

Procedure Title:**Employment Status & Records****PROCEDURE NUMBER: 2-1-0****Policy Title:**

Job Descriptions

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Each employee will receive a copy of their job description from their supervisor when they begin employment and upon changing jobs in order to achieve a better understanding of the important functions, responsibilities and requirements of their job.
2. Keystone makes every effort to create and maintain accurate job descriptions for all positions within the agency. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and work environment section.
3. Keystone maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.
4. The Human Resources Department prepares job descriptions when new jobs are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.
5. Employees should remember that job descriptions do not necessary cover every task or duty that might be assigned, and that additional responsibilities may be assigned as

necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

NOTES: