



Policy Title:	Personnel: Job Descriptions - Functional Job Task List (FJTL)
Policy #:	06-001-0080
Effective Date:	11/26/2024
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Kimberly Prowse, Director of Human Resources
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To align SCCCMH policies to the Commission on Accreditation of Rehabilitation Facilities (CARF) Human Resources 1.1.6.a., b. (2)

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to provide current *job descriptions* and Functional Job Task Lists (FJTL) to all personnel so that each employee knows their work tasks.

II. Standards

- A. Agency approved job descriptions will be developed by SCCCMH Leadership for all positions.
- B. Job descriptions will contain a summary of duties and credentials/qualifications for all agency positions.
- C. Job descriptions will contain language which promotes an employment environment that embraces recovery and discovery, a person-centered approach to treatment/services, and cultural competence.
- D. SCCCMH Administration will maintain a Master File of all approved job descriptions, on a grade level basis.
- E. Job descriptions will be reviewed annually.
- F. Functional Job Task List (FJTL)
 - 1. The FJTL should be as broad or as specific as is necessary, the purpose of which is to put an employee on notice as to what specific job tasks are expected to be completed.

2. It is not necessary to list each and every routine task that all employees would normally complete. For example, it is not necessary to include “complete and submit staff timecard on a timely basis” or “attend all staff in-service meetings.”
3. Tasks can be categorized into specific areas if that is helpful.
4. Should be modified/clarified for any employee who may be unclear as to what the job expectations are.
5. Should be as consistent as possible within a specific position, however, program specific items may also be necessary.
6. Should include not just ongoing tasks but special projects/assignments as well.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Chief Clinical Officer/Designee	Notify HR Director of need to update a current or develop a new job description.
Human Resource Director	Ensure continuity of format and qualifications for each position.

Actions – Job Description

Action Number	Responsible Stakeholder	Details
1.0	Chief Clinical Officer/Department Director/Supervisor	1. Notify the Human Resource Director of the need to update a current or develop a new job description.
2.0	Human Resource Director	2. Ensure continuity of format and qualifications for position. 3. Approve job descriptions.
3.0	Personnel Secretary	4. Maintain Master File of job descriptions used for posting of positions and publishes on the agency intranet.
4.0	Supervisor	5. Use only an agency approved job description for a job posting, including required credentials/ qualifications for the posted position.

Actions – Functional Job Task List (FJTL)

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	<ol style="list-style-type: none">1. Develop a FJTL for a new employee (which should be consistent with similar positions).2. Provide the FJTL to the employee when hired and forwards copy to Administration to be filed in the employee's personnel file.3. Review performance and completion of tasks as part of regular supervision.4. Review FJTL at annual performance review evaluation and updates if appropriate or needed.5. Update the FJTL and informs the employee whenever necessary during the year.6. Forward any new or updated FJTL to Administration to be filed in the employee's personnel file.

B. Related Policies

N/A

C. Definitions

1. *Functional Job Task List*: A list of specific job tasks that are expected to be accomplished by the employee on an ongoing basis throughout the year.
2. *Job Description*: A broad representation of the duties, responsibilities, examples of work, and qualifications necessary to adequately perform a specific job within a grade/classification.
3. *Supervisor*: For the purpose of this policy, supervisor means anyone who "supervises an employee."

D. Forms

N/A

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. CARF Human Resources 1.I.6.a., b. (2)

IV. History

- Initial Approval Date: 10/1984
- Last Revision Date: 01/2024
- Last Reviewed Date: 10/2024 BY: Jody Kruskie
- Non-Substantive Revisions: N/A
- Key Words: Job Description, Functional Job Task List, FJTL