

Civil Service Job Descriptions: Getting It Right

Presented by Staff Human Resources

An effective job description is essential to facilitating the hiring and promotion process. This program will focus on the role of the job description in classification decisions and ways to develop job descriptions that accomplish your goals. The program will include guidance for refining the job description to accurately reflect appropriate duties.

The workshop is for supervisors, human resource professionals, and administrators who are responsible for developing and maintaining job descriptions for civil service staff within their units.

To Audit or Not To Audit?

Presented by Staff Human Resources

Making the right decision to request an audit can be a difficult one. This workshop is designed to help you make that decision. Staff Human Resources will share policies and rules regulating the reclassification process and walk you through a case example to help you better understand the process.

The workshop is for supervisors, human resource professionals, and administrators who are responsible for making the decision to audit a position or not.