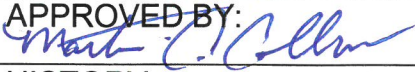

	CITY OF TRAVERSE CITY PERSONNEL POLICY TITLE: JOB DESCRIPTION DEVELOPMENT	POLICY NO: 227-P
		SUBMITTED BY: P. Hill
		APPROVED BY: 
Adopted Date: <i>12-12-2016</i> Effective Date: <i>12-12-2016</i> Supersedes No: 227-P (10/2014) Procedure Reference No: 227-P	HISTORY: Initial Adoption Date: 10/2014 Amended Date: <i>12-12-2016</i> Amended Date:	

I hereby certify that this Policy was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.


 Martin Colburn, City Manager

December 12, 2016
 Date

I. Purpose:

To establish a policy and procedure for the development and maintenance of job descriptions for City of Traverse City employees.

II. Additional Authority

- PA 279 of 1909, as amended (Home Rule City Act) section 117.4j
- City of Traverse City Charter, section 39
- Code of Ordinances for the City of Traverse City, Chapter V, section 35 and 36

III. Scope/Applies to

All Departments



IV. Responsibility

The City Manager, through the Human Resources Department, is responsible for the implementation of this policy and for the development of and administration of the corresponding procedure.

VI. Policy Statement

The City of Traverse City will develop and maintain up to date job descriptions for all established and authorized positions.



The City Manager, through the Human Resources (HR) department, will evaluate, develop, and maintain job descriptions for all City positions, and recommend salary or wage rate ranges for each position.

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Adopted Date: <i>12-12-2016</i> Effective Date: <i>12-12-2016</i> Supersedes No: 227-P (10/2014) Policy Reference No: 227-P	HISTORY: Initial Adoption Date: 10/2014 Amended Date: <i>12-12-2016</i> Amended Date:	

All City job descriptions shall be reviewed by the Human Resources (HR) Department in consultation with the appropriate Department Head, at a minimum, every three years and upon posting of a new or vacant position in order to maintain current, up to date status.

I. PROCEDURE

1. Should a new or revised job description be required within a department, the Department Head will send a written statement outlining the job requirements and minimum qualifications to the HR department at least thirty (30) days prior to the desired effective date of the proposed new job description or a written proposed amendment to an existing job description.
2. The HR department, on receipt of the statement requesting a new job description, will either:
 - a) Determine whether a current job description can be used, and, if so, advise the requestor to use the applicable job title.
 - b) Revise the current job description to adequately describe the proposed job duties.
 - c) Develop a job description, should a new one be required, and ensure that it contains the following:
 - Job title
 - Department
 - Supervisor
 - Supervises (if any)
 - Status (Exempt, or Non-exempt)
 - Exemption Type
 - Union, Group or Individual Contract – if Unionized, indicate which union
 - Grade
 - Revision Date (if any)
 - Date Line(s) and HR Department Employee Initial Line(s) for HR Department routine review of job description
 - General summary
 - Essential job functions

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- Required knowledge, skills, abilities and minimum qualifications
 - Physical demands and work environment
 - Page numbers, as a footer in the document, in the following format: “Page x of y”
 - Signature and Date line for City Manager approval
 - Signature and Date line for Employee to acknowledge receipt of the job description
 - i. Submit the job description to the appropriate department head and other appropriate management staff for review and input.
 - ii. Submit the final draft job description and a recommendation for salary/wage level and grade to the City Manager for approval and/or amendment.
3. The City Manager will have the final approval for the job description, salary/wage level, and grade.
 4. The HR Department will publish and distribute the new or revised job description.

Exceptions to this policy may be made with the City Manager’s written approval