

## Position Descriptions

## Policy No. 334

**Policy Statement:** Position descriptions are to be established, reviewed on a regular basis, and updated as necessary for all employees of the Archdiocese.

**Intent of Policy:** To ensure that each position within the Archdiocese has a current position description with clearly defined requirements and responsibilities.

**Procedure:**

- a) When a position is established or revised, a position description is to be developed which includes the following:
  - position title
  - reporting relationship
  - purpose
  - key objectives
  - responsibilities/duties
  - relationship to others
  - qualifications: education, experience, knowledge, abilities, skills, personal suitability
  - hours of work, employment status (full or part-time)
  - authorizing signature of person responsible for the position
- b) The position description is to be reviewed with each new employee upon date of employment. It is also used in establishing performance standards and regular performance evaluation.
- c) Where significant changes in an employee's current job description have been identified by either the employee or the employee's immediate supervisor, the employee's immediate supervisor will bring this matter forward so that a position classification review can be considered.

**Refer to Policy:**  
No. 333 Position Classification Review