

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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JOB DESCRIPTION

Effective September 22, 2016

Procedure 3-02 (B)

Page 1 of 1

- (1) Copies of all current position descriptions will be maintained in the Human Resources Department. Every position must be evaluated when job duties have changed and have a current position description on file prior to beginning any recruitment efforts.
- (2) In order to create a new position description or revise a current position description, the hiring manager must submit a formal position request form to Human Resources.
- (3) To establish a new Board approved position, the hiring manager must contact the Human Resources Representative for his/her department. The Human Resources Representative will work with the manager to evaluate the position description for proper classification, qualifications, and pay rate. Once the evaluation is complete, the Human Resources Representative will submit the position request form to the Budget Office, the appropriate Cabinet member, the President and the Board of Trustees for approval. If the request is approved, the position must be created through the Applicant Tracking System by the hiring manager.
- (4) To create a requisition for an existing available Board of Trustees-approved position, the hiring manager must submit the position through the Applicant Tracking System for appropriate signatures, up to, and including the President, if required.
- (5) For reclassification, reassignments, transfers, promotions or demotions of a current employee's position, or vacancy the hiring manager must contact the Human Resources Representative for his/her department to complete a formal request form. The Human Resources Representative will work with the manager to review the position description for proper classification qualifications, and pay rate. Once the evaluation is complete, the Human Resources Representative will submit the request form for appropriate signatures, up to, and including the President, if required. Positions will not be reviewed during the first year of employment.

Last Effective Dates: June 1, 2010  
August 21, 2000