



Job Description Development Policy

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I. Purpose

To establish a protocol for the development and maintenance of job descriptions.

II. Policy

The Human Resources department will develop and maintain job descriptions for all established and authorized positions. Job descriptions will be reviewed annually and updated as necessary. Accuracy of content will be verified with the appropriate department Director/Manager. Job descriptions will be available in PDF format at \\ucp.local\warehouse\Company Shared Folders\Job Descriptions.

III. Procedure

Should a new or revised job description be required within a department, the Director/Manager will notify Human Resources, when possible, at least 15 days prior to the desired effective date of the proposed job description. Upon receipt of the request, the Human Resources department will determine:

- Whether a current job description can be used, and advise the requestor to use the applicable job description.
- Revise a current job description to adequately describe the proposed job duties.
- Develop a job description, should a new one be required.

All job descriptions will contain the following information:

- Job title, FLSA classification, and direct supervisor
- Position summary
- Six to ten essential functions (job duties) of the position
- Sections relevant to the position such as administrative oversight, regulatory knowledge, leadership responsibilities, professional development, and documentation.
- Qualifications
- Physical requirements

Once completed, the job description will be forwarded to the appropriate Director/Manager for revisions until approval is obtained.

Annual job description reviews:

Job descriptions requiring revision during the annual review, once completed, will be forwarded to all staff currently employed in that particular position to be reviewed and signed.



Scott Tash, CEO



Date