



# Carroll County Department of Fire & EMS

## Standard Operating Procedure

### DOCUMENT DETAILS

<b>Standard Operating Procedure: 2.02</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Developing and Maintaining Job Descriptions</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: February 1, 2026 <i>PJS</i></b>

**Applicability:**      ☐ Volunteer      ☒ Career

### I. PURPOSE

This policy provides information on how employee job descriptions are developed and maintained.

### II. DEFINITIONS

N/A

### III. PROCEDURES

- A. The Department of Human Resources maintains official employee job descriptions for all employees.
- B. The Department of Fire and Emergency Medical Services (DFEMS) is responsible for reviewing job descriptions annually to coincide with the County's fiscal year.
- C. Employee input is strongly encouraged to seek comments during the review process. As necessary, the Director/Chief may establish a review committee to evaluate changes in job descriptions.
- D. Recommendations for changes to an employee's job description shall be forwarded to the Director/Chief for review. The Director/Chief shall forward accepted revisions to the employee's job description to the Department of Human Resources for review and approval in accordance with County policy.
- E. Revised job descriptions shall be provided to all affected employees.

### IV. RESCISION

This Standard Operating Procedure rescinds all directives regarding Developing and Maintaining Job Descriptions policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## **V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS**

## **VI. ATTACHMENTS**