

<b>Category:</b>	Human Resource Admin	<b>INCA Community Services Personnel Policy</b>  
<b>Sub-Category:</b>	Personnel Records	
<b>Effective Date:</b>	74, 2004,	
<b>Revised Date:</b>	4/18	
<b>Reference:</b>	Head Start Act (642)(2)(D)(vi) Policy Council, Responsibilities	
Responsible: Human Resource Director, Program Directors, Executive Director		
<b>Staff Positions/Job Description Policy</b>		
INCA maintains updated job descriptions of each staff position, addressing as appropriate, roles and responsibilities, relevant qualifications, salary ranges and employee benefits.		
<b>Staff Position Documentation (Job Description)</b>		
<p>INCA maintains adequate, up-to-date descriptions of each job position authorized.</p> <ul style="list-style-type: none"> <li>• The same job description form will be used by all programs. Job Descriptions must contain: <ul style="list-style-type: none"> <li>○ Job Title/Program</li> <li>○ Status</li> <li>○ Salary range (may refer to salary range scale)</li> <li>○ Employee Benefits</li> <li>○ Job Summary</li> <li>○ Access to vulnerable population</li> <li>○ Essential Functions</li> <li>○ General Duties</li> <li>○ Supervisory Relations</li> <li>○ Knowledge and Skills</li> <li>○ Relevant job qualifications</li> <li>○ Physical Requirements</li> </ul> </li> <li>• Job Descriptions will be developed by program directors for applicants pertinent to their area of responsibility.</li> <li>• Job Descriptions applicable to the administration of the agency will be developed by the Executive Director.</li> <li>• All Job Descriptions will be reviewed by the Agency Leadership Team for policy and compliance with existing Federal and State laws and regulations.</li> <li>• There will be no personnel actions affected on a particular position until a job description has been approved by the Executive Director.</li> </ul>		
<b>Approval of Job Description</b>		
<ul style="list-style-type: none"> <li>• Head Start Personnel: New job descriptions shall be submitted to Policy Council for approval. (Section 642(2)(D)(vi).</li> <li>• All new job descriptions shall be submitted to the Board of Directors for approval.</li> </ul>		
<b>Guidelines</b>		

- Qualifications standards will be used to affect recruitment and personnel actions and may be waived by the Executive Director.
- Each employee will be furnished a copy of their job description by the staff enrolling a new employee during their initial in-processing.
- Job Descriptions are reviewed by employees and supervisor every year and as job duties changes. (See Employee Performance Evaluation)
- Employees have the right to review their job descriptions at any time.
- A master copy of each job position will be maintained electronically and a hard copy will be maintained by Human Resources.

**Documentation**

Job Description Form - shared in electronic format

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.