

JOB DESCRIPTIONS

POLICY NUMBER: ADM-JOBDESCRIPS

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 4/12/19

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 4/12/23

SUPERSEDES POLICY DATED: JOB DESCRIPTIONS-UNDATED

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

It is important for all employees to understand what is expected of them. A job description serves as a guide to the broad scope of an employee's job as well as specific day-to-day responsibilities.

NKU uses the Job Analysis Questionnaire (JAQ) to systematically obtain important, relevant, accurate, and detailed information about the job duties and responsibilities as well as the requirements for the job.

When an employee joins NKU or transfers into a different position, the supervisor should review the job description with that employee.

Job descriptions are kept on file in Human Resources and are used for a variety of purposes including recruitment, training and development, performance management, and compensation administration.

Job descriptions may be updated from time-to-time as the needs of the department change. Staff employees can obtain a copy of their job description from their supervisor and are encouraged to consult their supervisor with any questions concerning their job description.

II. ENTITIES AFFECTED

This policy applies to all NKU employees (including supervisors) in the Staff classification (see Employment Category Definitions policy).

III. AUTHORITY

Job descriptions are not legally required, but they are important for compliance with federal and state labor and employment laws, such as the Americans with Disabilities Act and Equal Pay Act.

NKU's policy is to have a job description for all positions to help the jobholder understand the responsibilities of the position.

IV. DEFINITIONS

Job: The total collection of tasks, duties, and responsibilities assigned to one or more individuals whose work is of the same nature and is performed at the same level.

Job Analysis Questionnaire (JAQ): A questionnaire/document to systematically obtain and identify critical information about the duties and responsibilities; knowledge, skills, abilities required; and conditions under which the job is performed in order to establish the job classification and determine exempt/non-exempt status.

Job Description: A formal written document providing information about the job, including responsibilities and duties involved, and the knowledge, training, education, and skills needed for each job.

V. RESPONSIBILITIES

Employees are responsible for reviewing the job description and understanding the expectations of the job and consulting with the supervisor about any questions pertaining to job description.

Supervisors are responsible for the creation of the job description and sharing it with the employee during the employee's first few days on the job. Supervisors must review job descriptions for necessary updating, most commonly at the time of annual performance review, when a position becomes vacant, when the core functions of a job change, or when the needs of the department change.

Supervisors are also responsible for submitting updated copies of all job descriptions to Human Resources for inclusion in the master job description record.

Division heads are responsible for reviewing and approving job descriptions and forwarding them to Human Resources for review.

Human Resources is responsible for evaluating the position description for completeness, accuracy, clarity, and compliance with various regulations including the Americans with Disabilities Act (ADA) and Fair Labor Standards Act. Human Resources is also responsible for determining the job classification based on a review of the job description.

Human Resources maintains and provides a copy of the job description, as necessary, for purposes of benefits administration such as disability and determination of reasonable accommodation, sharing with interview committees, compliance, litigation issues, etc.

VI. PROCEDURES

The immediate supervisor completes the job description/JAQ. While the employee or incumbent of a position has the ability to update it, the immediate supervisor must review and validate it to make sure that it reflects the actual duties and responsibilities of the position. After review and approval from the immediate supervisor, the department head, and the division head or a designated administrator reviews and signs it.

Human Resources reviews job descriptions for the purposes of assigning a position to a pay grade based on an evaluation of essential functions, difficulty of duties, level of responsibility, working conditions, and qualifications such as the knowledge, abilities, education, training, experience, and skills required in the position.

VII. REPORTING REQUIREMENTS

While there are no specific reporting requirements, job descriptions are provided as needed, for SACS (Southern Association of Colleges and Schools Commission on Colleges), NCAA (National Collegiate Athletic Association), and other compliance purposes.

VIII. TRAINING

Human Resources provides training as needed to supervisors on how to write job descriptions. This training could be on a one-on-one basis or covered during training on other topics, such as Fair Labor Standards Act (FLSA).

IX. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Job Analysis Questionnaire: <https://inside.nku.edu/hr/managers-toolkit.html>

RELATED POLICIES

Employment Category Definitions: <https://inside.nku.edu/policy/policies/azlisting.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	April 12, 2019
Policy	

JOB DESCRIPTIONS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish Vaidya

Date 4/2/19

Ashish Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 8 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Wendy Peek

Date

5/10/19

Print Name

Wendy Peek