

## **Personnel – Certified/Non-Certified**

### **Position Descriptions**

Each employee of the Capitol Region Education Council must have a position description which has been approved by the CREC Cabinet.

Policy adopted: May 1994  
Re-adopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## Personnel – Certified/Non-Certified

### Position Descriptions

1. Position descriptions must follow the attached format.
2. When a new position is created, the following steps must be taken before the position can be filled:
  - determine essential functions of the job. This is done by the Program Director with the assistance of the Human Resources Office. Essential functions of the job are those job duties that are fundamental to the job. A job function may be considered essential for many reasons. Some of the reasons are:
    1. The position exists to perform that function.
    2. The number of employees available at one location to perform the function is limited.
    3. The function is highly specialized requiring a particular expertise or ability.
  - the position description must be written by the responsible program director if the position title is new to the organization;
  - the position description must be sent to the Human Resource Office with the request to create a position;
  - the Human Resource Office must insure that the position description and position request is approved by the Executive Director; and
3. Only recognized position descriptions can be used for hiring and evaluating employees.
4. Valid, recognized position descriptions for positions are maintained by the Human Resources Office
5. If a reasonable accommodation is requested to perform essential functions, see Policy 4146.

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