

## **POSITION/JOB DESCRIPTIONS**

Position descriptions are developed for each position in the Diocese. Position descriptions summarize each position's basic purpose at each individual site, organizational reporting relationship, duties and responsibilities, and qualifications. It is impossible for job descriptions to cover every task or responsibility assigned; hence they do not limit the supervisor's right to assign additional duties as needed.

Position descriptions are reviewed for accuracy whenever significant changes in job duties occur and when annual employee performance appraisals are conducted. Employees are encouraged to review and suggest changes to their position descriptions. The Diocese reserves the right to transfer duties from one position to another, as well as to transfer employees to other positions to meet the needs of the Diocese. Position descriptions should be reviewed each year at the time of performance appraisal and changed or updated as necessary. A suggested template to be used in creating a position description is found in Appendix D-34.

### **Chancery**

At the Chancery, Department Directors, in consultation with their Division Directors, determine what duties are assigned to each specific position.

### **Parishes**

In Parishes, the Pastor/Parochial Administrator/Parish Life Director, in consultation with the supervisor, will determine what duties are assigned each specific position.

Each employee is to be given a copy of the position description, which will include the approved Diocesan classification. A copy signed by the employee is to be placed in the employee's personnel file.

Brief descriptions of various positions are found in Appendix E.