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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 2102.1  
JOB DESCRIPTION - OVERVIEW

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A Job Description describes the scope, responsibilities and organizational relationships of a job position. Its purpose is to provide a clear, gender-neutral representation of the position's role within the District.

It should be an up-to-date description which is well-written and describes the nature, type & level of difficulty of the work being performed in the position, and the frequency, duration & intensity of working conditions inherent in the job. It should reflect the job as it currently exists and should focus on the requirements of the job, not on the skills or abilities of a particular incumbent.

In accordance with BP/AR 4213.2, all positions have been classified through a process of analysis of the specific duties performed. This process results in a written position description which lists the duties requested for each class of work. It also make possible the assignment of a position title for the job and furnishes a basis for comparing the position with other jobs in the district. If the duties of the position change significantly, the job may be re-examined to determine whether it should be given another title or a different placement in the salary structure (re-classification) or consolidation with other position(s).

A job description should be reviewed when a "New" position is established, the responsibilities of a position have changed, an organizational change has occurred, there are changes to the working conditions or technology, and periodic review (it is recommended that review occurs at minimum every five (5) years) to ensure all elements of the job description are still applicable. Where appropriate, coordination with the specific Collective Bargaining Unit(s) may be required and should comply any provisions within the Collective Bargaining Agreement(s).

Job descriptions should be provided at the time of initial hire and each change in classification or when a new or revised job description is implemented.

*Reference: BP/AR 4213.2 Reclassification  
CSEA 125 Article 8 (6) Distribution of Job Information  
CSEA 125 Article 20, Position Descriptions, Reclassification, Consolidation of Positions  
CSEA 143 Article 8 (6) Distribution of Job Information  
FASTA Article 6 (1) – reference to job duties*

Policy Fresno Unified School District  
DIVISION OF HUMAN RESOURCES  
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