



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.02	Effective Date: June 8, 2023
Subject: Developing and Maintaining Job Descriptions	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

This policy provides information on how employee job descriptions are developed and maintained.

II. DEFINITIONS

None

III. PROCEDURES

- A. The Department of Human Resources maintains official employee job descriptions for all employees.
- B. The Department of Fire and Emergency Medical Services (DFEMS) is responsible for reviewing job descriptions annually to coincide with the County's fiscal year.
- C. Employee input is strongly encouraged to seek comments during the review process. As necessary, the Director/Chief may establish a review committee to evaluate changes in job descriptions.
- D. Recommendations for changes to an employee's job description shall be forwarded to the Director/Chief for review. The Director/Chief shall forward accepted revisions to the employee's job description to the Department of Human Resources for review and approval in accordance with County policy.
- E. Revised job descriptions shall be provided to all affected employees. Employees shall sign a form indicating that they have received and read the revised job description and understand any revisions.
 1. The employee shall maintain a copy of the signed form and return the original to the Office of the Director/Chief for inclusion into the employee's personnel file.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Developing and Maintaining Job Descriptions policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.