

For: State and County Offices

Accuracy of Position Descriptions

Approved by: Deputy Administrator, Management



1 Overview

A Background

Accurate position descriptions are essential in:

- organizing and coordinating employee work assignments
- determining the correct title, series, and grade of positions
- assuring adherence to the principle of equal pay for equal work.

COR findings for FY 2003 show significant concerns about the accuracy of position descriptions for County Office employees.

B Purpose

This notice reminds State and County Offices of the requirements in 27-PM, paragraph 103 about preparing and reviewing position descriptions.

2 Action

A CED Responsibilities

CED's shall:

- prepare position descriptions for subordinate County Office and field employees
- ensure that position descriptions are accurate
- review employees' duties and responsibilities at least annually
- rewrite position descriptions within 30 calendar days of changes in assignments
- provide employee with initial or revised position descriptions after State Office approval.

See 27-PM, subparagraph 103 A.

Disposal Date	Distribution
December 1, 2004	State Offices; State Offices relay to County Offices

3 Action (Continued)

B Administrative Officer Responsibilities

State Office Administrative Officers shall:

- classify County Office and field positions accurately
- ensure that CED's:
 - conduct annual position reviews
 - maintain accurate position descriptions for County Office and field employees.

See 27-PM, subparagraph 103 C.