



**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 618

Title: Job Description and Specifications

Cochise College is committed to hiring and retaining highly qualified employees and has established job descriptions for each position which include specifications outlining the expectations associated with the position.

Procedure 618.1

Job Description

A job description shall be developed and maintained for all regular college positions and shall be on file in Human Resources. The job description shall include, but not necessarily be limited to the following items:

1. Job title
2. Job classification and pay grade
3. Narrative description
4. Functional responsibilities
5. Required minimum qualifications, education and experience
6. Scope of responsibility

Additional desirable qualifications reflecting the needs of an individual position may become a part of the recruiting process for that position but used only for ranking candidates, not to expand the job description, disqualify or eliminate applicants from consideration for a position.

Procedure 618.2

Specifications

Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to their position.