



Policy Name: III.33 Job Description Policy	Sections: III Human Resources	Programs: All
	Standard/Area: Criterion F 4 Workforce Development and Management	Review Date: 7.29.25
File: III.33 Job Description Policy	Effective Date: 6.16.25	Revised: 8.20.25

Section I: Intent

The purpose of this policy is to ensure that all job roles within MVCS are clearly defined, accurately documented, and consistently maintained to support organizational effectiveness, compliance, and employee clarity.

Section II: Policy

MVCS commits to developing comprehensive, accurate, and current job descriptions for all roles to facilitate recruitment, performance management, compensation, and organizational planning.

Section III: Procedures

1. Development of Job Descriptions

Creating a job description occurs when a new position is created, or an existing role undergoes significant changes. MVCS uses a standardized Job Description Template (see Appendix A) and content is collected from relevant stakeholders, including current role incumbents, team members, and supervisors. Job descriptions prepared by the Agency serve as an outline only. Due to the needs of business, the employee may be required to perform job duties not within their written job description. Furthermore, the Agency may have to revise, add to, or delete from job duties according to Agency needs.

2. Content of Job Descriptions

Each job description must include:

- Job Title
- Department/Unit
- Reporting Line (Supervisor/Manager)
- Job Summary (Overview of the role)
- Key Responsibilities and Duties
- Qualifications (Education, Experience, Certifications)
- Skills and Competencies

Status: final



- Working Conditions (if applicable)
- Performance Expectations (if applicable)

3. Approval Process

Draft job descriptions must be reviewed and approved by the respective department head and HR. Final versions are approved by the CEO and stored in the HR database.

4. Maintenance and Review

Job descriptions will be reviewed at least annually or when significant changes occur. Updates must be documented, approved, and stored in the HRIS system. Outdated or obsolete job descriptions should be marked accordingly or archived.

Managers are responsible for communicating changes in Job Descriptions to Human Resources. With the assistance of HR, these changes will be applied to job descriptions for current employees sharing the same job role/position.

5. Record Keeping

All approved job descriptions shall be maintained securely by HR and accessible to authorized personnel for reference and audit purposes.

6. Compliance

Failure to adhere to this policy may result in inaccuracies in HR records and impact organizational effectiveness. Non-compliance will be addressed through supervisory review and corrective action.

Responsibilities:

Human Resources (HR):

- Lead the development, review, approval, and updating of all job descriptions.
- Provide guidance and training on job description standards.
- Maintain a centralized database of approved job descriptions.

Managers and Supervisors:

- Collaborate with HR to develop and update job descriptions for their teams.
- Ensure job descriptions reflect current responsibilities and organizational needs
- review and sign employee job descriptions upon hire and annually at the point of performance review

Employees:

Status: final



- Review and sign their job descriptions periodically with their manager/supervisor and provide feedback or updates as needed.

Section IV: Distribution and Training

This Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Administrative Officer or designee.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources