

## **PROCEDURE 302-1 JOB DESCRIPTIONS AND TITLES**

The Department of Human Resources will work collaboratively with subject matter experts from the departments/agencies/offices to identify specific job tasks for each position. These will be documented on job descriptions which will include the following:

- Duties and requirements of the job including essential job functions
- Minimum qualifications for the job
- Job classification and pay grade
- Fair Labor Standards Act exemption status
- Equal employment opportunity code

Like jobs throughout the County will have a single job description. The title on the job description is the official job title. Departments/agencies/offices may assign working titles to reflect the general nature and level of work performed.

The Department of Human Resources will approve and maintain the job description of all jobs within the County.

*First Effective 05-01-2021  
Revised 03.31.2026*