


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Job Descriptions
	Policy Reference No:	4-2
	Release Date:	6 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	2
	Applicability:	All Employees

Every employee within the Township shall have a Job Title and a Job Description. A Job Title is the nomenclature that identifies a specific job. A Job Description describes the outputs performed, its performance standards, and competencies at a specific level.

The purpose of a job description and a job title is to identify and describe the minimum requirements of a job in order to indicate what is expected from the employee according to the Township's needs.

Job titles and job descriptions may only be created, amended or revised when supported by the needs of the Township, in accordance with the rules and regulations of the New Jersey Civil Service Commission, and approved by the Township Manager.

A job description including minimum qualifications shall be maintained for each position pursuant to New Jersey Civil Service Commission guidelines if the position is subject to Civil Service rules and regulations. All job descriptions are based on Civil Service descriptions and must be approved by the Township Manager.

Job descriptions for unclassified titles should be reviewed at least once every two years or upon a job vacancy, and updated as the job changes, as approved by the Township Manager.

Job descriptions contain examples of required duties. Employees may be required to perform additional duties as appropriately required by the Township. Not all duties listed on job duties are deemed essential and the Township has the right to modify, where appropriate, job requirements in order to provide reasonable accommodations.

Only approved job descriptions and job titles may be used within the Township. Job Descriptions are considered an open public record.

Job descriptions assist supervisors in the hiring and evaluation of employees for specific positions.

Job descriptions for positions are on file in the Office of the Township Manager for review and copies may be made available upon request.

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Page	2 of 2

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1	6 January 2023	Changed Cavallo to D'Arco	JD