



Human Resource Services

Position Description Checklist

PSL-F212 Administrator Request for a New or Revised Position Description Received With Appropriate Signature of Approval (Optional)
(Chief Human Resources Officer)

Prepare Draft Position Description for Review by the Chief Human Resources Officer
(Classification and Compensation Specialist)

Send PSL-F213 Position Description Administrative Review and Approval and Draft Position Description to Originating Administrator
(Classification and Compensation Specialist)

Send PSL-F213 Position Description Administrative Review and Approval and Draft Position Description to Applicable Superintendent's Cabinet Member
(Classification and Compensation Specialist)

Upon Receipt of Signed PSL-F213, Present Draft Position Description to Superintendent's Cabinet for Review and Approval (Optional)
(Chief Human Resources Officer)

If Appropriate, Negotiate Bargaining Unit Position Description:
 CSA SCTA SEIU Teamsters UPE
(Chief Human Resources Officer)