

Job Descriptions Ownership and Writing Policy Template

1. Purpose and Scope

This policy establishes clear guidelines for the creation, ownership, maintenance, and approval of job descriptions across the organization. It ensures consistency, accuracy, and compliance while defining roles and responsibilities in the job description development process.

2. Policy Statement

All positions within the organization must have a current, accurate job description that reflects the essential functions, qualifications, and requirements of the role. Job descriptions serve as foundational documents for recruitment, performance management, compensation, and organizational planning.

3. Ownership and Responsibilities

3.1 Human Resources Department

Maintains the central repository of all job descriptions

Ensures compliance with legal and regulatory requirements

Provides templates, guidelines, and training for job description creation

Conducts periodic audits to ensure accuracy and currency

Facilitates the review and approval process

3.2 Department Managers/Supervisors

Initiate job description creation for new positions

Draft or update job descriptions for positions within their department

Ensure accuracy of role responsibilities, qualifications, and reporting relationships

Submit job descriptions for review and approval

Notify HR of significant changes to existing positions

3.3 Senior Leadership/Department Heads

Review and approve job descriptions within their area of responsibility

Ensure alignment with departmental goals and organizational strategy

Authorize changes to reporting structures and position levels

3.4 Compensation/Total Rewards Team

Review job descriptions for appropriate classification and grade level

Ensure internal equity and market competitiveness

Provide guidance on FLSA (Fair Labor Standards Act) classification where applicable

4. Job Description Development Process

4.1 Creating New Job Descriptions

Manager identifies need for new position and completes workforce planning approval

Manager drafts job description using HR-provided template

Manager submits draft to HR for initial review

HR reviews for compliance, clarity, and consistency

Compensation reviews for appropriate classification

Department Head provides final approval

HR publishes approved version in central repository

4.2 Updating Existing Job Descriptions

Job descriptions should be reviewed and updated when:

Significant changes occur to role responsibilities (typically 25% or more)

Reporting relationships change

Required qualifications or competencies evolve

Position is vacant and being recruited

During organizational restructuring

At minimum, every three years

4.3 Approval Authority

Position Level	Approval Required	Individual Contributor	Department Manager + HR	Supervisor/Team
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Lead	Department Head + HR + Compensation	Manager	Senior Leadership + HR +
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Compensation	Director and above	Executive Leadership + HR + Compensation
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5. Job Description Standards

5.1 Required Components

All job descriptions must include:

Job title

Department and reporting relationship

Position summary/objective

Essential duties and responsibilities

Required qualifications (education, experience, certifications)

Preferred qualifications

Key competencies and skills

Physical demands and work environment (if applicable)

FLSA classification (Exempt/Non-exempt)

Date of last revision

5.2 Writing Guidelines

Use clear, concise language

Begin duty statements with action verbs

Focus on outcomes and impact, not just tasks

Distinguish between essential and marginal functions

Avoid discriminatory language or unnecessary requirements

Ensure consistency with similar roles across the organization

Include percentage of time or priority indicators for major responsibilities

6. Compliance Requirements

6.1 Legal Compliance

All job descriptions must:

Comply with employment laws including ADA, FLSA, and EEO regulations

Accurately reflect essential functions for ADA purposes

Avoid requirements that could create discriminatory barriers

Be reviewed by legal counsel when necessary

6.2 ADA Considerations

Clearly identify essential versus marginal job functions

Describe physical demands and work environment accurately

Focus on outcomes rather than methods of accomplishment

Include reasonable accommodation statement

7. Storage and Access

7.1 Central Repository

HR maintains the official repository of all approved job descriptions

Only current, approved versions are stored in the system

Previous versions are archived with revision history

7.2 Access and Distribution

Managers have access to job descriptions for their department

Employees can request copies of their own job descriptions

Recruiting team has access for hiring purposes

Confidential compensation information is restricted

8. Training and Support

HR provides:

Job description writing workshops for managers

Templates and sample descriptions

One-on-one consultation for complex positions

Guidelines and reference materials

Regular updates on compliance requirements

9. Policy Review

This policy will be reviewed annually or as needed to ensure continued effectiveness and

compliance with changing regulations.

10. Related Policies

Recruitment and Selection Policy

Performance Management Policy

Compensation Philosophy and Structure

Organizational Change Management Policy

Policy Effective Date: [Insert Date]

Last Reviewed: [Insert Date]

Next Review Date: [Insert Date]

Policy Owner: Human Resources Department

Approved By: [Title/Name]RetryClaude can make mistakes. Please double-check responses.

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