



JCS-Inc. Policies

## 8019.1 Position Titles Policy

**Effective Date: June 12, 2020**

**Approved by: Board of Directors**

### **Public:**

It is the policy to ensure that position titles, which are established, accurately identify the position, and consistently correspond to applicable federal and state law classifications.

### **Procedure:**

1. A position title must identify the duties and responsibilities of the position (the general purpose of the position) and the overall scope of accountability (level within the organization).
2. Whenever possible, the position title, which is assigned must be reflective of similar position titles typically used in the marketplace (e.g. accountant, custodian, driver).
3. Position titles that are assigned must be applied consistently within JCS, Inc.
4. Position titles may not be assigned until a Job Description has been written and approved by Human Resources.
5. Position titles of exempt positions must whenever possible, be reflective of typical position titles assigned to administrative, executive, professional, or data processing positions within the white-collar classifications.
6. Any change in position title must be reviewed by Human Resources, and approved by the Governing Board. Human Resources shall be responsible for the auditing and maintenance of all position titles.

Original Policy 02/27/01

Revised Policy 03/07/08

Revised Policy 09/08/17

Revised Policy 06/12/2020