

## **HR Standard 1.5**

### **POSITION DESCRIPTIONS**

#### **PHILOSOPHY**

Position descriptions clearly set forth the expectations, duties, and qualifications for each job within the agency. The position description should fully describe the expectations of the employee performing the duties of a particular job; provide the basis for determining the employee's training, education, and professional development plan; and serve as the foundation for all performance evaluations.

#### **OUTCOME**

A detailed position description provides the employee with a clear understanding of his expected contribution to the attainment of the agency's mission, the educational and professional development requirements necessary to perform the job duties, measurable criteria for recruiting and selecting qualified personnel, and an objective basis for evaluating the employee's performance in making that contribution.

#### **APPLICATION**

1. Appropriate agency personnel, from each group of jobs and management, should meet to discuss the duties of each position within their span of control. These duties/activities should be clearly recorded and then grouped according to function e.g. assessment of family, development of safety plan, etc. State and federal qualifications, plus all other agency requirements should be discussed and recorded after the duties have been determined and grouped.
2. A discussion and eventual decision as to what percentage of overall time (N = 100%) should be allocated to each of the functional areas that were agreed to in 1. State, federal, and agency qualifications should then be assigned to each function.
3. Direct service supervisors should review each position description within their span of control every six months to determine if the duties, activities, or functions or the percentage of time assigned to each has changed substantively during that time period. If it has, the supervisor should request that the team that developed the original position description is convened, consensus reached as to the change, the position description updated, and the employee is provided a copy of the updated document.
4. The agency shall use the current position description as the primary foundation for recruiting and selecting an individual to fill a vacancy.
5. Supervisors shall use the current position description to develop, in consultation with each employee, a personal development plan. The initial plan shall incorporate the results of the Individual Training Needs Assessment (ITNA) of the Ohio Child Welfare Training Program. The primary goal of the professional development plan will be to ensure the employee has all necessary training and education to do the job he has been hired to do. Subsequent plans shall not only use the results of the ITNA, but also any other training that is deemed necessary to enable the employee to perform his job duties better. Such training may include formal education through TOPS.
6. Not less than annually, the employee's performance shall be assessed. The employee's position description shall be used as the foundation for the appraisal. Ability to do each functional area within the job; the employee's attainment of his personal development goals and his ability to apply the newly acquired knowledge and skills on the job; and any other performance criteria should be assessed at that time. After discussion of the appraisal with the employee, any adjustments to the personal development plan and position description should be made.