

## Process for Updating Job Descriptions

### History and Context

Rancho Santiago Community College District has numerous job descriptions for their job positions whether classified or management; faculty do not have job descriptions. These descriptions normally include a list of the job's duties, responsibilities, reporting relationships, working conditions and supervisory responsibilities (if any) – it is a written statement of what the job holder does, how he or she does it and under what conditions the job is performed. All RSCCD job descriptions are composed after a job analysis – usually carried out by a third party for classified jobs and by respective managers for supervisory positions. This analysis categorizes positions under four main sections – Class Summary, Representative Duties, Organizational Relationships and Desirable Qualifications Guide.

The Class Summary provides an outline of the general nature of the job, listing only the main aspects of what the job does. Representative Duties provides full detail of the specifics of the job; each of the job's main duties should be listed and described. Organizational Relationships outlines whether the position has any supervisory responsibilities and to whom the positions reports. Desirable Qualifications Guide has two main sections, Training and Experience and Knowledge and Abilities. These sections include education, experience, and specialized training the job requires. It also may include personal traits or abilities and manual dexterities that would be required for the position.

### Updating Job Descriptions

There are two main processes for updating RSCCD job descriptions; one occurs when there is a vacancy in a position or department (see-attached flowchart) and the second is by a systematic review of a job group or category such as all clerical positions. When a vacancy arises, the department manager reviews the current job description to make sure it still meets his / her needs. If there are changes needed, then the process outlined on the flow chart is followed. This allows job descriptions to be reviewed prior to any hiring process and makes sure that they are updated on an as-needed basis. The second process is carried out in conjunction with Classified Schools Employee Association (CSEA) and is carried out in 'family groups' – these main groups are as follows: Clerical, Maintenance/Operations, Instructional, Fiscal/Information Technology Systems/Media and Student Services. Currently we are working on the Clerical family group to have each description reviewed and updated as needed. This process involves reviewing the job description with CSEA and making changes to the main sections of the job description. The job description is then sent to an agreed third party for review and salary grading. Once either of these processes are completed the updated job description is presented to the Board of Trustees for approval.