

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: PERSONNEL**

**POLICY 3.28: JOB DESCRIPTIONS**

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**I. POLICY:**

There shall be a written job description for each Oklahoma County Juvenile Bureau (OCJB) position. Each job description will describe, at a minimum, the following information regarding each position: the general purpose, supervision received and exercised, essential duties and responsibilities, peripheral duties, minimum qualifications and any special requirements, tools and equipment used physical demands, and the work environment **(2-7027) (3-JDF-3A-05)**.

**II. DEFINITIONS:**

- A. **Essential Duties and Responsibilities:** The basic duties for which the job was created and which cannot normally be transferred to another position without disruption in the flow or process of work.
- B. **Peripheral Duties:** Duties that are not "essential duties," but are typically undertaken or expected of the employee. Generally, these duties can also be performed by other positions.
- C. **Physical Demands:** Describes the physical activities required to perform the functions of the job.

**III. PROCEDURE:**

- A. Each employee will receive a copy of his/her job description for the position he/she is hired for upon his/her initial appointment and upon any subsequent job change or revision of the job description **(3-JDF-3A-06)**.
- B. Each employee will sign and date a copy of his/her job description, acknowledging its receipt. The original of the signed document and any revised job descriptions shall be placed in the employee's personnel file **(3-JDF-3A-06)**.
- C. The employee and his/her supervisor will review the employee's current job description when initiating and conducting the employee's Performance Evaluation Report.
- D. Supervisors will report to the Human Resources (HR) Manager when they deem revisions to job descriptions are necessary.
- E. Changes to job descriptions will be compiled and/or revised by the department head or Human Resources (HR) Department.

Once revised, HR Department will submit to the department head for signature and then forward to the Director for final approval. The job descriptions are reviewed annually and updated as needed **(3-JDF-3A-05)**.

F. The HR Manager will maintain current job descriptions for all OCJB positions.

Approved: James L. Saffle      10/6/15  
James L. Saffle, Director      Date