

Category: 300
Number: 315

Subject: **JOB DESCRIPTION POLICY**

1. **PURPOSE:** This policy is established to outline procedures for ensuring that new and/or updated, signed job descriptions are on file for each and every Saginaw County authorized position.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to all Departments, Elected Offices and Agencies of Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** County Department Heads, agencies, boards, commissions and councils of the County of Saginaw who have County Authorized Positions within their department.
5. **DEFINITIONS:**
 - 5.1 Authorized position(s) means a position which is budgeted for, has a position control number, and is listed on the County's position control number listing ("PCN Roster").
6. **POLICY:**
 - 6.1 Pursuant to this policy, all Saginaw County positions shall have a corresponding, updated job description on file in the Saginaw County Personnel Division. It shall be the responsibility of each Department Head to ensure that the job descriptions held by the Saginaw County Personnel Division for their division are current and accurate. The Saginaw County Personnel Division shall then ensure that each job description is signed and maintained. Two signatures are required on each description. It shall be signed first by the Personnel Director in the "Written by" section. The Controller/CAO shall sign on the "Approved by" section, after reviewing and approving the description.
 - 6.2 Failure by a County department or division, to submit updated job descriptions to the Saginaw County Personnel Division when needed, will result in a "hiring freeze" for those positions for which no updated job description is available.

7. ADMINISTRATIVE PROCEDURES:

7.1 The Saginaw County Controller's Office shall be responsible for maintaining all Saginaw County Job Descriptions, and soliciting new job description information from Saginaw County Departments when required.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: September 14, 2004; March 19, 2019