

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.07	Pages: 1 of 1
Chapter: General Procedures		Effective Date: August 11, 1994
Subject: Job Descriptions		

I. POLICY:

Cumberland County Government shall maintain and make available written job descriptions for classified positions approved by the Board of Chosen Freeholders and the State Department of Personnel.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The Cumberland County Department of Personnel and Human Resources shall:

1. Maintain a copy of all job descriptions.
2. Periodically request updated job descriptions through the State Department of Personnel.
3. Provide a written job description to each new employee.

B. Department heads shall request job descriptions through the County Personnel Office.