

**POLICY: 6Hx28:3A-01**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-92

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## **Job Description for Personnel of the College**

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**Policy  
Statement:**

The president is authorized to prepare and amend as appropriate statements of the duties and responsibilities as well as the qualifications required for all positions authorized in the college budget. These job descriptions will be made available to all employees

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**Procedure  
Statement:**

A file of all current job descriptions will be kept in the college Human Resource office, the offices of the vice presidents, and in each Learning Resources Center.

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**Related  
Documents/Policies:**

None

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**Policy  
History:**

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:2-04; Formerly 6Hx28:2-05; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:07-42

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**Procedure  
History:**

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Repealed