

# ACTION

## **Background Information**

Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job position. In determining where to place various job positions, three components are measured in the job: the knowledge required, problem solving required, and level of accountability.

## **Administrative Consideration**

Every Auxiliary and Administrative Professional job at the Service Center has a position description which includes its formal title, department, primary purpose, qualifications, essential functions, and other significant characteristics.

If an employee's duties do not align with major responsibilities of a current job position listed on the Job Classification, revisions may be made to the current job description or a new position description prepared and added to the job classification.

## **Administrative Recommendation**

It is recommended Board approve job classification revision as presented.

## **Board Action Requested**

Motion for approval.