

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## **ADMINISTRATIVE POLICY**

**NUMBER: BA099**

**NAME: JOB DESCRIPTIONS**

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:		BY:
(LAST) REVIEW DATE:	01/16/2025	BY: Policy Committee
DISCONTINUED DATE:		REPLACE BY:

### **I. PURPOSE**

Sanilac County Community Mental Health Authority (Sanilac CMH) will maintain a written job description for all staff positions, both paid and volunteer.

### **II. APPLICATION**

Populations: **NA**  
Programs: **Direct - ALL**  
**Contracted - ALL**

### **III. STANDARDS**

In the event new paid positions are created through expansion or reorganization, written job descriptions will be prepared and approved by the Supervisor prior to filling the position.

All job descriptions must contain the following elements:

1. Title
2. Summary of job duties
3. Competencies
4. Definition of the essential functions of the position
5. Qualifications (education, experience, other)
6. Immediate supervisor

Job descriptions are to be as detailed and explicit as possible. However, the staff member may be required to perform related duties not specified in the job description. In the event new major responsibilities or other significant changes occur, the job description will be rewritten to reflect these changes by the Supervisor. Job descriptions will be reviewed annually by the Human Resources Department and/or Supervisor. HR will issue the updated/reviewed job description to the Staff, Union and Supervisor via email. The Supervisor will then review all changes with staff.

Requests for copies of job descriptions throughout the year can be made directly to the Human Resources Department. Electronic copies will be sent.

Written job descriptions play a key role in assuring our Agency's compliance with the Americans with Disabilities Act, and other federal and state employment laws.

### **IV. ATTACHMENTS**

### **V. REFERENCES**