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**Job Descriptions**

**Central California Conference**

 **Human Resources Department**

**Job descriptions are vital for the workplace. Without them performance reviews have nothing to be measured against. Disputes can arise. Good job descriptions should contain the following sections:**

1. Organizational Overview / Culture (include location of job)

The Central California Conference of Seventh-day Adventists (hereafter “Conference”) serves as the regional headquarters of approximately 136 churches / groups / companies with a membership of over 36,000. The Conference manages the administration of the denomination in its geographical area. The Conference is located at 2820 Willow Avenue, Clovis, CA.

1. Title of Position (include job type, for example – exempt or non-exempt)
2. Job Purpose and Summary
3. Key Roles and Responsibilities (begin each sentence with an active verb)(focus on functions rather than means)(target outcomes rather than tasks)

Please include: Attendance Requirements, Complies with Conference policies and procedures

1. Reporting Relationship (who is the boss)(does this person supervise others)
2. Realistic Qualifications (also include required experience)

In addition to the qualification this job requires please include something like:

**Reasoning Ability**

Must have the ability to solve practical problems and deal with a variety of concrete variables in different situations. Must possess the ability to interpret a variety of instructions and applicable regulations in written, oral, diagram and schedule form. Must be able to perform tasks independently (under no or very limited supervision) including executing judgment in working out problems. Must possess adaptability and be able to craft and implement creative responses to setbacks and obstacles. Must have personal management, and motivation to work toward goals. Must have skills to effectively negotiate and navigate disagreements.

1. Personal Profile (SDA, character, personality, knowledge, and skills)

Please also include the following wording:

* Must be a dedicated Seventh-day Adventist including:
	+ Seventh-day Adventist Church membership
	+ Regular church attendance, participation, and involvement
	+ Faithfulness regarding stewardship as understood by the Seventh-day Adventist Church
	+ Adherence to church standards as defined by the church manual
1. Clear Expectations
2. Standards for Measuring Performance
3. Signature and Date
4. Limitations and Disclaimer (see below)

Please include the following section in the actual job description:

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LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

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Lastly, job descriptions should be signed and filed. The following is an example of which signatures may be helpful:

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Manager’s Name Title

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Manager’s Signature Date

……………………………………………………….. …………………………………………… …………..……………………….

Employee’s Name Employee’s Signature Date

Human Resources Approval/Comments: …………………………………………………………………………………………………………………………..

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Authorized Human Resources Signature Date