

Personnel Series—3000

POSITION DESCRIPTIONS

- Supervisor:** 1. Works with **Human Resources** to develop a current position description for each employee he/she supervises.
- Human Resources:** 1. Maintains current position description file for all employees.

July 25, 1985
Adopted College Council
March 8, 2006
Revised

February 9, 2011; February 26, 2015
Revised by College Executive Administration