

**Kingman County  
Kansas  
Personnel Policy Manual**

Policy #22  
Position Descriptions, Classifications

Commission Approved  
Date: 2/6/2006

**22 Position Descriptions, Classifications**

- 22.1 Each position in the County shall have a position description, which shall include the working title of the position, minimum qualifications required to perform the job, special skills, if any, required, the nature and extent of responsibility in the job, and a reasonably detailed synopsis of the duties and work performed. A standard format shall be maintained for all job descriptions so that there is a reasonable degree of comparability between positions and departments. Such position descriptions shall be kept on file in the office of the Director of Human Resources, with a copy also available through the office of the County Clerk and shall be available to any interested party during regular office hours.
- 22.2 As position descriptions are developed, they shall be reviewed and approved by the incumbent, where appropriate, and the supervisor. The Director, Human Resources, shall assign a classification title to each. Positions requiring similar skills responsibilities, duties, experience, education, training and background shall be classified alike.
- 22.3 Any time an existing position is to be reclassified, a new position description must be prepared, which shall be evaluated by the Director, Human Resources to determine whether duties and responsibilities of the position are changed in a significant enough way to merit reclassification.
- 22.4 Position classifications shall, from time to time, be reviewed so as to provide for changes in duties necessitated by organizational changes, improved methods or new or revised service programs. No new position shall be created, nor any existing position reclassified, without prior approval of the County Commissioners.