



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Position Descriptions and Competencies
APPLICABILITY:	Supervisors, Managers, and Division Leaders
CONTACT POSITION & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	02/27/2017
LATEST EFFECTIVE DATE:	02/27/2017
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-019-P

A. PURPOSE

The intent of this document is to guide supervisors in writing and updating position descriptions and to establish competencies used by the Canton City Health District (CCHD). Updated position descriptions will help guide evaluations (Policy 800-002-P) by weighing essential duties and responsibilities and will also coordinate CCHD adopted competencies with positions. Position descriptions should be reviewed on a five-year basis to ensure they are still relevant and address current assigned duties.

B. POLICY

All positions within the CCHD should be reviewed on a five-year basis or when there is significant change in duties. Supervisors should use form “800-019-02-F Position Description Template” to write each new position or update each existing position within their division to correspond with the CCHD adopted competencies and reflect current position responsibilities. New position descriptions shall be completed prior to soliciting applicants to fill the position. CCHD adopted competencies should be reviewed on a five-year basis and revised as necessary.

C. BACKGROUND

Position descriptions format and content are being updated to coordinate CCHD adopted competencies and to better reflect current position and assigned duties. This update will allow position descriptions to be better linked to employee evaluations. CCHD has formally adopted competencies that were originally recommended by the CCHD personnel committee. This update also satisfies Public Health Accreditation Board (PHAB) measure 8.2.2.1 by specifying the qualifications needed for hire, 8.2.2.3 by updating the position descriptions to include competencies and 8.2.2.6 by specifying credentials to be maintained.

D. GLOSSARY OF TERMS

PHF: Public Health Foundation

Supervisors: This term is used to encompass CCHD staff in supervisor, manager, director or division leader positions.

CS: Civil Service Commission of the City of Canton

FLSA: Fair Labor Standards Act

ADA: Americans with Disabilities Act

E. STANDARD OPERATING GUIDELINES

1. **Writing Position Descriptions:** Supervisors must use form 800-019-01-F Position Description Template to update all existing position descriptions within their respective divisions and when creating new position



descriptions. When updating the position description, it may be beneficial to speak with an employee(s) in the position (if already filled/established) to make sure it accurately reflects their current work. Following the template, supervisors must complete all information to properly reflect the position the description is being written for. Below describes each section of the template and how they shall be used. Examples of completed position descriptions are attached to this document for reference (see section H).

- a. **Position Title** – Title of the position, which must be the same as the Civil Service title for the position.
- b. **Working Title** – Position title used in CCHD if different from the Civil Service title. Otherwise same as position title.
- c. **Position #** - Position # from the CCHD position classification schedule. This number is assigned by the City of Canton Human Resources Department for new positions and can be obtained by the Fiscal Officer.
- d. **CS Status** – Selection of “classified” or “non-classified” to describe the Civil Service status of the position. Typically, full time positions are “classified” and part-time/seasonal positions are “non-classified”, but there may be exceptions to this. The Fiscal Officer can assist with this determination.
- e. **Division or Unit** - Name of the CCHD Division or functional unit the position is assigned
- f. **Reports to** - Position title of direct supervisor the position reports directly to.
- g. **Employment Status** – Specifies if the position is full-time, part-time, or seasonal.
- h. **Pay Grade** - Integer value of the pay grade for the position specified in the CCHD position classification schedule.
- i. **FLSA Status** – Specifies if the position is exempt or non-exempt from the FLSA which dictate overtime compensation and other rules. The Executive Assistant has this information for existing positions. For new positions, FLSA should be reviewed to determine the appropriate status with the assistance of the Fiscal Officer.
- j. **Funding Source** – Specifies the primary funding source (city general revenue, grants, contracts, etc) used to pay for the position. If the funding includes contracts or grants, then it should also specify if those are likely to renew or if they have an expiration date. The Fiscal Officer can assist with this determination.
- k. **Position Summary** - Description of the broad function and scope of the position. List of duties or tasks performed critical to success. Position summaries should be a broad overview of the job. This was formerly known as the “general statement of duties” and the “distinguishing features of the class” sections from the old position description format.
- l. **Essential Duties and Responsibilities** - The purpose of this section is to define the work that needs to be performed in the position and what an employee in this position will be accountable for. It is also the information that helps to define the criteria that should be used for assessment and development.
 - i. Position duties and responsibilities must be divided into functional groups with estimates of the percent of effort spent in each group. The group with the highest percentage will be listed first. The total of all the responsibilities listed should add up to 100%.
 1. For positions that are filled by multiple staff that have varying amounts of assigned essential duties, an average percentage of assignments to all staff in the position of each essential duty shall be used.
 - ii. These percentages are then used to guide evaluations.
 - iii. The ONET tool listed in section F of this document can be used to provide examples of responsibility statements.

- iv. This was formerly known as the “examples of work” section from the old position description format.
- m. **Other Duties and Responsibilities** - This heading allows for additional information on other duties that may be assigned.
 - i. A small percentage (total of 10% or less) must be used to cover these duties. If these duties will take up more than a small percentage of time for the position, it shall not be listed under other duties and instead must be included as a high percentage in the essential duties and responsibilities section.
 - ii. Examples could be assisting with phones, cover lunch breaks or assistance with filing.
 - iii. This section should also state who might be assigning those additional duties (i.e. supervisor, director, etc.).
- n. **Minimum Qualifications** - This section shall list, at a minimum, the required education, degree, work experience, skills, licensure and/or registration required to be considered for hire for the position. These qualifications must support the performance of essential duties in the position for new hires. This was formerly known as the “minimum acceptable training and experience” section from the old position description format.
- o. **Preferred Qualifications** - This section addresses any additional qualifications you would like an applicant/employee to have but is not required to be considered for hire for the position.
 - i. An example of this could be having “5 years’ supervisory experience” which might not be required for this position but it could put the applicant ahead of another with the same minimum qualifications when the position is being filled.
 - ii. This section may be deleted if it doesn’t apply to the position.
- p. **Minimum Credentials** - This section shall list, at a minimum, the required licensure, certification and/or registration required to be maintained for the position. Credentials are further described in 800-010-P Employee Credentialing policy.
- q. **Key Competencies** - The CCHD has adopted key competencies in accordance with section E.5 of this document which are listed on appendix “800-019-02-A Canton City Health District Competencies”. These adopted key competencies shall be listed in the position description to specify the knowledge, skills, and abilities required to complete the essential job duties for the position description. The supervisor should review and follow the guidelines listed in appendix “800-019-02-A Canton City Health District Competencies” to complete the key competencies section of the position description.
 - i. Core Competencies: The Position Description template includes a section for the Core Competencies with each of the domains listed underneath. The supervisor reviews each of the skills under each domain/tier to select the applicable skills in accordance with appendix 800-019-02-A and 800-019-03-A. The skills selected should be those that are necessary to perform the essential duties of the position. The applicable skill codes are listed next to the domain name in the position description template. For example: Communication Skills: 3A1, 3A2, 3A6. This section should be included for all CCHD position descriptions.
 - ii. Organizational Competencies: The Position Description template includes a section for the Organizational Competencies with each of the categories listed underneath. The supervisor reviews each of these competencies in accordance with appendix 800-019-02-A and selects those that are applicable to the position. The applicable competency codes are listed next to

the category name in this section. For example: Customer Service: 1A1, 1A2, 1A3, 1A4, 1A5. This section should be included for all CCHD position descriptions.

- iii. **Professional Competencies:** The Position Description template includes a section for Professional Competencies. References of known professional competencies for existing CCHD positions are found in 800-019-02-A Canton City Health District Competencies. When updating position descriptions, if there is a professional organization that regulates the position, the supervisor shall check to see if they have a competency set that should be added in this section. The supervisor should follow the guidelines listed in appendix 800-019-02-A for incorporating any professional competencies into the position description. This section should be included in applicable CCHD position descriptions.
- iv. The Key Competencies was formerly known as the “knowledge, skills and abilities” section from the old position description format. It may be useful to compare the list from the old position description to the core competencies to identify the appropriate skills.
- r. **Work Environment** - This section is used to describe the surrounding conditions in which an employee operates. The work environment can be composed of physical conditions, such as office temperature, or equipment (such as personal computers), and any hazards. This section shall also include information on noise level (if applicable) and any travel requirements of the position. This section must also include the physical and mental requirements necessary to perform the essential duties to comply with ADA requirements. If there are vaccination requirements for the position, these shall be listed here.
- s. **Approval** – Lists date of Board of Health approval in accordance with section E.2. of this document.
- t. **Revision History** – List any prior effective/approval dates of the position description.
- u. **Employee Statement** – See section E.3. of this document.

2. **Position Description Approval:**

- a. When the supervisor has completed the position description, the document shall be provided to the Executive Assistant. The Executive Assistant will review and correct the document for any formatting errors, and that the correct FLSA and CS status are entered, and provide the final copy to the Health Commissioner for review approval.
- b. The Health Commissioner will assure the position description is placed on the agenda for the Board of Health for approval.
- c. The Fiscal Officer will update the Position Classification Schedule to match position descriptions. Any changes in the position classification schedule must also be included on the agenda for Board approval.
- d. After Board of Health approval, the Executive Assistant will update the position description to include the final approval dates. The Executive Assistant will save the approved position descriptions on the network share drive referenced in section F below and may also post them on the CCHD policies website.
- e. Copies of Board of Health approved position descriptions will be send to the Canton City Civil Service Commission by the Executive Assistant. If the position description is for a new position, then a copy of the position description will be provided to City of Canton Human Resources by the Executive Assistant, Human Resources will assign a position number.



3. Employee Receipt of Position Description:

- a. After a position description has been approved, the supervisor must provide a copy of the position description to all employees in that job position within 10 business days.
- b. Upon receipt, the employee shall sign the “employee statement” section of the position description acknowledging they have received it. The supervisor shall provide the original signed document to the Fiscal Officer for retention as part of the employee’s personnel file. The employee shall receive a copy of the signed document.
- c. Upon hire, a new employee shall receive a copy of the most recent approved position description for their job position, as part of their new hire orientation paperwork. The Fiscal Officer will have the employee sign the “employee statement” section of the position description acknowledging they have received it. The Fiscal Officer shall retain the original signed document as part of the employee’s personnel file. The employee shall receive a copy of the signed document.

4. New Positions:

- a. If a supervisor has decided a new position is needed, or a change to an existing position pay range or essential duties is needed thus creating a new position, then the supervisor needs to discuss the need with the Health Commissioner.
- b. The Health Commissioner will decide to approve or deny the new position. If the Health Commissioner approves the new position, then the supervisor shall follow this procedure for the position description.

5. Competency Adoption:

- a. The CCHD personnel committee provided original recommendations of organizational competencies to be adopted.
- b. The Division Leadership Team reviewed, revised, and approved the original recommendations of the organizational competencies. These are listed on appendix “800-019-02-A_Canton City Health District Competencies”.
- c. The Health Commissioner will assure the list of competencies is placed on the agenda for the Board of Health for approval. After receiving Board of Health approval, the list of competencies are considered adopted. The Executive Assistant will then update the effective date and Board Approval dates on the appendix “800-019-02-A_Canton City Health District Competencies”.
- d. Adopted competencies should be reviewed every five years by the Division Leadership Team. Any revisions deemed necessary should be approved by the Board of Health for adoption.

F. CITATIONS & REFERENCES

800-002-P_Employee Performance Evaluation

800-010-P Employee Credentialing

Position Classification Schedule [the most recent version of this can be obtained from the Fiscal Officer]

ONET Tool: <https://www.onetonline.org/>

Public Health Foundation <http://www.phf.org>

Approved position descriptions are available on the CCHD shared network drive at: L:\ALL\Position Descriptions



G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Jessica Boley, CCHD WIC Dietitian
2. James Adams, Health Commissioner
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H. APPENDICIES & ATTACHMENTS

- 800-019-02-A_ Canton City Health District Competencies
- 800-019-03-A_ Core Competencies for Public Health Professionals
- 800-019-04-A_ Example of a Supervisor Position Description
- 800-019-05-A_ Example of Entry Level (Non Supervisor) Position Description

I. REFERENCE FORMS

- 800-019-01-F_ Position Description Template

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.