



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-038
SUBJECT: POSITION DESCRIPTIONS	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 03/01/05
TO BE PERFORMED BY: HUMAN RESOURCES AND ALL MANAGERS/SUPERVISORS	REVIEWED DATE: 04/16/07
	REVISED DATE: 05/2017

PURPOSE

To ensure that all workforce members have defined duties and responsibilities.

POLICY

The DHS Human Resources will validate that staff qualifications are consistent with job duties and responsibilities as identified in the position description, performance evaluations and verified through the initial competency assessment.

PROCEDURE

Position descriptions of all classifications are to be prepared by the department/service area supervisor/manager relative to the functional scope, position responsibility, and the individual duties assigned to the workforce member. Position descriptions will be issued to workforce members and reviewed for modification as necessary. All position descriptions will be developed and issued within the scope of duties established in the applicable County class specification.

1. Department Heads define the qualifications and skills needed by staff to competently perform job responsibilities.
2. A position description is developed for each position, including at least:
 - a. Listing of job duties, responsibilities and expectations (tasks/essential duties for which the workforce member will be evaluated).
 - b. Education/training/certification, registration and or licensure requirements.
 - c. Occupational experience/personal attributes.
 - d. Working conditions/physical hazards (includes OSHA exposure category).
 - e. Operation of equipment/tools.
 - f. Physical requirements.
 - g. Use of senses.
 - h. Communication skills and mental requirements.
3. All workforce members are informed of the applicable job expectations during the job interview and are required to review and acknowledge receipt of written copy of position description during the unit based orientation process and/or change of assignment and annually thereafter.

- 4. Upon hire and/or assignment, manager/supervisor should discuss and obtain the workforce member's signature on the "Position Description" form (Attachment 1).

DEFINITIONS

Workforce or Workforce Member

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

AUTHORITY

- Civil Service Rule 20
Los Angeles County Code Title 5, Appendix
MLK OPC Policy and Procedure Nos.
- 04-020, Performance Evaluation
 - 04-041, Competency Assessment
 - 04-043, Non County Workforce Members

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.