

**PERSONNEL – CLASSIFIED EMPLOYEES**

**SUBJECT: Job Descriptions**

The Assistant Superintendent Personnel Services shall fix and prescribe the duties to be performed by all persons in the classified service and shall arrange for preparation and maintenance of a job description for each job classification. Job descriptions shall be updated periodically as the needs of the District require.

Revisions or changes in existing job descriptions shall be done in a manner which minimizes negative effects on the employees currently employed in such job classifications. After any revision, new job descriptions shall be provided each affected employee.

Duties shall include, but are not limited to, those stated in the job description. Employees are required to perform such other related duties as may reasonably be assigned by their supervisor.