

(II) PROVIDES ACCESS TO CONFIDENTIAL INFORMATION
AND:

1. REQUIRES SUBSTANTIAL INTERVENTION OR
COLLABORATION IN THE FORMULATION OF PUBLIC POLICY; OR

2. REQUIRES THE PROVISION OF DIRECT ADVICE OR
THE RENDERING OF DIRECT SERVICES TO AN APPOINTING AUTHORITY.

7-102.

(a) (1) Each employee in the skilled service, professional service, and management service, INCLUDING SPECIAL APPOINTMENTS IN EACH CLASSIFICATION OF EACH OF THOSE SERVICES, 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.