

<b>Policy title</b> Job Description Writing Policy for New Positions Policy	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Business and Human Resources Office

## Policy statement

A new position job description is created by a division Senior Executive by initiating a request to the Assistant Vice President for Human Resources.

The writing of the job description is the responsibility of the Assistant Vice President for Human Resources.

No hiring procedures are initiated until the job description writing procedures and the new position approval procedures are completed.

Adjustments to new position job descriptions are made only after one year of incumbent service.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

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Last revised date March 7, 2009