
POSITION DESCRIPTIONS AND CLASSIFICATION

Description: Consists of records relating to the establishment, maintenance and review of positions, associated position descriptions and classification. Position evaluation and/or position files created in the course of establishing, revising or deleting new or established positions; re-evaluating a job description or classification and may include job fact sheets, job or position summaries, questionnaires and surveys, meeting notes, rating information, re-evaluation reports, briefing notes and corresponding approvals, letters of notification and correspondence.

Filing Guidelines: Records must be securely stored. Records related to Positions are maintained within the Department of Human Resources. The Unit is not responsible for keeping copies of those records.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Permanent Retention
Disposition:	N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use