## SOP 7120.01 Job Descriptions

**Prior to posting**

 Each job description is drafted by a member of the Human Resources department with the input of the hiring manager.

 Job title – name of the position

 Classification – exempt or nonexempt under Fair Labor Standards Act (FLSA)

 Salary grade/range – minimum and maximum pay bands

 Reports to – title of the position this job reports to

 Date when job description was written or last reviewed

 Essential duties and responsibilities – essential functions, including how an individual is to perform them and the frequency with which the tasks are performed; the tasks must be part of the job function and truly necessary or required to perform the job.

 Position type and expected hours – (Full-time? Part-time? <20 hours per week? 20-29? 30-39? Overtime expected?)

 Travel – percentage of travel time expected for the position, where the travel occurs (locally, statewide, nationwide), whether travel is overnight

 Required education and experience

Must be based on requirements that are “job-related” and “consistent with business necessity” Warning



 Preferred education and experience

Warning Must be based on requirements that are “job-related” and “consistent with business necessity” Warning

 Additional eligibility qualifications – certifications, industry-specific experience and experience working with certain equipment.

 Physical demands and working conditions

 Each job description is checked for quality and equity issues compared to similarly graded job descriptions

 Warning Job description contains EEOC language:

“It is the policy of Klamath Community College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.”

 Each job description is approved by the hiring manager

 Each job description is approved by the President (or Cabinet as delegated)

 Each job description is approved by the Executive Director of Human Resources

 Job description posted online by HR Administrative Assistant

**First day of work**

 Each employee is provided a job description of his/her duties at orientation

 The College keeps a signed job description from every employee in that employee’s file at the conclusion of orientation

 Updated job description is made available for employees to review in SharePoint

Drafted by: J. Guest, May 2023

Revised: J. Guest, July 13, 2023

Resources:

[SHRM – How to Develop a Job Description](https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/developajobdescription.aspx) (by subscription)

[Occupational Outlook Handbook](https://www.bls.gov/ooh/)

[SHRM – Job Analysis Questionnaire](https://klamathccedu.sharepoint.com/:w:/r/sites/HR/Public/Job%20Descriptions/Job%20Analysis%20Questionnaire.docx?d=w6483c82718da46b396a079fb7c3cfba9&csf=1&web=1&e=NF6op6)

[HR Sharepoint Job Description Bank](https://klamathccedu.sharepoint.com/:f:/r/sites/HR/Public/Job%20Descriptions?csf=1&web=1&e=yRb0AZ)

OCCA HR Basecamp group (for comparable job descriptions)

Salary survey reports