OPERATING PROCEDURE

<table>
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<th>Procedure Number/Name:</th>
<th>070.016.001 – Job Title</th>
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<td>Associated Rule Number/ Name:</td>
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<td>Responsible Department:</td>
<td>Chief Operating Officer</td>
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Overview

Job titles will be established in accordance with approved procedures to insure consistency within the organization and reflects appropriate levels and types of responsibilities. This applies to all jobs in the organization.

Areas of Responsibility

CGCC non-union employees

Operating Procedure

Job titles should have a clear definition of authority that accurately reflects responsibilities; consistent with industry and/or market; descriptive of the function performed, consistent for level of the organization and reflects the responsibility of the position. Occasionally, special descriptive titles may be used which are recognized by the general public or professional organizations.

Revisions to job titles should originate from a department’s chief officer and should be sent to Human Resources, accompanied with a current job description.

Working Title Parameters

- Do not use titles unless approved
- Do not use another official classification
- Do not misrepresent the authority or function of the position

Overriding Principles

Consistency
Clear definition of authority that accurately reflects responsibilities

Clear direction

Clarity of job posting information consistent with market
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Working titles are approved by the Chief Operating Officer and monitored by the Human Resources Department.

Further Information

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References

CGCC Administrative Rules 070.016.000 - Job Title

Forms

None