

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: IV-108 JOB DESCRIPTION	POLICY #: 1193
	VERSION: 1
APPROVED BY: ASC Approvers	
DATE APPROVED: 06/28/2016	

PURPOSE: To ensure that all Ambulatory Surgical Center (ASC) employees have defined duties and responsibilities included in their job description.

POLICY: All ASC employees will have individual job description/duty statement, which are pertinent and relevant to the specific ASC service area the employee is assigned to and in accordance with Civil Service Rule 20.

PROCEDURES:

1. Job descriptions for ASC employees are prepared by the area manager/supervisor relative to the functional scope, position responsibilities, and the individual duties assigned to the employee.
2. All job descriptions are developed in accordance with the scope of duties established in the applicable County class specification.
3. ASC manager/supervisor defines the qualifications and skills needed by staff to competently perform job responsibilities.
4. All potential ASC workforce members are informed of the applicable job expectations during the job interview.
5. All ASC employees are required to review and acknowledge receipt of written copy of job description during the ASC unit specific orientation process. A job description is also provided to the employee when there is a change of assignment.
6. The job description is reviewed annually with the employee and modified/revised, as necessary, when assigned duties change, and/or with technology and equipment updates. This job description is discussed with the employee, signed by the employee, and a copy is placed into the employee's area personnel file.
7. The job description is attached to the employee's annual performance evaluation and submitted to HDHS Office of Human Resources.

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REFERENCES:

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

Original Date: 07/01/2003
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