

Subject: Job Analysis and Position Description
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POLICY

A position description is a written statement that identifies a job's title, principal duties, responsibilities or accountabilities, and position in the organizational skill level required to perform the job. It is the policy of Kaw Nation to prepare and to keep on file a position description for each job category within the organization and to make copies of position descriptions readily available to employees or applicants upon request.

Supervisors and/or Human Resources should review position descriptions for accuracy and completeness at least annually and revise as needed. Employees who believe their position descriptions contain inaccurate or outdated information should express such concerns to their immediate supervisors, who should then take steps to make any necessary adjustments. Employees should keep in mind position descriptions do not necessarily cover every task or responsibility they might be assigned and do not limit Kaw Nations right to assign additional duties or modify responsibility as necessary.