



## Job Description

[ *Owner: Office of Human Resources* ]

Job descriptions are developed for each position in the Diocese and are maintained as a tool for recruitment of new employees, communication of job expectations to employees, assessment of employee job performance, and review of positions for proper classification.

Job descriptions shall include the following information:

Job Title, Department, Office, Supervisor, Exempt/Non-Exempt status, General Summary of Job, Minimum Qualifications, Essential Job Duties, and Employee Acknowledgement.

Directors determine what duties are assigned to each specific position. The job description is developed by the Director and approved by the Director of Human Resources. Employees receive a copy of their job description after signing the acknowledgement section and a copy is forwarded to Office of Human Resources for placement in the personnel file.

Job descriptions are reviewed for accuracy whenever significant changes in job duties occur and when employee performance evaluations are conducted. Employees are encouraged to review and suggest changes to their job descriptions.

It is impossible for job descriptions to cover every task or responsibility assigned, and hence they do not limit the Supervisor's right to assign additional duties as needed.

The Diocese reserves the right to transfer duties from one position to another, and the right to transfer employees to other positions to preserve the effectiveness of the organization.