

(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.

(2) An employee may grieve the assignment of duties and responsibilities only if those assigned duties and responsibilities clearly are applicable to a different class.

7-501.

(a) The performance of each employee in the skilled service, professional service, and management service, **INCLUDING SPECIAL APPOINTMENTS IN EACH CLASSIFICATION OF EACH OF THOSE SERVICES**, shall be evaluated in accordance with this subtitle.

(b) The appointing authority shall ensure that each of the unit's employees who is subject to this subtitle has performance evaluations in accordance with this subtitle and procedures established by the Secretary.

(c) Each supervisor of an employee subject to this subtitle shall attend mandatory training by the Department on the methods and procedures required in the performance appraisal process.

(d) Factors in evaluating a manager's or supervisor's performance shall include:

- (1) attendance at any required performance appraisal training;
- (2) adherence to established methods and procedures in conducting performance appraisals;
- (3) the timely completion of performance appraisals for employees assigned to the supervisor; and