



2026 Countywide Job Description Review and Standardization

Effingham County Board of Commissioners Human Resource Services | September 2026

Purpose of the Review

During 2026, Human Resource Services completed a countywide review and rewrite of Effingham County's job descriptions. The project was necessary because the County's existing records had been developed over many years, using different formats and levels of detail. Some descriptions no longer accurately reflected the work being performed, while others contained outdated titles, qualifications, reporting relationships, or duties.

A job description is more than an administrative document. It establishes what the County expects from a position, the minimum qualifications required to perform the work, whether the position supervises others, the physical and scheduling demands of the job, and the responsibilities for which an employee can reasonably be held accountable. These same records also support recruiting, compensation analysis, performance management, workplace accommodations, and compliance with wage and employment laws.

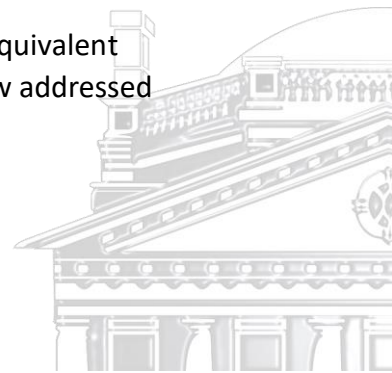
For that reason, the goal was not simply to make the documents look alike. The goal was to establish a reliable record of the County's positions and the work the County requires.

What Was Done

Human Resource Services reviewed the County's job descriptions position by position. Departments were asked to review their existing descriptions and identify changes to duties, education, experience, licenses, certifications, supervisory responsibilities, schedules, and working conditions. Human Resource Services then compared those submissions against the County's existing records rather than automatically accepting requested changes.

A single County format was developed so that every job description answers the same basic questions. The new format identifies the job code, department, reporting relationship, exemption status, supervisory role, and approval status at the beginning of the document. It then separates the position's purpose from its essential duties and distinguishes fundamental responsibilities from secondary tasks.

Minimum qualifications were also standardized. Education, experience, acceptable equivalent combinations, preferred qualifications, and required licenses or certifications are now addressed





separately. This is important because a qualification that is truly required to perform a job should not be confused with one that is simply preferred.

The review also addressed work schedules, emergency or on-call requirements, physical demands, and actual working conditions. Rather than inserting generic language into every description, the standard requires these requirements to be connected to the work of the particular position.

Where information could not be confirmed, Human Resource Services did not manufacture an answer. Questions involving supervisory authority, minimum experience, reporting relationships, or other material requirements were identified for departmental or management validation before final approval.

How Accuracy Was Established

No single source was treated as automatically correct. Accuracy came from comparing multiple sources and resolving differences.

The review used the County's job and position records, existing and historical job descriptions, department-submitted revisions, current organizational and reporting information, County policies, and information supplied by directors, department heads, and subject-matter experts. The County's job-detail records were used to maintain consistency in items such as official titles, job codes, departments, employment status, and wage-and-hour classifications.

Human Resource Services also reviewed applicable federal and Georgia requirements when a position raised a legal or compliance issue. This included requirements affecting overtime exemption classifications, essential job duties, reasonable accommodation, employment qualifications, and other employment practices. The County's standardized description now specifically recognizes reasonable accommodation for qualified individuals with disabilities and makes clear that a job description summarizes the primary requirements of a position rather than attempting to list every task an employee may ever perform.

Finally, the descriptions were reviewed with compensation analysis in mind. The County is using **TruComp**, a compensation comparison system, to evaluate County positions against comparable public employers. A salary comparison is only as useful as the job information behind it. Comparing positions merely because they have similar titles can produce misleading results. Current duties, responsibility, supervisory authority, required qualifications, and organizational level provide a much stronger basis for determining whether two positions are actually comparable.





Why This Matters to the County

The completed project gives the Board and County management something the County previously did not have consistently: a standardized and supportable description of each position based on the job itself.

That foundation matters financially as well as operationally. Better job information improves salary comparisons, helps prevent inappropriate comparisons between positions with similar names but substantially different responsibilities, and gives the County a stronger basis for explaining compensation decisions. It also provides clearer expectations when recruiting employees and gives supervisors and employees a common reference point when responsibilities are questioned.

Just as importantly, this project created a system that can be maintained. The new descriptions contain revision and approval information, and the standardized format makes future changes easier to identify and review. The template intentionally requires job-related qualifications, observable physical demands, and documented working conditions rather than vague or generic language.

The Board does not need to independently review every duty in every job description to understand the significance of the project. The larger accomplishment is the creation of a consistent Countywide framework in which positions can be documented, compared, recruited, compensated, and managed using the same standards.

In short, this was not a formatting exercise. It was an effort to make sure the County knows what positions it has, what those positions are responsible for, what qualifications the County requires, and that future employment and compensation decisions are based on accurate information rather than outdated documents or job titles alone.

