

OBJECTIVE # 5

**UPDATE JOB DESCRIPTIONS TO MATCH PRESENT
AND PROJECTED REQUIREMENTS**

JOB DESCRIPTIONS

Job descriptions were created for each full-time position under the jurisdiction of the County Commission and these were presented to the County Commission, in a separate binder, at the County Commission meeting on December 21, 2006.

Each department head has reviewed the job descriptions for his/her department at least once. Several have gone through two and three edits. Those that have been approved by the department head are so indicated at the end of the job description. Those needing another final edit have the word “DRAFT” and the date at the top of the job description.

Each department head has an electronic version of the job descriptions for his/her department. An electronic version of every job description was given to the County Administrator on December 21, 2006.

There are a total of 56 job descriptions, representing 56 different full-time permanent positions. Each job description now has a Fair Labor Standards Act classification – each is designated with “exempt” or “non-exempt” status. *Although the consultant prepared 56 job descriptions, in another section of the study, she indicates the County has 200 employees.*