



## HUMAN RESOURCE POLICY

### 1.0 STAFFING

#### 1.04 JOB DESCRIPTIONS

##### **Purpose**

To provide an overview of the purpose and processes regarding job descriptions within the office of the Information and Privacy Commissioner (IPC).

##### **Application**

This policy applies to all employees of the IPC excluding the Commissioner.

##### **Policy**

The IPC will maintain complete and accurate job descriptions for all positions.

The primary purpose of a job description is to communicate the roles and responsibilities being assigned to an employee. The job description is an outline of the position's major duties and responsibilities. It is not intended to be a detailed list of every duty an incumbent may be asked to perform.

Supervisors shall ensure job descriptions are developed for each position and that those job descriptions reflect current work assignments.

Supervisors shall ensure that job descriptions are reviewed, and revised as necessary, every three years.

In the event that major changes occur in an encumbered position's roles and responsibilities, the supervisor shall ensure that a revised job description is created as soon as possible following the change in assignment.

Positions within the IPC are aligned to the Public Service out-of-Scope Classification plan and the associated pay schedules.

New positions and/or significantly revised job descriptions must be reviewed for classification level (see IPC Policy 4.01 Classification).

The Commissioner may alter the content of a job description at any time. If changes in assigned duties result in a permanent change to an employee's classification, adjustments to rate of pay will be made in accordance with pay administration policy for upward and downward reclassification.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

*The Public Service Act, 1998*

*The Public Service Regulations, 1999*

Legislative Assembly Service Human Resource Policy 1.4