

RULE 4

JOB DESCRIPTIONS

401 For each class of positions adopted by the Commission, there shall be established and maintained a District developed and approved job description which shall include part or all of the following:

- A. The official class title;
- B. A definition of the class, indication of the type of duties and responsibilities and placement within the organizational scheme;
- C. A statement of essential duties to be performed by persons holding positions allocated to the class;
- D. A statement of the employment criteria needed for service in the class;
- E. License or other special requirements for employment or service in the class.

402 Interpretation of Job Descriptions

The job descriptions and their various parts are declared to have the following force and effect:

- A. The definition and typical tasks are descriptive and explanatory only and are not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and employment criteria and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the specification for each class is considered as a whole. Consideration is given, not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and employment criteria as affording a picture of the positions that the class includes.
- C. Each job description is construed in its proper relationship to other descriptions, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.

- D. Qualifications commonly required of the incumbents of all or many offices or positions, such as good physical condition, freedom from disabling defects, honesty, sobriety, and industry, even though not specifically mentioned in the descriptions, are implied in the qualification requirement.
- E. The statement of employment criteria, when considered with other parts of the description, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualification of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.
- F. A job analysis should be created for all job descriptions. The job analysis provides a detailed breakdown of the physical and psychological aspects of the job description.

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