

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.1

Title: Job Descriptions	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement:

It is the policy of Manhattan Area Technical College to keep and maintain a master set of all job descriptions for all positions with the College.

Rationale:

Job descriptions provide a standard for performance evaluations, as well as evidence of the essential functions of a job.

Job descriptions shall be open for inspection by public employees, interested individuals, and the public under reasonable conditions during regular business hours.

Job descriptions are descriptive only and not restrictive. They are intended to indicate the kind of positions that are to be assigned to the respective classes as determined by their duties and responsibilities, and shall not be held to exclude those duties and responsibilities which are not specifically mentioned, but similar as to kind and level.

Procedure:

In determining the class to which any position shall be assigned, the job description for each position shall be considered as a whole. For purposes of the College's pay plan, jobs are classified according to factors included in the job description such as special knowledge, education, prerequisite skills, previous experience required, level of supervision, etc.

- A. Job descriptions shall include job specifications and qualifications, essential physical and mental functions of a job, identification of essential, highly specialized functions not performed frequently but necessary to perform the job with the requisite degree of skill, identification of unusual environmental factors of the work site, (e.g., temperature, humidity, dust, ventilation, noise levels, lighting, safety hazards).
- B. Essential functions of a job have been determined by analyzing important factors such as what the employees in the position actually do, are required to do and must be able to do as determined by the Supervisor, based in part on the practical experience and history associated with the position.

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- C. Human Resources are responsible for keeping job descriptions up-to-date. Job descriptions should be reviewed prior to recruitment for job openings to ensure they are current and accurately reflect job duties and responsibilities.
- D. Job descriptions shall be reviewed periodically to ensure that they accurately describe the job. Job descriptions that are updated shall contain the date of the update. Copies of revised job descriptions shall be given to affected employees and revised copies shall also go into affected employees' personnel files.
- E. The job title shall be the official title of every position assigned to the class for the purpose of personnel actions and shall be used on all budget estimates and official records.