

Resolution 2017-17

Lincoln County Job Description Policy

THE BOARD OF COUNTY COMMISSIONERS duly assembled in regular session this 25th day of September, 2017, and by the authority vested in said board do hereby resolve according to K.S.A. 19-212, and in accordance with all applicable laws and regulations, to establish a plan to organize and maintain job descriptions for the employees of Lincoln County, Kansas.


WHEREAS, the Board of County Commissioners has determined that it is in the best interests of said county to enact said policy in order to monitor performance of said employees and to ensure consistent descriptions for each employment position.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lincoln County, Kansas, that Lincoln County sets the following job description policy:

1. All regular full-time and part-time positions within Lincoln County will have a job description on file in the Lincoln County Clerk's Office. Job descriptions will include essential functions and position requirements.
 - a. The original shall be on file at the County Clerk's Office
 - b. One copy shall be provided to the Department Head or Elected Official.
 - c. One copy shall be given to the employee.
2. Purpose of job descriptions
 - a. When a position is vacated, the job description will be utilized to determine the minimum qualifications for applicants.
 - b. The job description will be a tool for performance appraisals.
 - c. The job description will outline the main responsibilities and duties of the position. It is not intended to be all-inclusive.
3. Request for change of job description
 - a. When the content of a position changes significantly, the job description will be adjusted accordingly. The Department Head or Elected Official must contact Human Resource to request any changes. Human Resources will evaluate the request and make recommendations based on typical job description standards.
 - b. An employee that would like to request any changes to their job description shall contact their Department Head or Elected Official. Any changes will need to be approved by the Department Head or Elected Official first.
4. The most recently approved job description in the County Clerk's Office will be considered the current version.
5. Annual Review of Job Descriptions
 - a. At a minimum, Department Heads and Elected Officials will review job descriptions for their respective departments on an annual basis. Annual review of descriptions shall be conducted by December 31 of each year.

Adopted by the Lincoln County, Kansas, Board of Commissioners this 25th day of September, 2017.


Al Joe Wallace, Chairman


Terry L. Finch, Vice-Chairman


Alexis Pflugh, Member



Attest:

Dawn M Harlow, Lincoln County Clerk