

Personnel Series—3000

**JOB DESCRIPTIONS**

**Supervisor:**

1. Works with **Human Resources** to develop a current job description for each employee they supervise.

**Human Resources:**

1. Maintains current job description file for all employees.

July 25, 1985

*Adopted College Council*

March 8, 2006

*Revised*

February 9, 2011; February 26, 2015;

June 11, 2019

*Revised by College Executive Administration*