

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

POSITION DESCRIPTIONS

1.0 PURPOSE

To provide for position descriptions for all City positions.

2.0 POLICY

2.1 Position descriptions and job specifications will be maintained by the Department of Administrative Services for all regular full-time and regular part-time positions.

2.2 The position descriptions will include:

- A. Job Title**
- B. Class Number**
- C. Department**
- D. Effective Date**
- E. Job Summary**
- F. Supervision Received**
- G. Supervision Exercised**
- F. Examples of Duties**
- G. Minimum Qualifications**
- H. Special Requirements**
- I. Selection Guidelines**
- J. Employee Signature**

2.3 The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

2.4 Examples of duties listed in the position description are intended only as illustrations of the various types of work performed.

2.5 The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

2.6 Each employee's position description is maintained as part of his/her personnel file.

2.7 Additional copies of position descriptions may be requested through the Department Head.

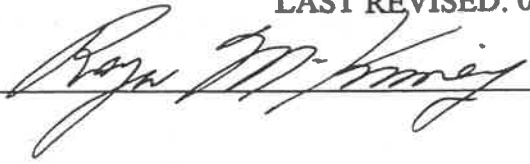
2.8 Updates or revisions to position descriptions will be handled in accordance with

the Administrative Policy on RECLASSIFICATION PROCEDURE.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



posdescr.adp