

LAC+USC MEDICAL CENTER POLICY

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Subject: JOB DESCRIPTIONS	Original Issue Date: 3/01/98	Policy # 540	
	Supersedes: 5/9/17	Effective Date: 11/16/20	
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To ensure that all employees have defined job responsibilities.

POLICY

The LAC+USC Medical Center shall have individual, specific job descriptions/duty statements for all employees in relation to standards set by the department/service area assigned and in accordance with Civil Service Rule 20.

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 by the department/service area relative to the functional scope, position responsibilities, and the individual duties assigned to the employee.

The job description is modified/revised if the employee's assigned duties change (i.e. promotion). New employees receive a copy of their respective job description during their area orientation. Contract and non-compensated employees must also have documentation of job descriptions.

Each employee performance evaluation shall include the related job description.

PROCEDURE

- The job description is reviewed annually with employee and modified/revised as necessary when assigned duties change. The job description is discussed with the employee, signed by the employee, and a copy is placed into the employee's area personnel file.
- The job description is attached to the employee's annual performance evaluation and submitted to DHS Human Resources.

REFERENCES

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

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REVISION DATES

October 20, 1998; April 16, 2002; May 05, 2005; September 30, 2008; February 11, 2014; May 9, 2017; November 16, 2020