

## PROCEDURE

<b>Series:</b>	<b>HR- Recruitment &amp; Selection</b>	<b>COA:</b> HR 3.01, 3.02, 3.03, 3.06, 3.07
<b>Procedure Name:</b>	<b>HR-2204</b>	<b>CFOP:</b>
<b>Procedure Number:</b>	Job Descriptions & Selection Criteria	
<b>Reviewed Date:</b>	10/08/25	
<b>Revision #/Date:</b>	(2) 2/16/13 (3) 8/11/14, 12/1/15, 6/5/19, 4/16/24	
<b>Effective Date:</b>	03/07	

**Applicable to:**

All Family Partnerships of Central Florida (FPOCF) Staff.

**PURPOSE:**

To ensure that written job descriptions accurately reflect the minimum qualifications, essential functions, and responsibilities of a position to promote clarity of expectations and shared understanding and to document the requirements of each incumbent to demonstrate cultural and socio-economic sensitivity to the service population. To provide a systematic basis and methodology to review and update job descriptions. To ensure thorough communication pertaining to job functions, business and technical expectations, and qualifications.

**References:**

**Definitions:**

**PROCEDURE:**

1. Each program has written job descriptions for each position that clearly state the position's essential functions, responsibilities, job expectations and requirements including business, technical, education, and behavioral aspects.
2. Job descriptions include the expectation of each employee's sensitivity to the service population's cultural and socio-economic characteristics. It is expected that staff will be able to recognize, respect, and respond to the unique, culturally defined needs of persons and families served.
3. Job descriptions are reviewed and updated as necessary based on additional duties or significant changes to the essential functions, or as roles are revised based on changing operational needs. The process minimally involves the immediate supervisor for the position and the Human Resources Director.
4. All job descriptions include agency, job title, reporting relationship, FLSA status, Division (if applicable), salary grade, status, position statement, technical requirements, core behavioral competencies, education and experience requirements and physical requirements. Those functions evaluated as "essential functions" are identified in the job description.

5. All job descriptions include “additional duties as required” to accommodate the agency’s needs based upon the available resources.
6. Supervisors initiate the development of new job descriptions or the revision of existing job descriptions by contacting the Human Resources Director to schedule time to review the document.
7. Approved job descriptions for new positions are completed prior to beginning the recruitment process.
8. It is the practice of FPOCF to recruit and select candidates for positions based on no less than the stated minimum requirements for the position wherever possible.
9. Changes to current job descriptions, as needed, are then incorporated into a new document which is reviewed for approval by the supervisor and up the chain of command with the final approval of the agency’s senior executive and the Human Resources Director.
10. Manager level positions and above for FPOCF are reviewed by FPOCF executive team.
11. The new job description is then evaluated based on the salary administration program to determine if the grade level remains appropriate or if an adjustment is required.
12. The Human Resources Director makes this determination and recommends any changes to the supervisor and Manager (if applicable) and to the agency executives. Any grade level change required and approved is incorporated at this time.
13. Newly established positions are automatically assigned a grade level as part of the job description process.
14. Where job titles have multiple incumbents, each position will document any specific job duties for a particular incumbent that may be different from the other incumbents.
15. Any exceptions to this procedure are limited and will only be granted after a complete review by the Human Resources Director with final approval by the agency’s Executive Team.
16. The immediate supervisor is responsible for obtaining the necessary signatures on the original job description and returning to the Human Resources Director or designee, to be placed in the employee personnel file.
17. Each employee is to be provided with a copy of the job description at hire and when it is changed, or the employee changes positions.



BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:

A blue ink signature of "Philip J. Scarcelli" in cursive script.

PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 12/9/2025