Job Specifications and Descriptions

Responsible Unit: Finance and Operations, Human Resources, All Supervisors

Reference: *KCTCS Administrative Policies and Procedures* 2.0.2.1.1 - Employee Rights and Responsibilities, 1.5.4 - The KCTCS College Administration, and 2.5 - KCTCS

Job specifications may be found at https://thepoint.kctcs.edu/departments/HumanResources/Compensation%20Document%20Library/Forms/AllItems.aspx

Job descriptions are maintained by the position supervisor and by BCTC Human Resources. They should be reviewed and updated as needed annually as part of the PPE planning period.

BCTC employees are responsible for performing position responsibilities as outlined by the job description, based on the KCTCS job specifications, and further articulated by the Performance Planning and Evaluation (PPE) process and supervisor instructions. How employees interact with fellow employees and those whom KCTCS serves, and how employees complete job duties can affect the success of their department and the college. In turn, the performance of one department can impact the entire services offered by KCTCS.

KCTCS has a system of job specifications and classifications that place position titles into a salary schedule for faculty based on rank and one for staff based on level and breadth of responsibilities. The intent of job specifications is to provide a representative summary of the types of duties and responsibilities that will be required of each classification and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform job-related tasks other than those specifically presented in the job specification for their position and also may not be assigned every individual task that is presented in the job specification for their position. Specific duties tied to each position at BCTC are contained in job descriptions.