

What changed?

We rebuilt the County's job descriptions into one reliable system.

1

ONE FORMAT

Every position now follows the same structure and answers the same basic questions.

2

CURRENT WORK

Departments reviewed duties, reporting lines, schedules, certifications and working conditions.

3

CLEAR REQUIREMENTS

Required qualifications, supervision, physical demands and job expectations are stated more clearly.

Bottom line: the County now has a consistent record of what each position is actually expected to do.

Why did this matter?

Outdated job descriptions create bad decisions downstream.

Hiring



We need to know what we are hiring someone to do.

Pay comparisons



Similar titles do not always mean similar jobs.

Accountability



Employees and supervisors need the same expectations.

Risk

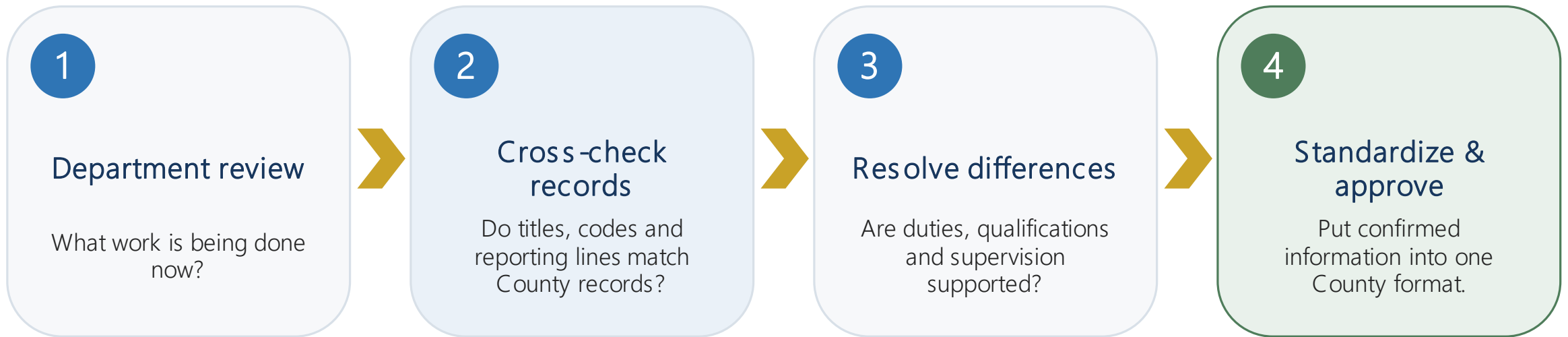


Accurate duties and requirements support fair, defensible employment decisions.

Better information in → better hiring, pay, management and budgeting decisions out.

How did we make the information reliable?

We did not treat any single document or requested change as automatically correct.



When something could not be confirmed, it was flagged for validation instead of guessed.

What does the County have now?

A foundation we can use, maintain and defend.

Recruit

Clearer postings and minimum requirements

Compare

Stronger salary comparisons based on the work, not just the title

Manage

Shared expectations for employees and supervisors

Maintain

Revision and approval information makes future updates easier

The goal was not “better paperwork.” The goal was better information for better County decisions.