

# Los Angeles Community College District Personnel Commission

## Position Description

The development of a position description for each job within a working unit is extremely important. It describes exactly what duties and responsibilities are being assigned to an *individual* employee. Many supervisors do not prepare a position description and choose instead to rely on the District's official job description. The problem with this approach is that the job description will not include all of the duties an individual employee will be expected to perform. A job description is a sample of the essential duties typically performed by employees in all positions assigned to the job classification.

The customized position description is the first step in identifying the appropriate job classification for a position. However, the document also has the following additional uses:

- Helps to identify the characteristics to look for in a new employee
- Insures clarity about assigned duties between employee and supervisor
- Helps a supervisor plan and visualize the distribution of duties among unit employees
- Serves as an excellent document for use in performance discussions and during performance evaluations
- Provides documentation for use in reclassification and work out of classification situations
- Can be expanded to include performance expectations

### SAMPLE POSITION DESCRIPTION

**Job:** SFP-Program Technician  
**Office:** Workforce and Economic Development  
**Location:** Los Angeles Trade-Technical College

- Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll contracts, and other administrative activities of the SFP programs.
- Monitor budget expenditures and assist the directors in the preparation of annual budget and expenditure and reports of Specially funded programs.
- Classifies accounting transactions and maintains the balances of all categories associated with each SFP program.
- Answers all inquiries from faculty, administrators, and work study students with the expenditures and account balances, and the accounting procedures and policies involved.
- Assist the Program Director in the maintenance of participant files.
- Assist in coordinating and participating in the college orientation program regarding the SFP participants.
- Check and balances the general ledger accounts for each SFP Programs.
- Perform specialized clerical duties in inputting all SFP participants by Semester.