

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall provide current job descriptions and Functional Job Task Lists (FJTL) to all personnel so that each employee knows his/her work tasks.

III. DEFINITIONS:

- A. Functional Job Task List: A list of specific job tasks that are expected to be accomplished by the employee on an ongoing basis throughout the year.
- B. Job Description: A broad representation of the duties, responsibilities, examples of work, and qualifications necessary to adequately perform a specific job within a grade/classification.
- C. Supervisor: For the purpose of this policy, supervisor means anyone who “supervises an employee.”

IV. STANDARDS:

- A. Agency approved job descriptions will be developed by SCCCMHA Leadership for all positions.
- B. Job descriptions will contain a summary of duties and credentials/qualifications for all agency positions.
- C. Job descriptions will contain language which promotes an employment environment that embraces recovery and discovery, a person-centered approach to treatment/services, and cultural competence.
- D. SCCCMHA Administration will maintain a Master File of all approved job descriptions, on a grade level basis.

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- E. Job descriptions will be reviewed annually.
- F. Functional Job Task List (FJTL)
 - 1. Should be as broad or as specific as is necessary, the purpose of which is to put an employee on notice as to what specific job tasks are expected to be completed.
 - 2. It is not necessary to list each and every routine task that all employees would normally complete. For example, it is not necessary to include “complete and submit staff timecard on a timely basis” or “attend all staff in-service meetings”.
 - 3. Tasks can be categorized into specific areas if that is helpful.
 - 4. Should be modified/clarified for any employee who may be unclear as to what the job expectations are.
 - 5. Should be as consistent as possible within a specific position, however, program specific items may also be necessary.
 - 6. Should include not just ongoing tasks but special projects/assignments as well.

V. PROCEDURES:

A. Job Description

Program Director/Supervisor

- 1. Notifies the Human Resource Director of the need to update a current or develop a new job description.

Human Resource Director

- 2. Ensures continuity of format and qualifications for each position.
- 3. Approves job descriptions.

Personnel Secretary

- 4. Maintains Master File of job descriptions used for posting of positions and publishes on the agency intranet.

Supervisor

- 5. Uses only an agency approved job description for a job posting, including required credentials/qualifications for the posted position.

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B. Functional Job Task List (FJTL)

Supervisor

1. Develops a FJTL for a new employee (which should be consistent with similar positions).
2. Provides the FJTL to the employee when hired and forwards copy to Administration to be filed in the employee's personnel file.
3. Reviews performance and completion of tasks as part of regular supervision.
4. Reviews FJTL at annual performance review evaluation and updates if appropriate or needed.
5. Updates the FJTL and informs the employee whenever necessary during the year.
6. Forwards any new or updated FJTL to Administration to be filed in the employee's personnel file.

VI. REFERENCES:

A. CARF Human Resources 1.I.6.a., b.(2)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 10/84, 10/86, 01/89, 10/90, 04/93, 10/96, 10/98, 10/00, 08/08, 08/10, 05/12, 07/13, 09/14, 09/15, 09/16, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22.