

7-102.

(A) (1) EACH EMPLOYEE IN THE SKILLED SERVICE, PROFESSIONAL SERVICE, AND MANAGEMENT SERVICE SHALL BE PROVIDED WITH A WRITTEN POSITION DESCRIPTION WHICH DESCRIBES THE ESSENTIAL DUTIES AND RESPONSIBILITIES THE EMPLOYEE IS EXPECTED TO PERFORM AND THE STANDARDS FOR SATISFACTORY PERFORMANCE ON A FORM APPROVED BY THE SECRETARY.

(2) A SUCCESSFUL APPLICANT FOR A POSITION IN THE SKILLED SERVICE, PROFESSIONAL SERVICE, OR MANAGEMENT SERVICE SHALL BE PROVIDED WITH A POSITION DESCRIPTION FOR REVIEW BEFORE ACCEPTING APPOINTMENT TO THE POSITION.

(B) THE APPOINTING AUTHORITY OR DESIGNEE SHALL APPROVE POSITION DESCRIPTIONS AND REVISED POSITION DESCRIPTIONS FOR THE POSITIONS IN THE UNIT.

(C) (1) A SUPERVISOR SHALL:

(I) ENSURE THE PREPARATION OF A POSITION DESCRIPTION FOR EACH POSITION OVER WHICH THE SUPERVISOR HAS PRIMARY DIRECT RESPONSIBILITY;

(II) MAINTAIN POSITION DESCRIPTIONS FOR THE POSITIONS UNDER THE SUPERVISOR'S JURISDICTION; AND

(III) GIVE EACH SUPERVISED EMPLOYEE A COPY OF THE POSITION DESCRIPTION FOR THE EMPLOYEE'S POSITION.

(2) THE SUPERVISOR AND EMPLOYEE SHALL REVIEW THE POSITION DESCRIPTION FOR THE EMPLOYEE'S POSITION AND MAKE ANY NECESSARY REVISION:

(I) WHENEVER THERE IS A CHANGE IN THE ESSENTIAL FUNCTIONS OF THE POSITION; AND

(II) AS PART OF THE EMPLOYEE'S PERFORMANCE APPRAISAL.

(3) WHEN THERE IS NO POSITION DESCRIPTION FOR A NEW OR VACANT POSITION, THE PRIMARY DIRECT SUPERVISOR OF THE POSITION SHALL:

(I) PREPARE A POSITION DESCRIPTION FOR THE POSITION; AND

(II) SUBMIT IT AS PART OF THE SELECTION PLAN TO FILL THE POSITION.

(D) A POSITION DESCRIPTION SHALL CONTAIN INFORMATION REQUIRED BY THE SECRETARY, INCLUDING A DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THE POSITION.

(E) (1) THE DUTIES AND RESPONSIBILITIES ASSIGNED TO A POSITION SHALL BE CONSISTENT WITH THE DUTIES AND RESPONSIBILITIES FOR THE POSITION'S ASSIGNED CLASS.