



Chapter: Personnel
Subject: 03-47 – Position Description Maintenance and Availability
Effective: September 25, 2024
Supersedes: N/A
Distribution: Department Members

PURPOSE: This Order establishes a system for developing, maintaining, and making position descriptions available within the department.

03-47-1 POLICY

It is the policy of the department to maintain accurate and up-to-date position descriptions for all positions. Position descriptions shall be consistently reviewed, revised, and made available to all members to ensure clarity in roles, responsibilities, and expectations.

03-47-2 RESPONSIBILITIES

- A. The Human Resources Division (HRD) is responsible for overseeing the development and maintenance of all position descriptions, as well as:
 - (1) Maintaining a central repository of all current position descriptions and providing copies to members upon their request.
 - (2) Ensuring a documented review of position descriptions is conducted at least every four years.
- B. Commanders shall collaborate with the HRD to ensure position descriptions accurately reflect current position duties and requirements and shall notify the HRD of any significant changes in job responsibilities or qualifications that may necessitate an update to the position description. Commanders shall also ensure new members are provided with their position description during the onboarding process.
- C. Members shall familiarize themselves with their current position description and discuss any questions or concerns with their commander.

DIRECTOR

Annual Review Responsibility: Human Resources Division

Accreditation Standards: CALEA 21.2.2