

 City of WHITewater		Policy 201.02 Position Descriptions			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	5
Issue Date:	7/7/2022	Revision Date:		Review Date:	
Special Instructions:	Accessibility to position descriptions was part of the Employee Manual dated 12/22/2011				

- I. Policy – The City of Whitewater maintains updated position descriptions of each staff position, addressing as appropriate, roles, duties, responsibilities and relevant qualifications. The position description is the foundation for each hiring process and provides significant evidence of the employee’s job duties and expectations.
- II. Guidelines
- III. Procedure
 - A. Document Format
 1. The same format will be used for all position descriptions.
 2. Position descriptions must contain:
 - a. Header - Job Title, Department, Reports to, Location, FLSA status, Pay Grade, Shift Status, Bargaining Unit and Date
 - b. Body – Job Summary, Essential Duties and Responsibilities, Additional Duties and Responsibilities, Supervision Received and/or Exercised, Qualifications, Education and/or Experience, Language Skills, Mathematical Skills, Reasoning Ability, Other Qualifications, Physical Demands, Work Environment, Selection Guidelines, Signatures
 - B. Special Requirements
 1. Bonding of signatories, certifications and licensing, to include Commercial Driver’s License and Driver’s License, must be included under the Qualifications section of certain position descriptions.
 - C. Development and Review
 1. Department Directors are responsible for development and review of all position descriptions for employees pertinent to their area of responsibility.

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2. Position descriptions must be reviewed and updated prior to the start of recruitment for a position.
 - a. All suggested changes to a position description must be made in red (strikethroughs and additions).
 - b. A *Position Justification Request Form* must be completed and submitted with an updated position description for all open positions.
3. All position descriptions will be reviewed by the HR Manager for policy and compliance with existing Federal and State laws and regulations.
4. Position descriptions are reviewed at a minimum of every five years.
 - a. The review process will be led by the City Manager or their designee.
 - b. Input from Supervisors and Staff will be gathered and used in the review process.
 - c. The review process is intended to keep position descriptions accurate and relevant.
5. All position descriptions must be approved by the City Manager.

D. Accessibility to Position Descriptions

1. All position descriptions will be available to City Staff and can be found in the HR folder on the shared network drive.

IV. Reporting

V. Job Aids

A. *Position Openings Procedure*

B. *Position Justification Request Form*



Position Openings Procedure

1. The Department Director discusses the opening with the City Manager and HR Manager.
2. The Department Director submits justifications for filling the position opening (Position Justification Request Form).
3. If the Position Justification Request Form is approved, the position description is reviewed by the Department Director and red-lined changes are submitted to the City Manager. If appropriate, the employee vacating the position should review the position description and give suggested changes.
4. When the position description is approved by the City Manager, the Department Director or designee contacts the HR Manager to review the job posting
5. The Executive Assistant updates position description on NeoGov.
6. The HR Manager reviews the NeoGov job description definitions (salary, benefits, etc.)
7. The HR Manager sets the Exam Plan in NeoGov (the Police Department sets their own Exam Plans).
8. The HR Manager posts the opening in NeoGov (the Police Department posts their own openings).
9. The HR Manager sets appointments with staff for interviews and testing (the Police Department sets their own interviews and testing). The City Manager may or may not be part of the interview process, but must be invited to attend any interviews of directors, managers, superintendents, supervisors or police command staff).
10. The final candidates are reviewed by the City Manager
11. The formal job offering letter from the City Manager is sent to the candidate.



Position Justification Request Form

Job Title: _____

Department/Division: _____

Position Reports To: _____

Request Submitted By: _____

Reason for Request

☐ New Position

- Is funding budgeted for this position? ☐ Yes ☐ No
- If additional funding is required, how much? \$ _____

☐ Replacement Position

- Date the position was vacated _____
- Reason for vacancy _____
- Employee being replaced _____
- If additional funding is required, how much? \$ _____

Compensation Review

- Has the supervisory or budgetary responsibility level or complexity of duties changed for this position? ☐ Yes ☐ No
- Has the job description been reviewed by the Department Director with the changes highlighted? ☐ Yes ☐ No

Justification for Requested Action

Why is this position needed?

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How many similar positions are there in the department (supply all similar titles)?

Can the duties be performed by any of the following choices?

- Consolidate into an existing position? ☐ Yes ☐ No
- Change to part time (less than 30 hours per week)? ☐ Yes ☐ No
- Redistribute to other positions? ☐ Yes ☐ No

If not, indicated why the above reasons are not appropriate:

Department Director Signature: _____ Date: _____

HR Manager Signature: _____ Date: _____

City Manager Approval: _____ Date: _____

City Manager Denial: _____ Date: _____

Reason for Denial: _____
