
The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures

Policy 2-7.1.6 Employee Job Descriptions

Job descriptions list the duties and responsibilities of a position and should contain objective performance indicators. They are developed for each job in the organization. Job descriptions contain the: title of the job; department; supervisor; exempt or nonexempt classification; salary pay grade; date; job's purpose and scope; essential job functions; knowledge, skills and abilities; and, minimum qualifications required. The format in the example is the preferred format in accordance with Federal guidelines. It is impossible to cover every task or responsibility of the position; therefore, the description does not limit the department director's/supervisor's right to assign additional duties as needed.

Procedures:

Job descriptions are reviewed for accuracy whenever significant changes in job duties occur and when employee performance evaluations are conducted. Employees are encouraged to review and suggest changes to their job descriptions.

A copy of the job description should be signed by the employee and filed in the employee's human resource file maintained by the Human Resources Office. The immediate supervisor should maintain a copy of the job description for each employee they supervise, and each employee should have a copy of their job description.

See Forms Links: [Generic Administrative Assistant II](#); [Generic Facilities Supervisor](#); [Generic Janitor](#); [Generic Parish Administrator](#); [Generic Parish Business Manager](#); [Generic Secretary/Bookkeeper](#)

Note: School teachers and administrators, religious order men and women, and other contracted employees shall have a copy of the job description for their position attached to their contract of employment or ministry agreement.

Approved by Bishop Thomas J. Olmsted on October 27, 2006