



Policy Type: Human Resources
Policy #: HR-200-06
Approved by Council on: November 27, 2017

Human Resources – Employee Job Descriptions

Policy

It is the policy of the Town of Prescott to establish job descriptions for each employee category.

Objective

To establish minimum guidelines for qualifications and the job expectations for each staff category.

Procedure

Job descriptions shall be developed by Human Resources in conjunction with the senior management team. Job descriptions are reviewed as needed by the management team or on a bi-annual basis.

Job descriptions shall include the following information which will also be used to facilitate pay equity evaluations.

- Education and training requirements
- Experience requirements
- Detail regarding tasks, roles and responsibilities
- Complexity of the decisions and ingenuity required
- Supervisory, training, management, and advisory responsibilities
- Independence of action and type of supervision
- Consequence of errors and budget responsibility
- Confidentiality details
- Level of contacts with internal and external parties
- Physical skills and effort required
- Working conditions, working environment, and personal hazards