

# **Job Descriptions Policy**

## **1.0 Policy Statement**

The City of Mount Pearl provides the following guidelines regarding the composition, development and maintenance of job descriptions.

## **2.0 Purpose**

To establish a Policy for the City of Mount Pearl that outlines the structure and responsibilities associated with each position existing within the City.

## **3.0 Scope**

This policy applies to all permanent, permanent part-time, seasonal, part time, temporary, contract and student positions, at all locations of the City. Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

## **4.0 Guidelines**

Human Resources is responsible for the management of all processes relating to the development and administration of job descriptions.

A current job description/position mandate is to be maintained for each position employed by the City. The job description/position mandate will include the following job-related information:

- A general description of the services that the position provides;
- Qualification requirements in terms of experience, educations, skills, knowledge and abilities;
- A list of the job duties, which are to be performed;
- General responsibilities; and,
- Organizational relationships.

The CAO will sign off on all job descriptions.

**a) Review of Current Job Descriptions**

All job descriptions will be reviewed as required. The employee's job description is to be reviewed jointly by the employee, the employee's Supervisor and/or Manager and Human Resources. Human Resources will review to ensure consistency throughout the organization and to coordinate information for the job evaluation committee for re-evaluation consideration.


All revised job descriptions must be approved by the respective Supervisor and/or Manager, Director and Human Resources prior to undergoing job evaluation.

**b) Development of Job Descriptions for New Positions**

The approval process for any new position must include the development and approval of a job description. The Supervisor and/or Manager of the new position will be responsible for developing the job description in conjunction with the respective Director and Human Resources.

**It shall be the responsibility of all employees of the City of Mount Pearl to ensure that they are aware of this policy.**

**5.0 Approvals**

  
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Steve Kent, Chief Administrative Officer  
  
August 7, 2018  
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Date