



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Position Descriptions
APPLICABILITY:	All Staff
CONTACT POSITION & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	02/27/2017
LATEST EFFECTIVE DATE:	03/23/2024
REVIEW FREQUENCY:	2 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-019-P

A. PURPOSE

The intent of this document is to guide hiring managers and the ad hoc position description group in writing and updating position descriptions and to update competencies used by the Canton City Public Health (CCPH).

B. POLICY

All position descriptions within CCPH should be reviewed on an as needed basis or when there is significant change in duties. Form “800-019-03-F Position Description Template” will be used to write each new position or update each existing position within their division to correspond with the CCPH adopted competencies and reflect current position responsibilities. The hiring manager will review the current position description for accuracy prior to submitting the Personnel Request form (800-017-02-F) in the 800-017-P New Hire Recruiting to the Fiscal Manager. CCPH adopted competencies should be reviewed on a two-year basis and revised as necessary.

C. BACKGROUND

Initially this policy was developed in 2017 as part of Public Health Accreditation Board (PHAB) accreditation work. This policy has been revisited and edited to improve clarity and equity of the position descriptions and key competencies. CCPH has formally adopted competencies that were originally recommended by the CCPH personnel committee. This update also satisfies Public Health Accreditation Board (PHAB) measure 8.2.2.1 by specifying the qualifications needed for hire, 8.2.2.4 by updating the position descriptions to include competencies and 8.2.2.6 by specifying credentials to be maintained.

D. GLOSSARY OF TERMS

Ad Hoc Position Description Group: Group that consists of the VS Administrative Supervisor, Community Health Equity Coordinator, Fiscal Manager and the Workforce Development Specialist. Group’s purpose is to review and write updated or new position descriptions.

Civil Service Commission of the City of Canton: This Commission prescribes, amends, and enforces rules for the classification of positions in the civil service of the city, city schools, and city health districts.

Hiring managers: When referring to the hiring manager throughout this policy, this may include division leaders, supervisors or designee (anyone given hiring manager responsibilities).

Key competencies: Specific qualities that a company considers desirable for employees to possess.

Public Health Foundation (PHF): (<http://www.phf.org>) is a private, not profit organization whose mission is to advance the public health workforce to achieve organizational excellence.



E. STANDARD OPERATING GUIDELINES

1. **Writing Position Descriptions:** Hiring managers and the ad hoc position description group must use form 800-019-03-F Position Description Template to update all existing position descriptions within their respective divisions and when creating new position descriptions. When updating the position description, it may be beneficial to speak with an employee(s) in the position (if already filled/established) to make sure it accurately reflects their current work. Following the template, all information should properly reflect the position the description is being written for. Below describes each section of the template and how they shall be used.
 - a. **Position Title** – Title of the position, must be 30 characters or less in accordance with the City of Canton guidelines. For assistance choosing a position title, see 800-019-02-A_Distinguishing Between Common Position Titles. NOTE: Position titles are what people search for when they are looking for jobs. Therefore, when the position has a technical title, consider using common language. Example: Environmental Health Specialist vs Health Inspector.
 - b. **Division or Unit** - Name of the CCPH Division or functional unit the position is assigned.
 - c. **Civil Service Status** – Select “classified” or “non-classified” to describe the Civil Service status of the position. All full-time and part-time positions are “classified” and seasonal positions are “non-classified”.
 - d. **Position #** - Position number from the CCPH position classification schedule. This number is assigned by the City of Canton Auditor’s Office for new positions and can be obtained by contacting the Fiscal Manager.
 - e. **Reports to** - Position title of direct supervisor to whom the position reports directly.
 - f. **Employment Status** – Specifies if the position is full-time, part-time or seasonal.
 - g. **Pay Grade** - Alphabetic assignment of the pay grade for the position specified in the CCPH position classification schedule.
 - h. **Fair Labor Standards Act (FLSA) Status** – Specifies if the position is exempt or non-exempt from the FLSA which dictate overtime compensation and other rules. For new positions, FLSA should be reviewed to determine the appropriate status with the assistance of the ad hoc position description group (<https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa#8>)
 - i. **Board of Health approval date:** Most current date the position description was approved by the Board of Health.
 - j. **Civil Service Commission approval date:** Most current date the position description was approved by the City of Canton’s Civil Service Commission. NOTE: Seasonal position descriptions only require Board of Health approval.
 - k. **Position Summary** - Position summaries should be a two to three sentence broad overview of the job.
 - l. **Essential Duties and Responsibilities** - The purpose of this section is to detail the work that needs to be performed in the position and for what an employee in this position will be accountable. It is also the information that helps to define the criteria that should be used for assessment and development.
 - i. Position essential duties and responsibilities must be divided into functional groups.
 - 1) If travel is required for a position, the following statement should be included after any travel-related essential duties and responsibilities listed: “City vehicles can be provided for work activities/work travel with supervisor approval”.



- 2) The following should be a part of the essential duties and responsibilities.
 - Participate in staff committees and workgroups.
 - Provide support functions in response to public health emergencies as directed by the Health Commissioner.
 - Other duties and responsibilities as assigned.
- ii. The O*NET tool can be used to provide examples of essential duties and responsibilities. (<https://www.onetonline.org/>)
- m. **Minimum Qualifications and credentials** - This section shall list, at a minimum, the required education, degree, work experience, skills, licensure and/or registration to be considered for hire. These qualifications and credentials must support the performance of essential duties and responsibilities. All position descriptions must include what must be acquired and maintained prior to initial hire. Some positions may require acquisition and maintenance of additional credentials within a certain amount of time after hire. NOTE: Consider alternative qualifications and credentials or equivalent combination of education, experience and/or training which provides the necessary knowledge, skills and abilities relevant to the job.
 - i. Requirement of a “valid driver’s license” must be listed in every position description under this section.
 - ii. If prior experience is required for a position, be sure to list the minimum number of years of experience required. For example, state, “Must have at least two years of relevant experience” instead of simply “Must have prior relevant experience.”
- n. **Work Environment** - This section is used to describe the surrounding conditions in which an employee operates. The work environment can be composed of physical conditions, such as office temperature, equipment (such as personal computers), noise levels and any hazards. Focus on the physical environment as opposed to the people (i.e. personal abilities such as see, hear, touch, feel, etc. and people within the environments). The following statement is required in every position description:
 - i. Reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) Compliance will be made available to those who need it to achieve the above descriptions.
- o. **Benefits** -
 - i. *For full-time – use this statement:* This position takes part in a pension plan from the Ohio Public Employment Retirement System. Eligible for insurance (medical, dental, vision, life), paid sick leave, paid vacation and paid holidays.
 - ii. *For part-time and seasonal – use this statement:* This position takes part in a pension plan from the Ohio Public Employment Retirement System. Eligible paid sick leave.
- p. **Key Competencies** – Below are the three sets of competencies that CCPH has adopted.
 - i. **Core Competencies for Public Health Professionals** are a consensus set of knowledge and skills of broad practice of public health, as defined by the 10 Essentials Public Health Services (<https://www.apha.org/what-is-public-health/10-essential-public-health-services>). Developed by Council on Linkages Between Academia and Public Health Practice, the core competencies reflect foundational or crosscutting knowledge and skills for professionals engaging in the practice, education and research of public health. These competencies are organized into domains, representing skill areas within public health, and three tiers, which describe different types of responsibilities within public health organization. This statement will be included in every position description in this section:



- 1) Canton City Public Health has adopted The Council on Linkages Core Competencies for Public Health Professionals (www.phf.org/corecompetencies). Employees must possess skills associated with the priorities appropriate for assigned tier level.
 - ii. **Organizational Competencies:** This statement will be included in every position description in this section:
 - 1) Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve (800-031-P_Canton City Public Health Organizational Competencies).
 - iii. **Professional Competencies:** When updating position descriptions, if there is a professional organization that regulates the position, the supervisor shall check to see if they have a competency set. The professional competency will be referenced in this section and the link to the competencies will be included.
 - q. **Revision History** – List any prior approval dates of the position description approved by the Board of Health.
 - r. **Employee Statement** – See section E.2h of this document.
2. **Position description approval process:**
- a. When a current position description needs updated or a new one needs created, the hiring manager will e-mail the Health Commissioner requesting approval to update a current or create a new position description and include the ad hoc position description group in the e-mail.
 - i. Every position needing to be advertised must have the position description updated to follow the procedures as outlined below. If there are immediate staffing and/or time constraints, exceptions can be made by the Health Commissioner.
 - b. Once the Health Commissioner approves the hiring manager’s request, the hiring manager will update the current or create a new position description using the most current template 800-019-03-F_Position Description Template.
 - i. If updating the current position description, the hiring manager will use the ‘track changes’ (red-lined version) in Word. The Board of Health and Civil Service requires this when updating a position description.
 - ii. If there is currently an employee in that position that the hiring manager wants to update, it is recommended to include the current employee in conversations about their position description.
 - c. Once the position description has been created or updated, the hiring manager will e-mail the draft position description to the ad hoc position description group. If the hiring manager’s need is urgent, they must send the position description to the ad hoc position description group no later than the last day of the previous month to be on the upcoming regular Board of Health agenda. For example, if the upcoming regular Board of Health meeting is on Tuesday, February 27, 2024, the position description must be sent by Wednesday, January 31, 2024.
 - i. If the position description is new, the Fiscal Manager or designee will e-mail the auditor’s office requesting a new position number.



- d. Once the ad hoc position description group receives the updated or new position description, the members will review the position description within one week. A meeting will be scheduled with the group and the hiring manager within that week if changes are needed.
 - o For new position descriptions and for updated position descriptions that changed significantly, the ad hoc position description group members will individually determine the position's pay grade following instructions in the 800-030-P_Compensation Plan Policy, then meet with the Health Commissioner to discuss and finalize the position's pay grade. The results of this discussion will be placed onto one finalized Pay Grade Assignment Worksheet (800-030-02-F_Pay Grade Assignment Worksheet).
- e. Once the draft position description is finalized by the hiring manager and the ad hoc position description group, the Fiscal Manager or designee will e-mail the City of Canton Civil Service for review.
- f. After the updated or new position description has been reviewed by Civil Service, the Fiscal Manager adds the approval of the position description to the appropriate Board of Health agenda.
 - i. If the following occurs with a new or updated position description, the Fiscal Manager will also have to update and add the Position Classification Schedule for that particular division to the Board of Health agenda:
 - ✓ A new position description is created.
 - ✓ A current position title change.
 - ✓ A current position pay range change.
- g. After the Board of Health approves the position description, the Fiscal Manager adds the Board approval date to the updated position description, updates the revision history and completes 800-019-03-F_Job Description Approval Request form. The form, along with the red-lined version of the position description will get e-mailed to Civil Service requesting the position be on the next Civil Service Commission agenda. When approved by Civil Service Commission, this date will be added to the position description by the Fiscal Manager and the header changed from "DRAFT" to "FINAL".
 - i. The Fiscal Manager will share the outcome of the Civil Service Commission meeting (if the position was approved as is, rejected or approved with recommended changes) with the hiring manager.
- h. If the updated position description applies to a current employee, the VS Administrative Supervisor will ensure the employee signs the updated position description. New hires will also sign their position description as outlined in the 800-007-P_Onboarding Policy. The signed position descriptions will be placed in the employees personnel file and a copy given to the employee.
- i. The finalized position description and accompanying Pay Grade Assignment Worksheet will be placed on the CCPH SharePoint by Administration.

F. CITATIONS & REFERENCES

Position Classification Schedule [the most recent version of this can be obtained from the Fiscal Manager]

ONET Tool: <https://www.onetonline.org/>

800-031-P_Canton City Public Health Organizational Competencies

800-007-P_Onboarding Policy



800-017-P New Hire Recruiting Policy

800-030-P_Compensation Program

800-030-02-F_Pay Grade Assignment Worksheet

G. CONTRIBUTORS

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1. Sean Green, VS Administrative Supervisor
2. Willow Cox, Community Health Equity Coordinator
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H. APPENDICIES & ATTACHMENTS

800-019-01-A_Core Competencies for Public Health Professionals – October 2021

800-019-02-A_Distinguishing Between Common Position Titles

I. REFERENCE FORMS

800-019-03-F_Position Description Template

800-019-04-F_Job Description Approval Request Form

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
			Update the entire policy.

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.