

HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: MS22 Position Descriptions	
Program Area: Human Resources	
Approved By: <i>Susan Kelly</i>	Original Effective Date: 11/26/13
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

In accordance with the Department of Budget and Management guidelines, all positions at Harford County Health Department (HCHD) will have a completed MS22 Position Description (MS22) indicating job classification, grade, essential duties, performance standards, and other pertinent information as indicated on Attachment 1 SECTIONS AND EXPLANATIONS OF THE POSITION DESCRIPTION.

Hiring managers must ensure that an approved position is created. An MS22 must be submitted to the Human Resources Officer with the *Request to Hire* Form for final approval by the Health Officer on the creation of all new positions. Recruiting activities will only occur subsequent to the creation of an approved MS22.

2.0 PURPOSE

This policy establishes guidelines for creating an effective MS22 that will be used for recruitment and personnel transactions and processes.

3.0 PROCEDURES

3.1 MS22 Position Description Creation

3.1.1 Program managers and/or supervisors will ensure that a complete and current MS22 position description (MS22) is in place for all positions within their division/program at HCHD. The template and explanations of the MS22 position description are outlined in attachments. When a new position is being added to a division, the supervisor should follow these steps:

- Evaluate whether an accurate MS22 currently exists for the position.
- If an accurate MS22 does not currently exist, evaluate similar job descriptions as a baseline.
- If neither an accurate nor similar MS22 exists, the supervisor should develop an MS22 using the position description MS22 template (Attachment 1).

3.1.2 The program manager signs the MS22 and submits it to Human Resources. Human Resources will review the MS22 for completeness and determine if it needs to be reviewed by Classification and Salary Division at the Department of Budget and Management.

3.2 Maintain MS22 Position Description

3.2.1 Human Resources will support the process resulting in the creation of the official position description.

3.2.2 At the time of hire, and during the performance evaluation process, managers will review the MS22 to ensure it reflects the current job functions and responsibilities. The supervisor will provide an updated MS22 and submit it to Human Resources.

3.3 Revision of MS 22 - If a current position undergoes a significant permanent change in job responsibilities, the supervisor should revise the MS22 and send it to Human Resources. If the supervisor is unsure of the appropriate job classification, a reclassification process will be reviewed by the Department of Budget and Management - Salary and Clarification for appropriate reclassification.

3.4 Retention of MS22 - Human Resources (HR) will give a copy of the MS22 to the employee at the time of hire and keep a copy of the MS22 in the employee file housed in the HR Office. If an MS22 is revised, HR will give a copy of the approved MS22 to the employee and keep a copy in the employee file. Employees can request a copy of the MS22 at any time by contacting HR.

Attachment #1

SECTIONS AND EXPLANATIONS OF THE POSITION DESCRIPTION

PART I – Identify position information (completed by Human Resources)		Information regarding PIN, class code, grade, service, overtime status, and agency code.
PART I – Identify position information This part and remaining MS22 is completed by Program Manager		Work location, supervisor, work schedule, and length of time employee has been performing duties
PART II – Position Functions	Main Purpose of Job	This section requires a brief statement describing the primary function of the position. It may include the working title of the position or any statement descriptive of the overall purpose of the position.
	Essential Functions	<p>List duty and responsibility statements which identify essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. Essential job functions are those functions that the individual who holds or desires a position must be able to perform, unaided or with a reasonable accommodation.</p> <p>The following statement must be a part of all essential functions:</p> <p>2% Emergency Response/Public Health Emergency Preparedness Events</p> <p>Receive training in responding to Emergency/Public Health Emergency Preparedness situations and respond to emergencies when requested by the Health Officer or designee.</p>
	Level, Frequency, and Purpose of Work Contacts	List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in

		writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate
	Decisions and Recommendations	List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.
	Equipment Used	List equipment used to complete this job, i.e., computer, calculator, typewriter, etc.
	Nature of Supervision received	<p>Check the type of supervision that is given to this position. Refer to definitions below:</p> <p>Close: Supervisor makes specific assignments that are accompanied by clear, detailed, specific instructions. The work is closely controlled. Supervisor maintains control through review of the work which may include checking progress or reviewing completed work.</p> <p>Moderate: Supervisor provides continuing or individual assignments by indicating what is to be done. Employee uses initiative in methods or advice on source materials available. The supervisor assures that finished work is accurate.</p> <p>General: Supervisor makes assignments by defining objectives, priorities and deadlines. Employee plans and handles problems in the work assignment. Completed work is evaluated for appropriateness and conformity to requirements.</p> <p>Managerial:</p> <p>Supervisor sets the objectives and resources available. Employee and supervisor, in consultation, develop deadlines, and projects to be done. The employee has developed expertise in the work and is responsible for planning and carrying out the assignment,</p>

		resolving conflicts, and coordinating the work with others. Employee keeps supervisor informed of progress. Completed work is reviewed only from an overall standpoint of feasibility.
	Working Conditions	Check all that apply
PART III – Responsibilities for the work of others	Nature & Level of Responsibility for the Work of others	<p>This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees.</p> <p>Check the type of supervision that is given to this position. See definitions of terms below. If employee supervises or leads, list the names and classifications of the employees that this position supervises or leads. Check the ways that this position supervises or leads the employees.</p> <p>Supervisor: assigns and reviews the work of others, trains employees, recommends the selection, promotion, and termination of employees. Approves time sheets and leave, signs performance evaluations, determines and resolves procedural problems within the unit/department, serves as spokesperson for subordinates, explains policies and procedures from management. Issues formal disciplinary warnings and reprimands.</p> <p>Lead Worker: assigns and reviews the work of others, instructs and motivates worker. Is available for immediate assistance or review and performs the work of the classification.</p>
PART IV	Performance Standards	For each essential job function described in Part II, list the standard(s) necessary for satisfactory (meets) and outstanding Performance standards

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 West Preston Street
Baltimore, Maryland 21201

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN	2. CLASS CODE/GRADE
3. SERVICE	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? No
5. OVERTIME STATUS	6. AGENCY APPROPRIATION CODE 320602062

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable _____

8. Class Title _____

Working Title, if different _____

9. Department or Agency Name Harford County Health Department

Division, Unit or Section _____

10. Work Location/Address _____

11. Name of Immediate Supervisor _____

Title of Immediate Supervisor _____

12. Work Schedule: (Check all that apply)

Permanent Day Shift Rotating Shift

Permanent Evening Shift Full Time

Permanent Night Shift Part Time

Other (Explain) _____

13. If applicable, how long has the current employee been performing the duties listed below?

PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

1. **MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it related to the mission of the agency.

2. **ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES -** List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify **essential job functions** by highlighting, **underlining**, etc.)

% of Time and/or Weight of Importance	Job Duty
2%	<p>Emergency Response/Public Health Emergency Preparedness Events</p> <p><i>Receive training in responding to Emergency/Public Health Emergency Preparedness situations and respond to emergencies when requested by the Health Officer or designee.</i></p>

3.LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS: List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

3. DECISIONS AND RECOMMENDATIONS: List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

4. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g. personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

5. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See instructions Part II, Item 6 for definition of terms.

- Close Supervision
- Moderate Supervision
- General Supervision
- Managerial Supervision

6. WORKING CONDITIONS: (Check all that apply)

- Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)
- Work involves exposure to hazardous conditions which may result in injury. (Explain)
- Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain)
- Work requires use of protective equipment such as goggles, gloves, mask, etc. (Explain)

PART III RESPONSIBILITIES FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of other, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates worker, is available for immediate assistance or review and performs the work of the classification.

- a) Does this position supervise employees? Yes No
- b) Does this position lead employees? Yes No

If yes, to a or b, list the names and classifications of the employees that this position supervises or leads.

- c) Check the ways that this position supervises or leads these employees. (check all that apply).
 - Assigns and reviews work
 - Approve leave, sign time card
 - Sign annual performance ratings
 - Interview & select new employees
 - Train employees
 - Discipline employees (counsel, recommend suspension & termination)
- d) Do any of the employees supervised have supervisory responsibility? If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

PART IV PERFORMANCE STANDARDS

PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

Meets

Outstanding

PART V SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date

FOR POSITIONS DESIGNATED AS A POLITICAL SPECIAL APPOINTMENT POSITION ONLY

This is to certify that I understand that this has been designated as a special appointment position which may be filled with regard to my political affiliation, belief or opinion. I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing authority and can be terminated for any reason; including my political affiliation, belief or opinion, that is not illegal or unconstitutional.

Employee's Signature

Date

FOR OTHER SPECIAL APPOINTMENT and MANAGEMENT SERVICE POSITIONS ONLY

This is to certify that I understand that this is a special appointment or management service position and I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing authority and can be terminated for any reason that is not illegal or unconstitutional.

Employee's Signature

Date