
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2102.2
JOB DESCRIPTION – DEVELOPMENT & REVISION

The Chief of Human Resources/Labor Relations works with sites and departments in developing new position descriptions and revising existing ones. Revisions need to be submitted when there are changes to the content of the job description such as a reporting relationship, job responsibilities, an update to better reflect the duties of the position, a re-organization and other circumstances. In order to create a new job description or revise an existing one, planning ahead and following these steps should occur:

1. Discuss the need for a new position or revised position description with the Division Superintendent or other Cabinet-level administrator in charge of the specific area, and obtain approval to proceed. Call the Chief of Human Resources/Labor Relations or designated Human Resources Administrator and ask for copies of any current position description representing the position needed, or a similar position.
2. Do an initial review of the job description, as it may be accurate and not require any changes.
3. Draft the proposed position description using the guidelines in this section of the manual. For assistance or advice, contact the Associate Superintendent or designated Human Resources Administrator.
4. Submit the draft to Human Resources for review. It may be revised or modified during review consultation.
5. If the position is in a bargaining unit (CSEA, SEIU, Building Trades, IAMAW, FTA or FASTA), the Human Resources Administrator will discuss with bargaining unit representatives. The position description and/or salary may be revised or modified based upon this discussion.
6. The Associate Superintendent will finalize the salary placement so that the salary is appropriate for the position.
7. The final draft will be returned to the site. Review the draft, make suggested changes, and return to the Associate Superintendent with a memorandum regarding why the position is being created or revised to be included with a Board Agenda item. The memo should provide background regarding the need for the position, the history of the position (if applicable), how many individuals are to be hired into the position, the funding source, and the budget impact.
8. After receipt of the memorandum and the finalized position description, the Associate Superintendent will prepare a Board item for the Associate Superintendent to take forward at the next scheduled Board meeting.

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
Revised: January 17, 2017
Admin reviewed: March 22, 2017
Fresno, California