

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**POSITION DESCRIPTION
SOP #21-004**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	December 16, 2009	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



Human Resources Director/Grace Garagozzo

2/5/19

Date



Town Administrator/Richard J. Lemack

2/7/19

Date

1-1. POLICY.

It is the policy of the Town of Davie that all employees will have accurate, written, and signed position descriptions in their personnel file. Position descriptions will reflect duties of the positions within each department.

Departments will be responsible for writing and updating their respective job descriptions and forwarding them to Human Resources for approval following established procedures.

For all new positions and any positions in which job duties have significantly changed, it will be the responsibility of the department to write a new position description, which will then be forwarded to Human Resources for classification. No changes will be made to position descriptions without approval from Human Resources.

Human Resources will be responsible for the classification of the position description and for insuring the accuracy of each position description, including compliance with the American's with Disabilities Act (ADA) and other regulatory guidelines.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, and Seasonal employees.

1-3. PROCEDURE.

- a. Once classified and approved by Human Resources, the position description will be sent back to the department in order to be signed. The written position description with the original department signature will be kept in the Human Resources Department as well as a computerized back-up version. Each department is encouraged to keep copies of their position descriptions.
 - b. If the new position description is a reclassification of a current position, the current employee(s) will sign the new position description - a copy will be given to each employee and one will be placed in each employee's personnel file. If a payroll action is necessary because of the reclassification, it will be effective the first day of the following pay period. Departments will be responsible for submitting the Payroll Change Form to Human Resources in a timely manner.
 - c. All newly hired employees will sign a position description as part of the selection/new hire process. A copy will also be given to them.
 - d. The Human Resources Department will be responsible for giving out position descriptions. Departments will direct all position description requests to Human Resources.
-