

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 201 – Job Descriptions

1. Policies

- a. New positions and revisions of current job descriptions for employees of the Partnership of Children of Cumberland County, Inc. (PFC) shall be established upon recommendation of the President to the Personnel Committee with the final approval of the Board of Directors.
- b. PFC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations and establishing a basis for making reasonable accommodations for individuals with disabilities.
- c. The President will review all job descriptions periodically to ensure equity and consistency and update as needed.

2. Guidelines

- a. PFC makes every effort to create and maintain accurate job descriptions for all positions within the organization.
- b. A job description does not necessarily cover every task or duty that might be assigned and additional responsibilities may be assigned as necessary.
- c. A human resources consulting firm will be utilized as needed to assist with the review of all job descriptions.