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 cultural and socio-economic 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.

References:

Definitions:

PROCEDURE:

1. Each agency 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.
2. 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 will be able to recognize, respect and respond to the unique, culturally-defined needs of persons and families served.
3. Job descriptions are reviewed and/or updated as necessary based on additional duties or significant changes to the essential functions or as roles are revised based on changing operational needs. The process minimally involves the immediate supervisor for the position and the Human Resources Manager.
4. All job descriptions include: agency, job title, reporting relationship, FLSA status, Division (if applicable), salary grade, status, position statement, technical requirements, core behavioral competencies, education and experience requirements and physical requirements. Those functions evaluated as "essential functions" are identified on the job description.
5. All job descriptions include "additional duties as required" to accommodate the needs of the agency based upon the available resources.

6. Supervisors initiate the development of new job descriptions or the revision of existing job descriptions by contacting the Human Resources Manager to schedule time to review the document.
7. Approved job descriptions for new positions are completed prior to beginning the recruitment process.
8. It is the practice of the BFP FOA to recruit and select candidates for positions based on no less than the stated minimum requirements for the position wherever possible.
9. Changes to current job descriptions, as needed, are then incorporated into a new document which is reviewed for approval by the supervisor and up the chain of command with the final approval of the agency senior executive and the Human Resources Manager.
10. Manager level positions and above for the BFP FOA are reviewed by the BFP FOA executive team.
11. The new job description is then evaluated based on the salary administration program to determine if the grade level remains appropriate or if an adjustment is required.
12. The Human Resources Manager makes this determination and recommends any changes to the supervisor and Manager (if applicable) and to the agency executive. Any grade level change required and approved is incorporated at this time.
13. Newly established positions are automatically assigned a grade level as part of the job description process.
14. Where job titles have multiple incumbents each such positions will document any specific job duties for a particular incumbent that may be different from the other incumbents.
15. Any exceptions to this procedure are limited and will only be granted after a complete review by the Human Resources Manager with final approval by the agency senior executive.
16. The immediate supervisor is responsible for obtaining the necessary signatures on the original job description and for returning this to the appropriate Human Resources Manager or designee to be placed in the employee personnel file.
17. Each employee is to be provided with a copy of the job description at hire and when changed.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 2/14/2020