


PROCEDURE

Subject	Job Descriptions	Number: 2.28.01
Source	Human Resources	Reference (Rule #) 6HX14-2.28
President's Approval/Date:	 8/29/17	

PURPOSE

To provide the guidelines for developing, and revising job descriptions. A job description is required for all State College of Florida positions.

PROCEDURE

I. General

New and revised job descriptions must be completed and approved prior to the commencement of the recruitment process.

II. New Positions

- A. Department managers are responsible for creating a job description for a new position in his/her area. For assistance with developing job descriptions contact the Assistant Director, Human Resources.
- B. Draft job descriptions are sent to the Assistant Director, Human Resources for review and editing as necessary as well as scoring the job description to determine the position level.
- C. Completed job descriptions require the signature of the department manager and the area Vice President prior to submission to the Director, Human Resources for approval.

III. Revisions

- A. Department managers forward revised job descriptions to the Assistant Director, Human Resources for review.
- B. Significant changes in job descriptions will require a job evaluation review for rescoring.

1. If the job level does not change, Human Resources will make the changes and return the job description to the department manager for signatures. After signing and obtaining the area Vice President's signature, the department manager submits the job description to the Director, Human Resources for approval and posts electronically with other job descriptions in the online SCF salary schedule. Job descriptions with significant revisions such as position level and title will be included in the next fiscal year salary schedule for BOT approval.
2. If the job level changes, the job description must be submitted to the area Vice President and Director, Human Resources for review. The reclassified position with supporting documentation & budget implications will be presented to the President, or designee for approval, and once approved, Human Resources will follow the process in B. 1. above.