

JUVENILE COURT HEALTH SERVICES

Subject: JOB DESCRIPTIONS	Original Issue Date: 1/31/03	Policy # J-204
	Supersedes: 6/2/18	Effective Date: 6/29/2021
Departments Consulted: Department of Human Resources	Approved By: (Signature on File) Health Services Administrator (Signature on File) Nursing Director	Approved by: (Signature on File) Medical Director

PURPOSE

To describe the process for providing employees with defined job responsibilities.

POLICY

Juvenile Court Health Services shall have individual, specific job descriptions/duty statements for all employees related to the department/service area assigned.

All job descriptions are developed and issued within the scope of duties established in the applicable County class specifications. Job descriptions for all classifications are prepared according to the individual duties assigned to the employee.

The job description may be modified or revised if the employee's assigned duties change (e.g., promotion). New employees will receive a copy of their respective job description during their area orientation. Non-County employees and volunteers must also have documentation of their job descriptions.

Each employee performance evaluation shall include the related job description.

PROCEDURE

- The job description is reviewed annually by the supervisor with each employee and may be modified or revised as necessary when assigned duties change. The job description is discussed with the employee, signed by the employee and the supervisor, and a copy is placed into the employee's area personnel file.

REFERENCE

Civil Service Rule 20
Los Angeles County Code Title 5, Appendix

REVIEW DATES

July 9, 2011; January 28, 2013; June 2, 2018; June 29, 2021