

	Columbia Gorge Community College Human Resources Process	Approved: 02/05/2010	Revised:
		Job Description Guidelines	

OVERVIEW

All staff positions shall have a job description that includes the job title, a general job summary, a list of essential and marginal job functions and responsibilities, job requirements (that is, minimum education, experience, and other qualification requirements for the position), and working conditions.

The job title on the job description will be used for all personnel records and publications (Please see [Management Classifications](#)). Changes to or the creation of new job descriptions must be submitted to the Department of Human Resources and approved by the Chief Talent and Operations Officer.

Job descriptions are used to:

- Evaluate and classify jobs to determine appropriate internal position relationships;
- Communicate to new or existing employees the fundamental duties and responsibilities of their jobs;
- Provide job information that can be used to determine competitive pay relationships in the labor market;
- Provide job information that can be used in the recruitment and selection process;
- Provide job information, which can be used in employee relations' matters, such as performance appraisal, employee orientation, employee complaint process, and identification of training and development needs; and
- Ensure compliance with government legislation.

A job description is used by CGCC to gather facts about a position to determine the appropriate classification level and convey job requirements to prospective employees. This form is intended for the purpose of accurately describing the position, not the skill or performance level of the incumbent.

All job descriptions must be reviewed and updated, if necessary, on an annual basis. Revision of a job description typically requires about one to two hours. Design of a new job description generally requires a significantly longer time period. Upon completion of the job description, please submit a copy to your Department Chief and Human Resources for approval.

Changes in the duties of a job may require re-analysis and re-evaluation of a job description. Where changes are judged significant (at least 25 percent) by the supervisor or manager, the

supervisor should complete a Position Analysis Questionnaire and solicit review by the appropriate Department Chief, followed by the Chief Talent and Operations Officer (Please see [Position Analysis Questionnaire](#)).

INSTRUCTIONS BY SECTION

Position Identification

Please outline the basic information regarding the position. Employment classification should be one of the following: faculty, classified, confidential, or management/professional. Status should be recorded as full or part-time.

General Narrative Description of Position

Provide an overview of the position and its role at Columbia Gorge Community College. Consider this question: Overall, what is this position designed to accomplish?

Example: Purchasing, Procurement and Facilities Projects Specialist

Under administrative direction, the purpose of the position is to perform the duties associated with facility project management and procurement administration. This position is responsible for acting as college procurement officer which includes researching, writing, evaluating, and the administration of bids and contracts, as well as providing staff support for contracts and vendor relations issues. This position coordinates pre- and post-award activities, serving as a liaison between the College and vendors for desired products and services in accordance with Federal, State, and College laws, statutes, policies and processes.

This position also provides support as needed to assist with the administrative management of projects, including preparing and maintaining work breakdown structures, and creating and maintaining project tracking spreadsheets and reports; assisting with marketing and public relations as needed.

This position has duties concerning the receipt of purchases and entering them into an inventory control system.

Essential Job Functions

Consider and describe the major responsibilities and activities of this position. See “Determining Essential Job Functions” and the [“Essential Job Functions Worksheet”](#) for assistance.

Marginal Job Functions

Consider other responsibilities and activities that may be a part of this position. See “Determining Essential Job Functions” and the [“Essential Job Functions Worksheet”](#) for assistance.

Supervises The Following Staff

Note any positions that will be supervised by this position, including student workers.

Experience

Indicate the level and type of previous experience required for this position. Please note whether experience is required or preferred.

Educational Background

Indicate the level and type of education required for this position. Please note whether education is required or preferred.

Required Knowledge, Skills, and Personal Qualifications

Describe any specialized skills required (in depth knowledge of spreadsheet software, teamwork, confidentiality, etc.).

Working Conditions

Examine the physical demands and environmental factors of the job. Tasks/situations should be noted even if they occur infrequently, if they are a known requirement of the job. See [“Essential Job Functions Worksheet”](#) for assistance.

Work position: Include gross and fine motor needs as well as sight and hearing requirements in the typical work setting.

Schedule: Include any requirements for work outside of the typical work day, as well as any particular tasks that may need to occur for long periods of time.

Travel: Consider travel between campuses or to other locations.

Physical demands: Consider any gross and fine motor needs outside of the typical work environment (loud noises, climbing ladders, heavy lifting, etc.).

Prepared by:

Record the name of the individual writing or modifying the job description

Reviewed by:

Record the name of any supervisors or human resources personnel who review the document.