C. Changing Position Duties/Updating a Job Description
A position description should be updated when the duties or skill requirements have changed significantly. It is advisable to first contact the Classification and Compensation Manager to discuss the impact of planned changes in the assignments. In the case of a significant departmental or unit reorganization, the managers should discuss plans with the Classification and Compensation Manager well in advance of the actual redistribution of duties and prior to discussion with employees. A completed ADA Essential Functions Supplement to the Position Description is required for all positions submitted for review. (See attached forms)

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