

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Functional Job Description	1007

1. Purpose. This policy provides employees of Developmental Disabilities Services with assurance that their job duties will be clarified for and discussed with them at least annually.
2. Scope. All DDS employees are affected.
3. Functional Job Description. Each current DDS employee and his/her immediate supervisor will jointly develop a functional job description for the employee in conjunction with the required annual performance review or more often if dictated by changing job functions.
4. New Employee Orientation. At the time of employment, a new employee and his/her immediate supervisor will discuss the policy of having both State and functional job descriptions to help ensure adequate job adjustment.
5. Update. At each subsequent performance review (at least annually), the employee and his/her immediate supervisor will develop either a substantially new document or a revised version of the previous one, as needed or indicated by changes in primary duties.
6. Recordkeeping. The current functional job description, with dated signatures of both employee and supervisor, will be kept in the employee's personnel file.

Replacement Notation: This policy replaces DDS Policy 1007 effective December 17, 1979.

Effective Date: March 15, 1993

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Reference: Board Action: January 26, 1980.

