

# Essex County College College Regulation

## REG 4-6 POSITION DESCRIPTIONS

### **Purpose:**

To provide a consistent framework for the establishment and revision of the duties, responsibilities and classification assigned to each position within the College.

### **Definition(s):**

**Position Description.** The official document outlining the responsibilities, qualifications, reporting relationship and classification assigned to each regular and temporary job/position within the College. Position Descriptions are not established for instructional personnel (i.e., faculty and adjunct faculty). Position Description is synonymous with any reference to “job description” in applicable Board Policies, College Regulations, College Handbooks, and Collective Bargaining Agreements.

### **Application:**

1. The Human Resources Department, in collaboration with the appropriate Area, Division and Department Heads, will establish descriptions for every position within each respective area/department and will revise existing position descriptions to reflect current requirements.
2. In collaboration with Area and/or Department Head, the Human Resources Department will establish the appropriate classification for each position with a determination of the title, grade and level to be assigned. Other aspects of the position description will be developed in cooperation with the Area, Division and Department Heads.
3. The minimum acceptable qualifications identified for the position must ensure that the related duties and responsibilities can be adequately fulfilled.
4. The Bargaining Unit Representatives, where labor contracts provide, may tender recommendations on proposed changes; however, position descriptions are not subject to negotiation.
5. With the exception of faculty and adjunct faculty instructional personnel, no individual will be employed in a regular position without an approved position description.
6. Position descriptions will follow a format as established by the Department of Human Resources and shall contain at least the following:
  - (a) Title
  - (b) Classification
  - (c) FLSA Exemption Status
  - (d) Area and Function
  - (e) Characteristics, Duties and Responsibilities
  - (f) Supervision Received and Given
  - (g) Minimum Acceptable Qualifications
  - (h) Additional Desirable Qualifications (optional)
  - (i) Additional Requirements (optional)
  - (j) Date Established or Revised
  - (k) American with Disabilities Act (ADA) requirements

7. The Human Resources Department will establish and maintain the official College file of position descriptions. New and revised position descriptions will be provided by the Human Resources Department as follows:

- (a) Area Head
- (b) Division/Department Heads
- (c) Appropriate Bargaining Unit
- (d) Incumbent Employee

<b>Responsible Official(s):</b> <b>Department of Human Resources</b>	<b>Reference(s):</b> <b>New Jersey Statutes: <i>N.J.S.A. 18A:64A-12(o)</i></b>
<b>Regulation History: App.</b> <b>11/95,</b> <b>Rev. 10/01, 12/10, 3/17, 6/24</b>	<b>Attachment(s):</b>

